

Hopedale Public Schools Medical Emergency Response Plan

Hopedale Public Schools has developed this Medical Emergency Response Plan in consultation with members of the school community, including the school nurses, athletic director, local emergency responders, and other community partners.

The purpose of the plan is twofold:

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

The complete Medical Emergency Response Plan has been posted in each of the school's main office, nurse's offices, and gymnasiums throughout the district. Protocols that include specific actions to take in case of a medical emergency have been posted in classrooms, locker rooms, gymnasium, and cafeteria and provided to key staff. 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.

Community Emergency Responders

School leaders and administrators have ongoing relationships with fire and police chiefs as required under the Multi-hazard Evacuation Plan, developed under section 363 of chapter 159 of the Acts of 2000. Law enforcement and fire/safety personnel have connected the district administration building and the district schools with local emergency medical services (EMS) personnel. EMS has assisted in establishing a rapid communication system linking all parts of the school campus; determining response times to all parts of campus; and providing a methodology for directing EMS personnel to an ill or injured individual(s) and to available rescue equipment when they arrive in response to an emergency call for assistance.

911 Access

- All of the schools have a landline that can connect to 911.
- Key personnel, including those involved in after-school and extracurricular activities, have access to cell phones that can directly access 911.
- Medical Emergency Response protocols and radios are on all vehicles owned and operated by the district.

Contact Information

The school maintains an updated list of key faculty and staff with phone numbers and a phone tree that indicates when each individual is to be contacted during a medical emergency and their respective roles, such as directing EMS, providing first aid, supporting students, and providing class coverage. This resource information is available in the school's main office and in the school nurse's office.

The school maintains an updated list of community-based providers that includes names and phone numbers of mental health professionals who can provide long- and short-term mental health services on campus following incidents and emergencies. This resource information is available in the school's main office.

The school's main office will contact parents/guardians of students and emergency contact persons for faculty and staff if the student, faculty, or staff person has a medical emergency. 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. The school maintains a list of names and phone numbers of individuals who should be contacted in case of a medical emergency concerning faculty and staff. Faculty and staff are directed to provide updated contact information as needed to the main office.

Medical Emergency Response Protocols

The school's Medical Emergency Response Protocols are posted in the main office, the school nurse's office, classrooms, locker rooms, athletic office, gymnasium, 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:

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

The school's medical response will proceed as follows:

- The nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition:
 - i. ***Life-threatening or potentially disabling***: Because these medical conditions can cause death or disability within minutes, they require immediate intervention, medical care, and, usually, hospitalization. Examples of this category include airway and breathing difficulties, cardiac arrest, chest pain, and/or cyanosis.
 - ii. ***Serious or potentially life-threatening or potentially disabling***: Burns, major multiple fractures, and insect bites are examples of this category. These occurrences may result in a life-threatening situation or may produce permanent damage, so they must be treated as soon as possible.
 - iii. ***Non-life threatening***: These are defined as any injury or illness that may affect the general health of a person (e.g. mild or moderate fever, stomachache, headache, seizures, fractures, cuts). The school nurse will evaluate the incident and made decisions regarding further treatment. The school nurse may notify the parent/guardian and recommend follow-up medical evaluation or treatment.

When an injury, illness, or condition is determined to be potentially life-threatening or disabling, the school nurse, an administrator, or their designee will:

- Call EMS (911) and provide the location of the injured or ill person and available rescue equipment.
- Activate the medical emergency contact list to use designated school staff in their respective roles.
- Direct designated school personnel to remain stationed at the specific location on campus where the medical incident occurred and greet emergency responders upon arrival, providing updates on the situation. EMS response time to any location in the Town of Hopedale is estimated at under 2 minutes barring unforeseen delays.
- Notify the parent/legal guardian of the student or the emergency contact for faculty/staff and inform him or her that the person is ill or has been injured and is being transported to a medical facility if the information is known at the time of the call.

