



# Valley Collaborative

## Health Office

40 Linnell Circle, Billerica MA 01821 \* Tel: (978)-528-7800 \* <http://www.merrimackcollaborative.org>

### **Valley Collaborative Medical Emergency Response Plan**

The Valley Collaborative has developed this Medical Emergency Response Plan in consultations with the members of the school community including, principals, lead teachers, Lead Nurse, Facilities, school nurses, school physician, Billerica Police, Fire and Ambulance Service. The purpose of this plan is twofold:

1. To reduce the incidence of life threatening emergencies, and
2. To promote efficient responses to such emergencies

The complete Plan has been posted in the Principal's office, lead teachers office, main office and school nurses' office. The complete plan will be modified as needed and updated whenever there are physical changes to the school campus, including new construction. The Plan will be submitted to the Department of Elementary and Secondary Education every three years.

#### **Safety Assessment**

To prevent injuries and accidents on school property, the school district follows Occupational Safety and Health Administration (OSHA) guidance. Prior to the opening of the school each year, key school administrators and the facility management director in cooperation with the Hopedale Fire Department conduct a safety assessment of all buildings using the National Institute for Occupational Safety and Health (NIOSH) Safety Program Checklist for Schools. Safety guidelines are posted in all classrooms. Science, engineering, physical education, and fine arts instructors as well as athletic coaches educate students on specific safety precautions and injury prevention measures relevant to their disciplines.

#### **Communication Information**

All staff is required to carry a walkie-talkie on their person at all time when with the students. The school maintains an updated list of key faculty and staff; with phones numbers. There is a list of individuals to contact during a medical emergency and their respective roles, such as directing EMS, providing first aid, supporting students, class coverage. This resources information is available in the school's main office and school nurse's office.

The school maintains an updated list of community-based providers that includes names and phone number of mental health professionals who can provide long- and short- term mental

health services on campus following incidents and emergencies. This information is available in the school social worker/ guidance counselor's office.

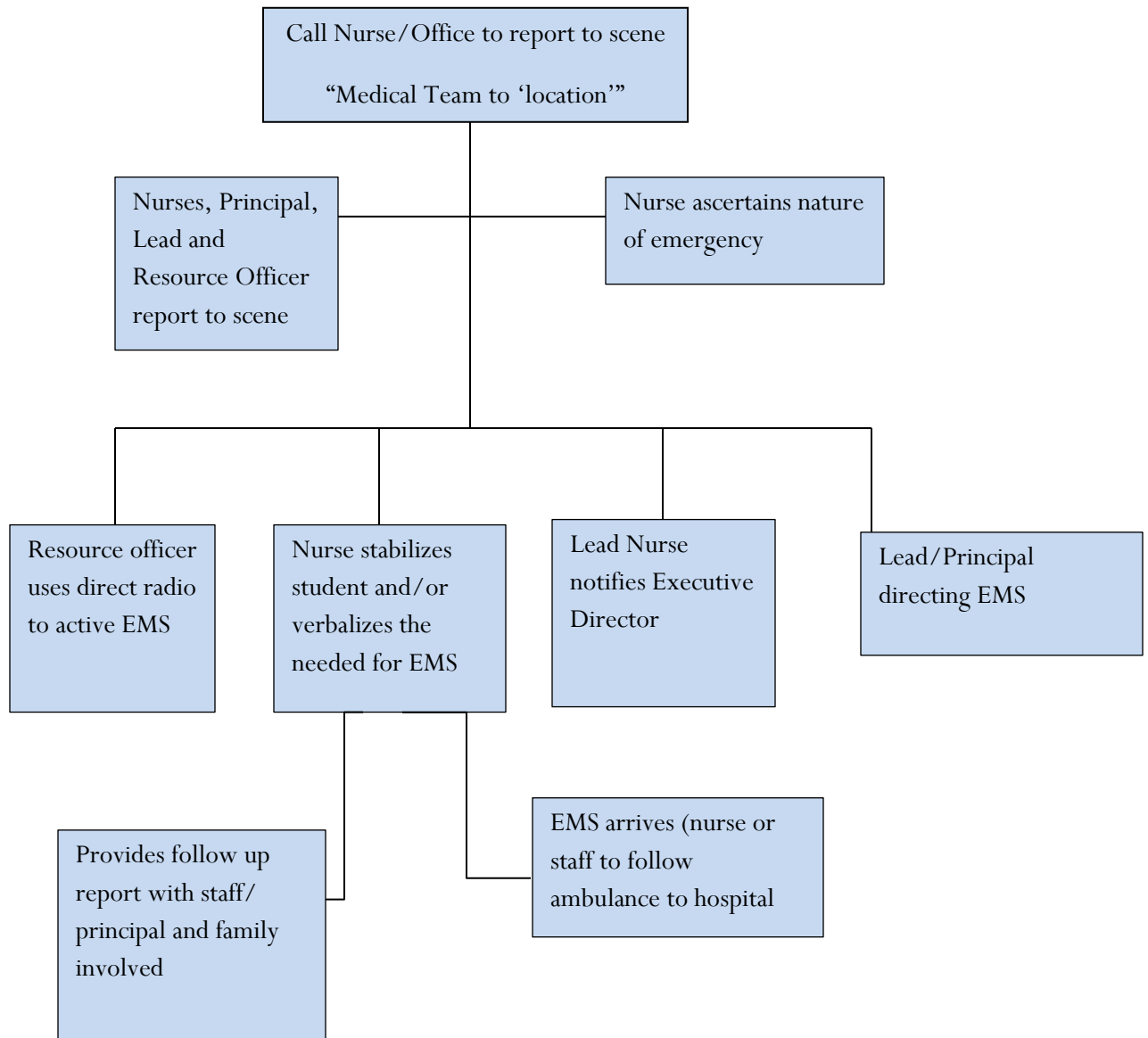
The school's main office or second school nurse will contact the parent/ guardian or emergency contact of students. The school maintains a list of names and phone numbers of parents/ guardians, updated at the beginning of each school year, who should be contacted in case of a medical emergency concerning a student.

