

## **II. Medical Emergency Response Plan:**

### **Southeastern Technical Institute**

### **Medical Emergency Response Plan**

*The Southeastern Technical Institute has implemented a Medical Emergency Response Plan, which is communicated to all staff and students on a yearly basis.*

#### **Contact Information**

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## **Medical Emergency Response Plan**

An emergency is a sudden, serious, unexpected illness, injury, or condition requiring immediate attention. In case of a medical emergency, the staff member at the scene calls the school nurse to activate the Medical Emergency Response Plan.

### **Prevention:**

- A. To prevent injuries and accidents on school property, Southeastern Regional School District follows OSHA Guidance. The Electrical HVAC, and Plumbing Programs will offer OSHA 10 training and certification to its students as part of the course content.
- B. Southeastern makes available training in CPR and First Aid for all teachers and staff interested. CPR training and certification is mandatory for all students and staff in the health care programs. Training is offered annually on site to all students and staff in these programs.

### **Methods of Communication:**

- A. All administrators as well as the school nurse have two-way radios on their person when school is in session. This allows for immediate contact between parties in the event of a crisis or emergency. The school has a PA system for school-wide announcements and an all-call system for students, families, and faculty. The school nurse has a cell phone for use in the event of a loss of power and for communicating when attending to an emergency on grounds located outside the building such as parking lot areas.
- B. The nurses can respond to campus emergencies in less than six minutes. Once EMS services are activated, the response time is under 6 minutes to the Southeastern campus, barring any unforeseen delays.
- C. During evening programs, signage is posted in all rooms to contact 911 regarding medical emergencies.

### **Staff Member at Scene of Medical Emergency:**

- A. Call the School Nurse at Ext. 289 or 281. If no answer, Dial 444 to have the Nurse called via radio. Report location and type of accident (bleeding, burns, unconscious, etc.). Stay on the phone, the Nurse may give some instructions.
- B. Gently ease the individual needing assistance to the floor and maintain safety until the Nurse arrives.
- C. A staff member should stay with nurse and the individual needing assistance (unless excused by the nurse)
- D. Additional staff members should direct students (other than the individual needing assistance) from the emergency area to a secondary site such as another classroom or the student lounge area.
- E. If a second faculty member is not present, the staff member at the scene should verbally direct the students to the secondary site.

### **School Nurse:**

- A. Reports to scene with emergency bag and two-way radio.
- B. Assess victim(s) condition and maintains victim(s) safety.
- C. If necessary, the School Nurse will notify the Health Office to activate the EMS (9-911) at the Easton Fire Department.

### **Health Office Staff:**

- A. Calls EMS (9-911) at Easton Fire Department. **Gives nature/location of incident, as directed by School Nurse.**
- B. Notifies the High School Office at Ext. 201 (if no answer, dial 444 or use radio to communicate) that EMS has been called, and **gives nature and exact location of incident.**
- C. Prints emergency card information and delivers them to the emergency scene.
- D. Notifies the emergency contact of the incident using the student/staff emergency card.
- E. Notifies administration of the incident: Director of Guidance Ext. 284, who then notifies the STI Director. The STI Director notifies the Superintendent.

- F. Remains in Health Office monitoring radio communication and maintains safety in the Health Clinic.

**STI Secretarial Staff:**

- A. Notifies the Plant Engineer that the EMS has been activated, and gives exact Plant Engineer
- A. Coordinates his staff to meet and escort EMS personnel to emergency scene.

**Technical Institute Director, Director of Guidance, or designee:**

- A. Consults with Nurse at the emergency scene.
- B. If necessary, coordinates additional support services to the emergency scene.
- C. Arranges for a staff member to accompany the victim(s) to the hospital, if no parent/guardian/family member can be reached.

**Automated External Defibrillator (AED):**

- A. The school has two portable AED machines. One is located outside the main office in the lobby area and the second is located in the Nurse's Office. The AED's are located in sites that make them readily accessible for campus wide access and the number is sufficient for the size of the school. As a routine, the nurse checks the status of the AED's on a daily basis.