If the school nurse is not in the building at the time of the medical incident, main office personnel will notify the administrator in charge. The administrator will assess the situation and direct 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.

If the school nurse or other medically trained individual determines that the injury, illness, or condition is non-life-threatening, first aid and or medical services will be provided onsite. Main office personnel will notify the involved student's parent or guardian.

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

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

Faculty and staff who are involved in school-related activities outside of regular school hours have been trained in the medical emergency response protocols and keep a copy of the protocols with them during all school-sponsored activities and events. The protocols identify who is to be contacted during activities outside of the regular school hours.

Cardiopulmonary Resuscitation (CPR) and First Aid Training

Our school has arranged with the local fire department to provide training for designated school staff in cardiopulmonary resuscitation (CPR) and first aid, in accordance with the recommendations from the DPH. The names of the individuals who have successfully completed training will be posted with the Plan.

Medical Emergency Response Drills

The school conducts a medical emergency response drill in coordination with school evacuation or fire drills. The first drill, which is announced in advance, occurs at the beginning of the school year. Other drills are conducted periodically during the school year. The principal or designee will ensure that the Plan is reviewed after each drill and revised if necessary based on evaluation results to improve response effectiveness.

Automated External Defibrillators (AEDs)

The schools have 6 portable Automated External Defibrillators (AEDs). The AEDs are located in sites 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 and volunteers who are trained in AED use, a map of the school's floor plan, and instructions on communicating in emergencies are in the same locations and included in the Plan. The school nurse is responsible for checking and documenting the status of the AEDs in accordance with manufacturer's recommendations. The athletic director is responsible for doing the same for the AED assigned to athletic fields and gymnasiums.

Definitions

Automated External Defibrillator (AED): A lifesaving device to treat victims of sudden cardiac arrest. The defibrillator is designed to quickly and easily provide an electric shock that restores the victim's normal heart rhythm.

First Aid: First aid is the immediate and temporary care given to an injured or ill person.

National Institute for Occupational Safety and Health (NIOSH): The federal agency responsible for conducting research and making recommendations for the prevention of work-related injury and illness.

Occupational Safety and Health Administration (OSHA): This agency sets and enforces protective workplace safety and health standards.

Standard Precautions: Standard Precautions are thorough hand-washing, gloving in the presence of body fluids, and proper disposal of contaminated wastes. The routine use of appropriate precautions by the caregivers regardless of knowledge of germs present in the individual's blood, saliva, nasal discharges, vomit, urine, or feces prevents the transmission/spread of disease and protects the caregiver. When handling the discharges from another person's body, always use these precautions. Use of Standard Precautions removes the need to know which persons are infected with which germs in the school setting.

**Hopedale Public Schools
Medical Emergency Response Plans for Schools**

Submitted Date: 11/01/2018

Contact Information

**School District: Hopedale Public Schools
Superintendent: Karen Crebase
Email: kcrebase@hopedaleschools.org
Phone: 508-634-2220**

**School: Bright Beginnings Early Childhood Center
School Address: 6 Park Street, Hopedale, MA 01747
School Director: Kristen Poisson
Email: kpoisson@hopedaleschools.org
Phone: 508-634-2213**

**School: Memorial Elementary School
School Address: 6 Prospect Street, Hopedale, MA 01747
School Principal: Brian Miller
Email: bmiller@hopedaleschools.org
Phone: 508-634-2214**

**School: Hopedale Jr. /Sr. High School
School Address: 25 Adin Street, Hopedale, MA 01747
School Principal: Derek Atherton
Email: datherton@hopedaleschools.org
Phone: 508-634-2217**

**Contact Person for the School Plan: Karen Crebase
Email: kcrebase@hopedaleschools.org
Phone: 508-634-2220**

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:

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.*

Hopedale Public Schools has purchased two way radios to be used by administrators and on the school playgrounds. These radios are direct communication capability with Hopedale Town Emergency Services. Each school has a channel on the system and administrators are able to communicate from one building to the other. Cell phone numbers have been shared with essential personnel for those individuals who will be coaching off of the school grounds. The cell phones will be the primary form of communication in emergency situations that may arise at Mellon Field, Town Park, Draper Field, Memorial Gym and Draper Gym for home games, practices and physical education classes. The Athletic Director has a two way radio as well.

