

TECUMSEH PUBLIC SCHOOLS

Medical Emergency Response Team (MERT)

Action	Specifics
Effective, efficient communication throughout campus	<ul style="list-style-type: none"> • Establish a rapid communication system linking all parts of campus, including outdoor activities. • Plan when EMS or emergency contacts should be called and a method to direct personnel to any location on campus. • Create a contact list of important people and phone numbers.
Coordinate and practice your emergency response plan	<ul style="list-style-type: none"> • Develop a response plan for all medical emergencies; consult with school nurse, team trainer and EMS as appropriate. • Ensure EMS is aware of the type and location of rescue equipment available at the school. • <i>Practice</i> the response sequence throughout the year.
Risk evaluation	<ul style="list-style-type: none"> • Ensure safety precautions in classrooms and outdoors. • Know students, faculty and staff who are at risk for developing life-threatening conditions. • Train and equip personnel to provide the appropriate response for these conditions.
First Aid and CPR training and equipment	<ul style="list-style-type: none"> • Ensure many teachers are trained in CPR and First Aid. • Train school staff and students in CPR and First Aid to treat emergencies like breathing problems, choking, chest pain, anaphylaxis, low blood sugar, stroke, etc.
Implement a lay rescuer AED program	<ul style="list-style-type: none"> • Include an AED program in the medical emergency response plan. • Practice and evaluate response to cardiac arrest emergencies using the AED. • Notify EMS and 9-1-1 centers about the type and location of the AED. • Ensure medical oversight, appropriate training, and coordination with EMS, device maintenance and ongoing quality improvement.

Adapted from the American Heart Association.

POLICY:

An AED will be available to faculty, staff and students during teacher contracted work hours in each school building in case of a sudden cardiac arrest. Tecumseh Public Schools is an AED provider agency. Only trained AED certified staff would be able to use an AED. All AED certified staff must maintain certification and participate in practice skills every six months.

AED Advisory Task Force:

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|------------------------------|--|
| • AED Provider Agency | Tecumseh Public Schools |
| • School Nurse & Site Leader | Denice Osworth |
| • EMS Coordinator | Joe Tuckey, Fire Chief
City of Tecumseh Fire & Rescue |

Responsibilities:

School Nurse & Site Leader will:

- Oversee all medical aspects of the program
- Ensures compliance with appropriate regulatory requirements
- Ensure proper skills training and maintenance for AED responders
- Establish and review procedures for AED use
- Establish a quality review and improvement program, including post-drill and post debriefing
- Establish and maintain a relationship with local EMS
- Act as a liaison among the AED participants
- Coordinate and oversees non-medical aspects of program
- Coordinate documentation (relating to training, maintenance, and use and post incident data collection)
- Maintain master list of all AED certified staff and training records
- Be responsible for the day-to-day accountability for the AED program, during the contracted school year
- Check the AED equipment and accessories and document in accordance with maintenance procedures
- Maintain a list of and documentation of training for all AED responders at the site
- Coordinate and document site-specific drills and refresher training
- Maintain documentation regarding use of AEDs

EMS Coordinator will:

- Coordinate and document initial AED training, annual refresher and biennial retraining and any additional training on an ad-hoc basis to designated AED trained staff
- Act as a resource to the School Nurse
- Immediate post incident debriefing
- Retains copy of usage report for documentation

Training:

All MERT members are required to have current documentation of successful completion of a course of basic life support (BLS) that includes cardiopulmonary resuscitation and the use of AED's. First Aid certification is suggested for members of the MERT.

The EMS Liaison/City of Tecumseh Fire Department will coordinate and document initial AED training and annual refresher and biennial retraining of AED responders.

On-site drills will be conducted at least once during the school calendar year. Drills will include a review of site-specific emergency communication and response plans as well as use of specific AED devices. This on-site training will be coordinated and documented by the Site Leader, with the assistance of the EMS Liaison.

Implementation of training will be conducted in two phases:

Phase I: School Nurse, building principal, school counselor, physical education teacher and MERT members will be trained as AED responders in the first year of implementation.

