

## MEDICAL EMERGENCY MANAGEMENT

The following guidelines relate to a medical emergency of an *individual* student, which is different from episodes where the entire School Safety Contingency Plan (please refer to Superintendent's Circular FSE-1: School Safety Contingency Plans), is activated. However, the guidelines are complementary.

The school nurse assigned to each school should assist in the development and implementation of medical emergency protocols. The elements to be included in the protocol are:

### EMERGENCY INFORMATION

Prevention of medical emergencies begins with the knowledge of underlying medical issues. Therefore, Emergency Information Cards (Form 460 or electronic equivalent), containing the basic pertinent data to activate an emergency medical plan for the student, **MUST** be on file at each school. This information should be completed upon the opening of school in September and updated by January 1 and again by April 1 each school year.

In addition to *parental contact phone numbers, alternate emergency contacts, primary language spoken at home and custody issue documentation*, the card or electronic equivalent should contain:

- Insurance company
- Policy number
- Clinician name and phone
- Hospital where the child is taken in an emergency
- Listing of health problems
- Listing of medications taken at home as well as in school
- Allergies
- Vision or hearing problems
- History of surgery or serious illness in the last year

Each Building Administrator may practice the most expeditious means of securing necessary information.

### ROUTINE ILLNESS / MINOR INJURY

It is the responsibility of the Principal/Headmaster in consultation with the school nurse to decide whether a routinely ill or slightly injured child should remain in school or be released to his/her home. When it is necessary for a student to leave the school for home, the following procedures **MUST** be followed.

- The parent/guardian, or in those cases where they cannot be contacted, the individual designated on the Emergency Information Card, should make necessary arrangements for the student to be picked up at school by a responsible adult. (Please refer to Superintendent's Circular SAF-8: Release of Students to Authorized Persons.
- The parent should be informed of any emergency aid administered at the school and advised to seek further medical attention if necessary.

- If the parent of a student who has sustained a minor injury or illness cannot be located, the child *MUST* remain in school until the regular dismissal time.
- Under no circumstances should a student be released without adequate adult supervision. *All* instances where a student is released should be properly *documented* in a log in the Principal's/Headmaster's Office. The log must indicate all pertinent information including the time the child arrived home.
- NO CHILD IS TO BE RELEASED TO ANYONE OTHER THAN A PARENT WITHOUT THE PARENT'S CONSENT AND PROPER IDENTIFICATION AS THE PARENT'S DESIGNEE.

## **MEDICAL EMERGENCIES**

The Principal/Headmaster has administrative and programmatic responsibility for all activities that occur in his/her school. HOWEVER, IN THOSE CASES WHERE A *MEDICAL EMERGENCY* EXISTS, PRINCIPALS/HEADMASTERS SHOULD CONSULT WITH AND FOLLOW THE ADVICE OF THE ASSIGNED MEDICAL STAFF.

- A medical emergency is defined generally as a potentially life-limiting or life-threatening situation requiring immediate medical attention as well as cases of indecent assault/rape. Protocols for management of specific medical emergencies are available to nurses and are to be kept on file in the nurses' office.
- In the beginning of each school year, school nurses should communicate to relevant staff, the known potential health emergencies of individual students. This meeting should be documented on the student's *Individual Collaborative Health Plan*.
- If no nurse is present, the Principal/Headmaster or his/her designee is the responsible party.
- Principals/Headmasters should compile a list of staff with CPR, AED and First Responder training, to provide immediate life saving measures until EMS arrives. These staff members should be members of the School Safety Team.
- Immediate phone support is also available through the Health Service office at 617-635-6788.
- Each school nurse should complete a list of staff trained in the administration of Epinephrine in the event of a life threatening allergic reaction. This list must remain on the file with the school administrator.

## **SERIOUS INJURY / ILLNESS PROTOCOL**

- Stabilize the student using the most qualified school staff.
- Activate the Emergency Medical System (EMS), by calling 911. Cases of indecent assault/rape require Boston Police notification via 911.\*
- Call the Superintendent's Office at 617-635-9057.
- Notify School Safety Services at 617-635-8000.
- The responding ambulance crew of Emergency Medical Technicians or Paramedics will consult with the qualified school officials and assess the need for transportation to a medical facility. EMS assumes medical management of the child.
- School personnel designated by the principal/headmaster (not necessarily the school nurse), must accompany the student in the ambulance and remain with the child until the parent/guardian arrives or the child is being taken care of by appropriate and qualified medical personnel who have taken over the custody of the child, whichever occurs first.
- Accompanying staff do not need to have medical experience and are there for the comfort of the child, as the EMS system has assumed medical responsibility. If a nurse accompanies the child, the school is left without health services coverage.
- The school's representative should bring the student's Emergency Information Card, the Individual Collaborative Health Plan and all other pertinent medical information to the hospital.
- If the emergency occurs on the school bus, the driver (and/or monitor, if present) will provide for the safety of the child and call the dispatcher, who notifies 911. When EMS arrives, the dispatcher will be called with the name of the child and the hospital that the child will be transported to. The dispatcher then calls the School Safety Services 617- 635- 8000, who will notify the family. A Safety Officer will proceed to the Emergency Room to meet with the student and family.