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 in the town by EMS personnel is under two minutes as confirmed by Emergency Management Director, Chief Thomas Daige.

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.*

Emergency Medical Services have maps of the individual buildings. Fire and police may also obtain these maps in the main office of each location as well. 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. All town emergency response team members

Requirement: safety precautions to prevent injuries in classrooms and on the facilities.

School nurses present information yearly to all 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 born 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.

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.

District Office

Karen Crebase (Superintendent): 508-634-2220

To be contacted in the event of all emergency situations

Megan Ashton (PPS Director): 508-634-2240

To be contacted in the event of all emergency situations

Tom Hammann (Facilities Manager) 508-634-2217 x5639

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

Deb Brackett (Transportation Coordinator) 508-634-2220 x5509

To be contacted in the event of all emergency situations

Bright Beginnings Center

Kristen Poisson (Bright Beginnings Director): 508-634-2213

To be contacted in the event that there is an emergency at the Early Childhood Center

Marie Atkinson (Bright Beginnings Nurse): 508-634-2213

To be contacted in the event of a medical emergency at the Early Childhood Center

Memorial Elementary School

Kathleen Kavanagh (Memorial Elementary School Nurse): 508-634-2224

To be contacted in the event of a medical emergency at the Elementary School

Brian Miller (Memorial Elementary School Principal): 508-634-2214

To be contacted in the event that there is an emergency at the Elementary School

Deb Diemont (Memorial Elementary School Counselor): 508-634-2214

To be contacted to assist with post-emergency support

Kelly McPherson Todd (Memorial Elementary School Psychologist): 508-634-2214

To be contacted to assist with post-emergency support

Karen Martin (After School Club Director) 508-634-2214

JSHS

Derek Atherton (Jr./Sr. High School Principal): 508-634-2217

To be contacted in the event that there is an emergency at the Jr./Sr. High School

Diane Luchini (Jr./Sr. High School Nurse): 508-634-2217

To be contacted in the event of a medical emergency at the Jr./Sr. High School

Jill St. Martin (JSJS Guidance Counselor): 508-634-2217

To be contacted to assist with post-emergency support

Automated External Defibrillator (AED) Form

Bright Beginnings Early Childhood Center

6 Park Street
Hopedale, MA 01747
508-634-2213
FAX: 508-634-2232

Kristen Poisson - Director
kpoisson@hopedaleschools.org

Cheri Mossman - Administrative Assistant
cmossman@hopedaleschools.org

Marie Atkinson - Nurse
matkinson@hopedaleschools.org

1 Portable AED Device located outside the Main Office
All personnel have access to the AED during the school day and after school hours.

BBC will be providing additional in-service training for CPR.

Personnel trained in CPR include: Marie Atkinson (nurse)
Lori-Anne Cote
Elaina Barksdale
Tracey Johnson

Hopedale Memorial Elementary School

6 Prospect Street
Hopedale, MA 01747
508-634-2214
FAX: 508-634-0695

Brian Miller - Principal
508-634-2214
bmiller@hopedaleschools.org

Katie Atchue - Team Chair
508-634-2214
katchue@hopedaleschools.org

Donna Hennessy – Assistant Principal
508-634-2214
dhennessy@hopedaleschools.org

Kathleen Kavanagh - Nurse
508-634-2224
kkavanagh@hopedaleschools.org

1 Portable AED Device located outside the Nurse's Office
All personnel have access to the AED during the school day and after school hours.

