



Superintendent's Circular

NUMBER:
FSE-05
Version 01

MEDICAL EMERGENCY MANAGEMENT

This Circular will remain in effect unless rescinded or superseded by a subsequent version.

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-01 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 described below.

EMERGENCY INFORMATION

Prevention of medical emergencies begins with 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/head of school, in consultation with the school nurse, to decide whether routinely ill or slightly injured students should remain in school or be released to their 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-08 Release of Students to Authorized Persons.)

- The parent/guardian should be informed of any emergency aid administered at the school and advised to seek further medical attention, if necessary.
- If the parent/guardian 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 office of the principal/head of school. 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/guardian without the parent/guardian's consent and proper identification as the parent/guardian's designee.**

MEDICAL EMERGENCIES

The principal/head of school has administrative and programmatic responsibility for all activities that occur in their school. However, in those cases where a *medical emergency* exists, principals/heads of school should consult with and follow the advice of the assigned nursing 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 the management of specific medical emergencies are available to nurses and are to be kept on file in the nurse's 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 Health Plan.
- The principal/head of school is responsible for responding to medical emergencies when a school nurse is not available.
- Principals/heads of school should compile a list of staff with CPR, AED, first aid, and first responder training who can provide immediate lifesaving measures until EMS arrives. These staff members should be members of the School Safety Team.
- Immediate phone support is also available through the Health Services 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. Epinephrine should not be locked away but should be available to school staff in a secure location.
- It is recommended that the school nurse, school leader, and other staff involved in a medical emergency hold a debrief meeting following the incident.

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 (EMTs) 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/head of school must accompany the student in the ambulance and remain with the child until a) the parent/guardian arrives or, b) the child is attended to by appropriate and qualified medical personnel who have taken over the custody of the child, whichever occurs first.
- Accompanying staff are not required to have medical experience and are present solely for the comfort of the child. It is not recommended that the school nurse accompany the student as the school will be without nursing support for other students requiring nursing care during the school day and other first aid/emergency care.
- The school's representative should bring the student's Emergency Information Card, the Individual Collaborative Health Plan (if the student has identified chronic health needs), emergency action plan (if available), 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 Department of Safety Services at 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-08 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/head of school or designee will contact the school nurse.
- The nurse or principal/head of school will contact the Health Services administration.
- Health Services will contact and collaborate with the Public Health Commission to confirm the diagnosis.
- The school nurse, in conjunction with principal/head of school 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/Boston School Police is located at 213 Townsend Street (rear of Boston Latin Academy), Dorchester, MA 02121, phone 617-635-8000.

- A school administrator must notify the Dept. of Safety Services by telephone of any serious illness or injury after notifying Emergency Medical Services via 911.
- Dept. of Safety Services personnel have received various levels of first aid training and may initiate assistance appropriate to their level of training.
- A Dept. of Safety Services administrator will respond to the scene if practical.
- The Dept. 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/head of school should follow the guidelines established in the Superintendent's Circular FSE-01 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 recurrence of such an incident.
- In the event of a serious illness/injury involving a student, the parent/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, their parent/guardian should 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	Complete Emergency Information Cards (Form 460)
January	Update Form 460
April	Update Form 460

EMERGENCY PLAN

If an emergency occurs:

1. Stay with the student.
2. Call or designate an adult to call the nurse or designee.
 - a. State who you are.
 - b. State where you are.
 - c. State the problem.
3. 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 _____. " [NOTE: a number that is not the office number should also be provided to EMS.]
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.

Emergency Procedures:

1. Notify the principal/head of school or administrator and inform them of the nature of the emergency and the location of the student.
2. The administrator or designee will:
 - a. Meet and direct the EMTs
 - b. Call parent/guardian
 - c. Call the Superintendent's Office at 617-635-9057
 - d. Call School Safety at 617-635-8000
3. The school nurse or designee will accompany the student to the hospital.
4. Paramedics will decide which hospital is appropriate.

5. Copy emergency and health care information.
6. School personnel (not necessarily the nurse) designated by the principal/head of school 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 responsibility of the child's care, whichever occurs first. *Paramedics will take over care of the student when they arrive.*
7. The school representative should bring copies of the student's emergency information card, health card, and all available information pertinent to the student and the incident/illness to the hospital.
8. The Department of Safety Services may be used as a resource to assist in notification to the parent/guardian. Telephone 617-635-8000.
9. School Department personnel must not *in any case* transport a sick or injured child in a privately owned motor vehicle.
10. *Under no circumstances* should a student be sent to any location via taxi based solely on notification received by telephone.
11. It is strongly recommended that the student emergency information card (Form 460) be regularly updated.

For more information about this circular, contact:

Owner:	Djenny Lobo Lopes
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Department:	Health Services
Mailing Address:	443 Warren Street, Dorchester, MA 02121
Phone:	617-635-6788
Email:	Operations-Department-Heads@bostonpublicschools.org

OR

Owner:	Director of Emergency Management and Preparedness
Department:	Safety & Emergency Management
Mailing Address:	205 Townsend Street Boston, MA 02121
Phone:	(857) 701-9404
Email:	Operations-Department-Heads@bostonpublicschools.org

OR

Owner:	Chief of Safety Services
Department:	Safety Services
Mailing Address:	213 Townsend Street, Dorchester, MA 02121
Phone:	617-635-8000

E-mail:	Operations-Department-Heads@bostonpublicschools.org
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Mary Skipper, Superintendent