### **Medical Emergency Response Protocols**

The school's Medical Emergency Response Protocols are posted in the main office, the school nurse's office, classrooms, cafeteria, and public areas on campus with instructions on how to activate the local emergency medical services (EMS).

**In case of a medical incident, school staff will immediately:**

- 1. Contact the school nurse and the main office; and**
- 2. Escort an injured person who is ambulatory to the school nurse's office or notify the school nurse if the person cannot be moved.**
- 3. Main office personnel will ensure that designated individuals are directed to remain with the injured or ill person until medical assistance arrives.**



**USE STANDARD PERCAUTIONS**  
**DO NOT TOUCH BODILY FLUIDS**

## **POLICY FOR RESPONDING TO A LIFE THREATENING EMERGENCY:**

Provide all students with immediate first aid and emergency services when a medical crisis or life-threatening situation occurs during school hours or school sponsored activities.

### **The nurse will assess the condition of the person(s) to determine the category of the injury, illness or condition:**

1. Life-threatening or potentially disabling: Since they can cause death or disability within minutes, they require immediate intervention, medical care, and usually hospitalization. Examples: airway and breathing difficulties, cardiac arrest, chest pain and/ or cyanosis.
2. Serious or potentially life-threatening or potentially disabling: Because these may soon result in a life threatening situation or may produce permanent damage, they must be treated as soon as possible. Examples: burns, major multiples fractures and insect bites.
3. Non-life-threatening: These are defined as any injury or illness that may affect the general health of a person. The student or affected person should be evaluated as soon as the parents can be notified or within a few hours maximum. Examples: mild/moderate fever, stomachache, headache, seizures, fractures, cuts. The school nurse will evaluate the incident and make decisions regarding further treatment.

### **When an injury, illness or condition is either a life-threatening or potentially disabling situation, the following guidelines should be implemented:**

- The first adult on the scene should contact the school nurse and 911 if appropriate.
- Do not leave the ill/injured person alone.
- Do not move ill/injured person unless there is more eminent danger exists at the current location
- Assign a designated person to greet emergency responders upon arrival, providing updates on the situation. EMS response time to the school is estimated 3-4 minutes barring any unforeseen delays.
- Move all other students to another area as quickly and as quietly as possible.
- The Principal or Social Worker will notify parent/guardian or emergency contact person as stated on the students emergency contact forms.
- Contact the program director responsible for that student.

### **When Emergency Services for a life-threatening or potentially disabling situations are needed:**

- The team leader will direct a responsible person to call EMS.

- The person on the phone with Emergency Medical Services MUST stay on the phone until all the information regarding that student/staff is conveyed and they tell you to hang up:
  1. Briefly describe the emergency situation.
  2. State your name and exact address and specific location of the injured/ill party.
  3. Give specific information regarding the current health status and reason for the call.
  4. Direct a staff member to wait at the door for EMS to arrive.
  5. Do not disconnect the EMS call unless directed to do so by 911 dispatch.

If the school nurses are not in the building at the time of the medical incident, main office personnel will notify the Principal/ administrator in charge. The administrator will assess the situation and advise the main office personnel to place the 911 call in the event of a potentially life-threatening or potentially disabling injury, illness or condition. Other steps will be taken as described above.