Phase II: Training will be extended to coaches and teacher staff on a voluntary basis.

Location of AEDs:

North & South Early Learning Centers: Located in the main lobby area

Compass Learning Center: Inside entryway of gymnasium, main office, & community pool

STEAM East/West Centers: Located in the main lobby area

High School: Auditorium and outside of fitness center

Athletics: Trainer's office or with trainer

Maintenance:

Maintenance of the AED shall be the responsibility of the Tecumseh Public Schools. Whenever service is needed, the Service Icon on the front of the AED will illuminate to indicate service is required or a beep will be emitted alerting new battery is needed. The School Nurse Leader or her designee must be notified immediately. The School Nurse Leader or designee is responsible for AED and will perform and document during the contracted school year the following on an AED Log Sheet:

Daily and after each use:

- Check readiness display and confirm no battery indicator or service indicator displayed
- Visually inspect AED: proper location, clean, no tampering

Weekly and after each use:

- Inspect AED, case, connectors, and battery according to checklist
- Check station against inventory and restock as needed

After each use:

- Inspect exterior for dirt or contamination and clean if needed
- School Nurse or designee will complete AED incident report
- Restock supplies

USE OF AED:

Emergency Action Instructions:

When the Office receives a call with a Medical Emergency take the following action:

- Ask the caller the nature of the emergency
- Record the specific location of the event. **Be precise** so that the response of the rescuers is not delayed. This should include room number, or area of the school.
- The school nurse will be summoned immediately and report to the site with the Trauma Bag/Radio & AED (AED if not already obtained).
- The office will announce “the nurse’s office is closed” and call 9-1-1 as directed by the school nurse(if not called prior). Copy and send emergency information sheet to location.
- The Principal/Assistant Principal or Counselor will be notified immediately and direct EMS to scene.
- School Nurse or designee will document the event and time on the Defibrillation Incident Report.

Upon arrival at the scene, the school nurse/AED responder will:

- Assess responsiveness
- If unresponsive, activate emergency response system by calling 9-1-1 if not done previously
 - Verify 9-1-1 has been contacted
- Check ABC’s: Airway, Breathing, Circulation
- If no breathing, provide rescue breathing
- If no circulation, perform CPR and prepare for defibrillation
 - If chest is wet ---- DRY IT
 - If chest is hairy --- SHAVE IT
 - If heart device implanted ----WORK AROUND IT
 - If jewelry is in place ---- REMOVE IT

Early Defibrillation:

NOTE: DO NOT USE ADULT AED PADS ON A PATIENT <8 YEARS OLD OR 55LBS/25KGS. REMOVE VICTIM FROM CONTACT WITH WATER AND DRY CHEST

DO NOT START CPR OR INITIATE DEFIBRILLATION IF:

- Person has a pulse
 - ✓ Power on AED
 - ✓ Attach AED electrodes to patients bare chest
 - ✓ Allow AED to analyze
 - Clear patient to analyze
 - ✓ If advised to shock
 - Clear patient
 - Press shock button
 - ✓ Continue to follow AED prompts until EMS arrives
 - ✓ If defibrillation is unsuccessful after (9) consecutive shocks, the nurse/AED responder shall continue 5 minutes of CPR, then follow same steps above

Early Advanced Care:

- EMS takes charge of patient upon arrival
- Provide patient information to EMS: name, age, known medical problems, details of the incident, patient condition and aid provided (including the number of shocks administered)
- When EMS arrives the defibrillator pads/electrodes shall remain in place on the patient and the defibrillator will remain at school where information regarding the cardiac event will be downloaded by the Nurse Leader or EMS

Post Evaluation:

- School Nurse or designee completes incident form.
- AED data will be downloaded or printed from AED by the EMS Coordinator. The School Nurse will retain one copy of the report.
- Before AED is entered back into service, School Nurse will inspect, clean and re-stock AED station.
- As appropriate, EMS will conduct a post incident review and debrief program staff and those involved in the incident.