\* Release of a student who is a victim of indecent assault/rape must comply with procedures outlined in both this memorandum and Superintendent's Circular SAF-8 - Release of Students to Authorized Persons.

### **COMMUNICABLE DISEASES**

Massachusetts General Law and public health regulations govern the reporting and control of communicable diseases in public schools. All suspected cases of a communicable disease require confirmation from local health authorities before a plan of action is developed. When a student is suspected of having a reportable communicable disease, the principal/headmaster or designee will:

- Contact the school nurse
- The nurse or principal/headmaster will contact health services administration
- Health Services contacts the public health commission to confirm the diagnosis
- The school nurse, in conjunction with principal/headmaster or designee, health services and local health authorities, will assess the health risks and develop a plan of action to address the issues.

Questions or concerns may be directed to Health Services at 617-635-6788.

### **DEPARTMENT OF SAFETY SERVICES**

The Department of Safety Services, 213 Townsend Street (Rear of Boston Latin Academy), Dorchester, MA 02121, Telephone 617-635-8000,

A school administrator must notify the Department of Safety Services, via the telephone (617-635-8000), of any serious illness or injury after notifying Emergency Medical Services via 911.

Personnel of this Department have received various levels of First Aid Training and may initiate assistance appropriate to their level of training.

An Administrator of this Department will respond to the scene if practical.

Department of Safety Services may be used as a resource to assist in making parent/guardian notification.

### **NOTIFICATION TO SCHOOL STAFF AND PARENTS OF SERIOUS INCIDENTS**

The principal/headmaster should follow the guidelines established in Superintendent's Circular - School Safety Contingency Plans, providing feedback to staff.

Should an incident become generally known and be a matter of concern to parents, the administrator should meet with the School Parent Council to advise them of the precautionary measures taken to prevent the re-occurrence of such an incident.

In the event of a serious illness/injury involving a student, the parent or guardian must be notified as soon as possible. This notification should include all available information, including hospital destination if the child is transported to a medical facility.

If a student is a witness to a medical emergency his or her parent or guardian shall be notified prior to that student being removed from the school for interviewing by police or any other member of an emergency response agency.

Summary of significant dates and deadlines:

Date	Activity
September 2011	Complete Emergency Information Cards (Form 460)
January 1, 2012	Update Form 460
April 1, 2012	Update Form 460

For more information about this circular, contact:

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## EMERGENCY PLAN

### IF AN EMERGENCY OCCURS:

1. Stay with the student.
2. Call or designate an adult to call the nurse or designee.
3.
  - a. State who you are.
  - b. State where you are.
  - c. State the problem.
4. An administrator or designee is responsible to institute the Emergency Plan.

### EMERGENCY TELEPHONE PROCEDURE:

1. Dial 911.
2. State who you are. "I am \_\_\_\_\_, a teacher/paraprofessional in the Boston Public Schools."
3. State where you are. "I am at the \_\_\_\_\_ School, address \_\_\_\_\_. The telephone number is \_\_\_\_\_."
4. State the problem. "There is a \_\_\_\_\_ year old child here that is \_\_\_\_\_. We need an ambulance now."
5. Give specific directions. "\_\_\_\_\_ will meet you at \_\_\_\_\_ to direct you." (address)
6. Don't hang up. Ask for the information to be repeated back to you and answer any questions the dispatcher may have. Hang up the telephone when all information is correct and verified.
7. Notify the school principal or administrator. State the nature of the emergency and the location of the student.
8. The school official or designee will:
  - a. Meet and direct the EMT's.
  - b. Call parent/guardian.
  - c. Call the Superintendent's Office at 617-635-9057.
  - d. Call School Safety at 617-635-8000.
9. The school nurse or designee will accompany the student to the hospital.
10. Paramedics will decide which hospital is appropriate.
11. DO copy emergency and health care information.
  - 12. Administration (not necessarily the school nurse) will accompany student in the ambulance. Paramedics will take over care of the student when they arrive. School personnel designated by the principal must accompany the student in the ambulance and remain with the student until the parent/guardian arrives or the child is being taken care of by appropriate and qualified medical personnel who have taken over the custody of the child, whichever occurs first.

**EMERGENCY PLAN (Continued)**

The school representative should bring the student's emergency information card (copy), health card (copy) and all available information pertinent to the student and the incident/illness to the hospital.

Department of Safety Services may be used as a resource to assist in notification to the parent/guardian. Telephone # 617-635-8000.

School Department personnel will not in any case transport a sick or injured child in a privately owned motor vehicle.

Under no circumstances should a student be sent to any location via taxi based solely on notification received by telephone.

It is strongly recommended that the student emergency information card (Form 460) be regularly updated.