Personnel trained in CPR include: Michael Aw (Teacher and a First Responder)
Frederique Baillargeon-Painter
Heather Kapatoes
Kelli Myett

Hopedale Junior-Senior High School

25 Adin Street

Hopedale, MA 01747

Phone: (508) 634-2217

Fax: (508) 634-4319

Derek Atherton - Principal

Phone: (508) 634-2217

E-mail: datherton@hopedaleschools.org

Stephanie Ridolfi - Athletic Director

Phone: (508) 634-2217

E-mail: sridolfi@hopedaleschools.org

Tim Johnson – Assistant Principal

Phone: (508) 634-2217

Email: tjohnson@hopedaleschools.org

Diane Luchini – School Nurse

Phone: (508) 634-2217

E-mail: dluchini@hopedaleschools.org

Valerie Marcotte - Team Chairperson

Phone: (508) 634-2217

E-mail: vmarcotte@hopedaleschools.org

Cheryl Bober - Food Services Director

Phone: (508) 634-2217

E-mail: cbober@hopedaleschools.org

Tom Hammann - Buildings and Grounds Supervisor

Phone: (508) 634-2217

E-mail: thammann@hopedaleschools.org

1 Portable AED Device located outside the Nurse's Office

1 Portable AED Device located outside the Cafeteria

1 Portable AED Device for athletics

All personnel have access to the AED during the school day and after school hours. The AED Device for athletics was donated to the track team and travels with the team although it is available to others when the team is not traveling.

The JSBS provided in-service day training in CPR after the start of the 2018-2019 school year.

Personnel trained in CPR include:

Derek Atherton

Tony Cordani

Rebecca Demello

Brian Kiesman

Corey Phillips

Paulette Roy

Diance Luchini

Jeff Bruno - Girls Soccer

Shanna Lathrop - Girls Soccer, Softball

Greg Labossiere - Boys soccer, Ice Hockey
Greg Emus - Boys soccer
Andrew Mainini - VB
Lauren Chase - VB
Tim Maguire - Cross Country, Track
Joe Drugan - Cross Country, Track
Jim McCallum - Golf
Lauren Bouchard - FH
Carrie Wearing - FH
Tony Cordani, Tom D'Urso - Boys Basketball
Corey Phillips, Jane LeClaire, Kelly Ghallager -
Girls Basketball
Ryan Mulry, Brian Keisman - Tennis
Josh Crecenzi - Baseball
Shauna Roberts - Girls Lacrosse
Amy Lombardi - Cheer

Athletic Sites

Mellon Field

50 Mellen St.
Hopedale, MA 01747

Mellon Field is utilized for athletics (soccer, softball and lacrosse) only after school hours.

1 Portable AED Device stored in the equipment container is accessible to all during practice or games.

Draper Field

Freedom St.
Hopedale, MA 01747

Draper Field is utilized for athletics (cross country and field hockey) only after school hours.

1 Portable AED Device stored in the equipment container is accessible to all during practice or games.

Draper Gymnasium

Dutcher St.
Hopedale, MA 01747
Phone: (508) 634-2212

Draper Gymnasium is utilized for JSHS physical education classes during school hours and athletics (basketball) after school hours.

1 Portable AED Device located in the lobby and is accessible to all.

Memorial Elementary Gymnasium

6 Prospect Street
Hopedale, MA 01747

Memorial Gymnasium is utilized for elementary physical education classes during school hours and athletics (volleyball and basketball) after school hours.

1 Portable AED Device located outside the Nurse's Office
All personnel have access to the AED during the school day and after school hours.

School Committee

At their August 21, 2012 meeting the committee approved the model policy as written for Emergency Plans.

As per School Committee directive, Medical Emergency Response Plans to be reviewed at their September 4, 2012 meeting, will be posted at each school, in gymnasiums, and on each school's website.

The information will be updated and reviewed by the administrative team, crisis committee, and school committee for required adaptations and newly defined information. The Emergency Response Plan will be modified and re-submitted to the DESE every 3 years.