TECUMSEH PUBLIC SCHOOLS MERT Responder Incident Report

Patient Name: _____

Patient Address: _____

AED Responder Name: _____

Date of Incident: _____ Incident Location: _____

Patient Age: _____ Sex: _____ Physician: _____

Was incident witnessed? Yes: _____ No: _____

Was Personal Protective Equipment Used? Yes: _____ No: _____

Name of Witness: _____

CPR in Progress? Yes: _____ No _____

Bystander _____ Fire/EMT _____ Police _____ MERT _____ Nurse _____

Vital Signs: Time: _____ Time: _____

 BP: _____ BP: _____

 Pulse: _____ Pulse: _____

 Resp: _____ Resp: _____

Defibrillation:

Time

Operator

EMS Called: _____ Arrival: _____

MERT Training

Tecumseh Public Schools

What is MERT? MERT is a Medical Emergency Response Team. A MERT helps ensure students, staff and visitors safety at school. The MERT team partners with the school nurse to respond to medical incidents that may arise. The MERT team consists of 3-5 staff members who have the desire to assist with medical issues at school.

Do I have to have any special training to be a MERT? Yes. The school nurse is partnering with City of Tecumseh Fire and Rescue Department to provide training in first aid and CPR to MERT members.

Coverage for your classroom/school duties: As a MERT member, you will need to make arrangements ahead of time for another teacher or staff member to cover your classroom for you.

MERT Drills: The school nurse and EMS will coordinate a yearly MERT drill to keep your skills fresh.

Incidents that require IMMEDIATE RESPONSE:

- Difficulty breathing or ongoing shortness or breath
- Severe chest or abdominal pain or pressure
- Chest pain that radiates to the jaw or down one arm
- Loss of consciousness
- Seizure activity
- Intense and uncontrolled pain
- Head injury
- Confusion or change in mental status
- Injury to eyes or ears
- Severe reaction to a medication, food or insect bite (anaphylaxis)
- Bleeding that doesn't stop
- Broken Bones
- Sudden weakness on one side of the body
- Slurring of speech
- Suicidal thoughts or behavior

The MERT member will receive the following supplies in order to effectively fulfill their role at school:

- MERT First Aid Kit
- Pocket Mask
- Band-Aids
- Gauze
- Cloth Tape
- Roll of bandages
- Glucose Gel
- Ammonia Inhalants
- Gloves
- Ice Pack

Please remember to see the school nurse for restocking supplies.

EMERGENCY ACTION PLAN TECUMSEH PUBLIC SCHOOLS *OUTDOORS EMERGENCY*

In the event a student or adult collapses outside, the following steps should be taken:

- 1) Using a cell phone, someone should call 9-1-1.
 - a) Confirm the location of the patient.
 - b) Confirm the situation with the 9-1-1 operator.
 - 2) Using another phone or radio, the office should be called.
 - a) The office should overhead page for the MERT team to respond outside and report overhead, "the nurse's office is closed".
 - b) Someone should be placed outside to direct EMS to the proper location.
 - 3) Someone should be directed to get the Automated External Defibrillator (AED) off the wall across from the gym and bring it to the patient (if the nurse isn't available).
 - 4) Assess the victim: airway, breathing and circulation.
 - 5) Initiate CPR, if needed, while the AED is brought to the patient.
 - 6) Upon arrival, place the AED near the patient's head, close to the AED operator.
 - 7) Prepare to use the AED.
 - a) Make sure power is on.
 - b) Bare and prepare the chest for AED use.
 - c) Attach the AED to the patient, considering appropriate use of pediatric or adult pads.
 - d) Stop CPR while the device analyzes the heart rhythm.
 - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.
 - f) If no shock is indicated, follow prompts to reassess and continue CPR.
 - 8) Upon arrival, EMS shall take charge of the situation.
 - a) Provide victim information: name, age, known medical problems, time of incident.
 - b) Provide information as to current condition and number of shocks administered.
- *If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*
 - *Prior to EMS arrival, someone in the office should get the patient's emergency contact information from the file.*

Classmates/Students should be moved away from patient and directed to another area of the playground or inside.

