

Hanover Public Schools Emergency Medical Response Policy

The Hanover Public School District will maintain a Medical Emergency Response Plan, developed through consultation with members of the school community, including the school nurses, District Safety and Security Committee, Wellness Committee, administrators, athletic coaches and trainers, local medical personnel and other emergency responders.

The purpose of the Medical Emergency Response Plan (Plan) is twofold:

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

An emergency medical condition is a condition manifesting itself by acute symptoms of sufficient severity (including severe pain) such that the absence of immediate medical attention could reasonably be expected to result in placing the individual's health in serious jeopardy, serious impairment to bodily functions, or serious dysfunction of bodily organs.

The Plan will be maintained in each school's main office, each school nurse's office, and the high school athletic office. Protocols that include specific actions to take in case of a medical emergency shall be posted in all classrooms, locker rooms, gymnasiums, and cafeterias.

The Plan will be modified as needed and updated whenever there are physical changes to a school campus, including new construction. The Plan will be submitted to the Department of Elementary and Secondary Education every three years.

Community Emergency Responders

The superintendent and/or designees will maintain ongoing relationships with fire, police, and emergency services personnel as contemplated by section 363 of chapter 159 of the Acts of 2000. The superintendent and/or designees will consult with fire, police, and emergency services personnel on an annual basis for reviewing each building's Multi-hazard Evacuation Plan. The superintendent and/or designees will confer with emergency services personnel in identifying rapid response times to all schools and to ensure the placement of all AED equipment.

911 Access

- Each school building will maintain telephone landlines that may be used to connect to 911.
- The superintendent and/or designees will identify key personnel, including those involved in after-school and extracurricular activities, to equip with rapid communication devices (walkie-talkies).

2 Emergency Medical Response

- Every classroom shall have a telephone or speaker that can be used to access the building's main office.

Contact Information

Each school will maintain an updated phone tree listing key faculty and staff and indicating the appropriate individuals to be contacted during a medical emergency and what their respective roles will be, including directing emergency services personnel, providing first aid, supporting students, and providing class coverage. Phone trees will be available in each school's main office and in each school nurse's office.

Each school will maintain 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 following incidents and emergencies. This list will be available in each school's main office.

Each school will maintain a list of names and phone numbers of parents/guardians to be contacted in case of a medical emergency concerning a student. Each student's emergency contact information will be updated at the beginning of each school year. The principal or designee will contact parents/guardians of any student who has a medical emergency.

Each school will maintain a list of names and phone numbers of individuals to be contacted in case of a medical emergency concerning a faculty or staff member. Faculty and staff members shall provide updated contact information as needed to the main office at their assigned schools. The principal or designee will contact emergency contact persons for a faculty or staff member who has a medical emergency.

Faculty and staff involved in school-related activities outside of regular school hours shall be trained in the medical emergency response protocols and will keep a copy of the protocols, identifying who is to be contacted during activities outside of the regular school hours, on hand during all school-sponsored activities and events.

Cardiopulmonary Resuscitation (CPR) and First Aid Training

Voluntary CPR, AED and First Aid Training will be offered to all staff on a yearly basis.

Medical Emergency Response Practice

Each school shall practice the response sequence in its Multi-hazard Evacuation Plan at the beginning of each school year and periodically throughout the year in order to evaluate and modify the plan as needed.

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Automated External Defibrillators (AEDs)

Each school shall maintain a number of Automated External Defibrillators (AEDs) sufficient for the size of the school that are readily accessible during school hours, after-school activities, and any public events held at the school. A list of AEDs' locations and trained personnel shall be maintained in each building's main office and each school nurse's office. Each building's school nurse will be responsible for checking and documenting the status of the AEDs in accordance with the manufacturer's recommendations. The high school athletic trainer will be responsible for checking and documenting the status of the AEDs assigned to athletic teams that travel in accordance with the manufacturer's recommendations.

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