Unless the nature of the illness/injury is minor, it is prudent to activate the local EMS system to respond to the incident. If the injury/illness is later determined to be relatively minor by the school nurse or other trained personnel, the EMS response can be cancelled or the EMS units can clear the scene after they evaluate the situation.

School personnel should not delay calling an ambulance while awaiting the permission from the parent.

Once student has been stabilized, School Nurse, in collaboration with all staff involved in the emergency situation, will meet to fill out appropriate incident report(s).

All faculty and staff must adhere to the following during all medical incidents:

- Standard Precautions must be followed at all times.
- Avoid moving the ill or injured person, unless there is imminent danger.
- Remain with the person until assistance arrives and remain calm.
- Direct other staff to manage bystanders.

## **Cardiopulmonary Resuscitation (CPR) and First Aid Training <sup>1</sup>**

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<sup>1</sup> DPH recommends that, as a minimum standard, at least five person trained in first aid/CPR be available in each school at all times, when students are on school grounds, including before and after school. The actual suggested ration is one trained staff member for every 50 students (1:50). In high-risk populations, it is recommended that there be one first aid trained person for all medically fragile person (1:1).

Valley Collaborative Lead Nurse is a certified BLS instructors through the American Heart Association. They provide training to designated school staff in cardiopulmonary resuscitation (CPR), automated external defibrillators (AEDs), and first aid with the recommendations from DPH. All individuals who attend the nurses' class will be certified through the American Heart Association Heartsavers Program. The names of the individuals who successfully completed the training will be posted in the nurses' offices.

### **Medical Response Drills**

The Valley Collaborative Safety Committee will work together to schedule different drills and Professional Development situations where "medical situations" are staged so as to monitor response times and procedures.

### **Automated External Defibrillators (AEDs) (All AEDs are portable)**

AED's are located here at each location:

Elementary School: Across the hall from main office/ next to the gym

Middle/ High School: Across from main office

All AED's are housed in a wall mounted cabinet. All AED's are located in site that make them readily accessible for campus-wide access during school hours, after-school activities, and public events held at the school, and the number is sufficient for the size of the school. A list of school personnel who are trained in AED use, a map of the school's floor plan, and instructions on communicating in emergencies are in the same location and included in the Plan. Only persons trained and certified in the American Heart Association Heartsaver Program or another CPR course may have access to and use the AED during regular school hours. The school nurses are responsible for checking and documenting the status of the AEDs in accordance with the manufacture's recommendations. The Lead Nurse ensures that the AED units are maintained according to the manufacturer's recommendations.

### **Contact Information**

**School District or Charter School: Valley Collaborative**

**Superintendent or Charter School Leader: Chris Scott**

**Email: [cscott@valleycollaborative.org](mailto:cscott@valleycollaborative.org)**

**Phone: 978-528-7800 ext. 827**

**School: Elementary School**

**School Address: 135 Coburn Rd Tyngsboro, MA 01879**

**School Principal: Heather Mackay**

**Email: [hmackay@valleycollaborative.org](mailto:hmackay@valleycollaborative.org)**

**Phone: 978-528-7840 ext.817**

**School: Transitional Middle/ High School**

**School Address: 40 Linnell Circle Billerica, MA 01821**

**School Principal: Nicole Noska**

**Email: [nnosca865@valleycollaborative.org](mailto:nnosca865@valleycollaborative.org)**

**Phone: 978-528-7800 ext.865**

**School: Alternative Middle/ High School**

**School Address: 40 Linnell Circle Billerica, MA 01821**

**School Principal: Nick LeClair**

**Email: [nleclair@valleycollaborative.org](mailto:nleclair@valleycollaborative.org)**

**Phone: 978-528-7800 ext.834**

**Contact Person for the School Plan: Jessica Scalzi RN, BSN**

**Email: [jscalzi@valleycollaborative.org](mailto:jscalzi@valleycollaborative.org)**

**Phone: 978-528-7800 ext. 896**

## Section 1: The Medical Emergency Response Plan (Plan)

### A. Essential Plan Components

At each school, procedures must be in place to manage injury or illness of faculty, staff, students, and visitors and to respond in a timely and efficient manner to medical emergencies. Under the Medical Emergency law, each school's Plan must include:

**(1) Requirement:** a method for establishing a **rapid communication system** linking all parts of the school campus, including outdoor facilities and practice fields, to the emergency medical services system and protocols to clarify when the emergency medical services system and other emergency contact people shall be called.

**School's Response:** *Describe the school's method for establishing a rapid communication system.*

Valley Collaborative has purchased two way radios to be used by administrators, faculty and staff and on the school playgrounds or gymnasiums. Cell phone numbers have been shared with essential personnel for those individuals who will be off of the school grounds for field trips. The cell phones will be the primary form of communication in emergency situations that may arise on field trips.

**(2) Requirement:** a determination of **emergency medical service response time** to any location on campus.

**School's Response:** *Describe the emergency medical service response times to locations on the school campus.*

Response time to any location at 40 Linnell Circle by EMS personnel is 3-4 minutes as confirmed by Billerica Fire Department. Response time to any location in the town Tyngsboro by EMS personnel is within 6 minutes confirmed by Tyngsboro Fire Department.

**(3) Requirement:** a list of relevant **contacts and telephone numbers** with a protocol indicating when each person shall be called, including names of professionals to help with post-emergency support.

**School's Response:** *Provide a list of relevant contacts and telephone numbers with information indicating when each person should be called. Include names of professionals to help with post-emergency support.*



**40 Linnell Circle (High School/ Middle School)**

**Dr. Chris Scott (Executive Director):** 978-528-7800 (ext. 827)

To be contact in the event of all emergency situations

**Renato Silva (Facilities Manager):** 978-528-7800 (ext. 831)

To be contact if there is an emergency in relation to the buildings and facilities at any of the schools

**Jessica Scalzi (Lead Nurse):** 978-528-7800 (ext. 896)

To be contact in the event of all emergency situations

**Nick LeClair (Alternative High School Principal):** 978-528-7800 (ext. 834)

To be contact in the event of an emergency at the High School, Site 2

**Nicole Noska (Transitional Middle/High Alternative Middle School Principal):** 978-528-7865

To be contacted in the event of an emergency at the Middle School.

**135 Coburn Rd (Elementary School)**

**Kathryn Mari (Nurse):** 978-528-7805

To be contacted in the event of an emergency at the Elementary School.

**Heather Mackay (Elementary School Principal):** 978-528-7817

To be contacted in the event of an emergency at the Elementary School.

**(4) Requirement:** a method to efficiently **direct emergency medical services personnel** to any location on campus, including to the location of available rescue equipment.

**School's Response:** *Describe how emergency medical services personnel will be directed to the emergency site(s) and to available rescue equipment.*

Fire, police and EMS may obtain maps of each building in the main office of each location or from the Director of Facilities. A school administrator or their designee will meet with emergency medical services personnel at the front door of the building to escort them to the individual.

**(5) Requirement:** **safety precautions** to prevent injuries in classrooms and on the facilities.

**School's Response:** *Describe the safety precautions the school has in place to prevent injuries in classrooms and on the facilities.*

School nurses present information yearly to staff members on safety precautions to prevent injuries in the classrooms. The nurses also provide each classroom teacher and paraprofessional with a blood pathogen kit that includes gloves and first aid supplies, as to prevent the spread of blood borne illnesses. A review of Epipen use and AED trained personnel are identified. The Fire Chief also tours each building and subsequent premises to alert each school's administrator as to what changes need to be made both to the interior and exterior of the building to maximize student safety and crisis prevention.

**(6) Requirement:** a method of providing access to **training in cardiopulmonary resuscitation (CPR) and first aid** for teachers, athletic coaches, trainers, and other school staff, which may include training high school students in cardiopulmonary resuscitation.

**School's Response:** *Describe how the school will provide access to CPR and first aid training for the staff listed above. Describe if the school will provide CPR training for high school students.*

The Valley Collaborative takes volunteers to become CPR/AED and first aid trained during non-school hours. Valley Collaborative follows DPH's recommendation that, as a minimum standard, at least five person trained in first aid/CPR be available in each school at all times, when students are on school grounds, including before and after school. The actual suggested ration is one trained staff member for every 50 students (1:50). In high-risk populations, it is recommended that there be one first aid trained person for all medically fragile person (1:1). The Valley Collaborative Lead Nurse and is certified AHA Instructors. The high school students who have job sites through the Union were certified by the Union.

**(7) Requirement:** in the event the school possesses an **automated external defibrillator (AED)**,

- the location of the device;
- whether or not its location is either fixed or portable; and
- those personnel who are trained in its use.

With respect to item (7) on AEDs, the law further requires information on:

- the total number of AEDs in each school (*note: the law does not require schools to possess AEDs*);
- any volunteers (and personnel) who are trained in the AED use;
- personnel who have access to AEDs during regular school hours and after school; and
- the total estimated number of AEDs necessary to ensure campus-wide access during school hours and in after-school activities and public events (*the estimate is required whether or not the school currently has AEDs*).

**School's Response:** *If the school has AEDs, provide the information on the items listed above. If the school does not have AEDs, provide information on the estimated number of AEDs needed. A sample form is provided for your use in displaying the required AED information.*