EMERGENCY ATION PLAN

TECUMSEH PUBLIC SCHOOLS

Gymnasium Emergency

In the event a student or adult collapses in the gymnasium, the following steps should be taken:

- 1) Using either the phone in the gym or a cell phone, someone should call 9-1-1.
 - a) Confirm the location of the patient.
 - b) Confirm the situation with the 9-1-1 operator.
- 2) Using another phone, the office should be called.
 - a) The office should overhead page for the MERT team to respond to the gymnasium report overhead, "the nurse's office is closed".
 - b) Someone should be placed outside to direct EMS to the proper location.
- 3) Someone should be directed to get the Automatic External Defibrillator (AED) off the wall across from the gym (if the nurse isn't available).
- 4) Assess the patient: airway, breathing and circulation.
- 5) Initiate CPR, if needed, while the AED is brought to the scene.
- 6) Upon arrival, place the AED near the patient's head, close to the AED operator.
- 7) Prepare to use the AED.
 - a) Make sure power is on.
 - b) Bare and prepare the chest for AED use.
 - c) Attach the AED to the patient, considering appropriate use of pediatric or adult pads.
 - d) Stop CPR while the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.
 - e) If not shock is indicated, follow prompts to assesses and continue CPR.
- 8) Upon arrival, EMS shall take charge of the situation.
 - a) Provide victim information: name, age, known medical problems, time of incident.
 - b) Provide information as to current condition and number of shocks administered.
 - *If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*
 - *Prior to EMS arrival, someone in the office should get the patient's emergency contact information from the file.*

Classmates/Students should be moved away from patient and directed to another classroom.

EMERGENCY ATION PLAN

TECUMSEH PUBLIC SCHOOLS

Classroom Emergency

In the event a student or adult collapses in the classroom, the following steps should be taken:

- 1) Using either the phone in the room or a cell phone, someone should call 9-1-1.
 - a) Confirm the location of the patient.
 - b) Confirm the situation with the 9-1-1 operator.
- 2) Using either another phone or sending a student to the adjacent room, the office should be called.
 - a) The office should overhead page for the MERT team to respond to the affected classroom and report overhead, "the nurse's office is closed".
 - b) The office will send someone with the Automatic External Defibrillator (AED) to the classroom (if the nurse isn't available).
 - c) Someone should be placed outside to direct EMS to the proper location.
- 3) Assess the victim: airway, breathing and circulation.
- 4) Initiate CPR, if needed, while the AED is brought to the classroom.
- 5) Upon arrival, place the AED near the patient's head, close to the AED operator.
- 6) Prepare to use the AED.
 - a) Make sure power is on.
 - b) Bare and prepare the chest for AED use.
 - c) Attach the AED to the patient, considering appropriate use of pediatric or adult pads.
 - d) Stop CPR while the device analyzes the heart rhythm.
 - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.
 - f) If no shock is indicated, follow prompts to reassess and continue CPR.
- 7) Upon arrival, EMS shall take charge of the situation.
 - a) Provide victim information: name, age, known medical problems, time of incident.
 - b) Provide information as to current condition and number of shocks administered
 - *If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*
 - *Prior to EMS arrival, someone in the office should get the patient's emergency contact information from the file.*

Classmates/Students should be moved away from patient and directed to another classroom.

EMERGENCY ATION PLAN

TECUMSEH PUBLIC SCHOOLS

Cafeteria Emergency

In the event a student or adult collapses in the cafeteria, the following steps should be taken:

- 1) Using either the phone in the room or a cell phone, someone should call 9-1-1.
 - a) Confirm the location of the patient.
 - b) Confirm the situation with the 9-1-1 operator.
- 2) Using either another phone or sending a student to the adjacent room, the office should be called.
 - a) The office should overhead page for the MERT team to response to the affected classroom report overhead, "the nurse's office is closed".
 - b) The office will send someone with the Automatic External Defibrillator (AED) to the classroom.
 - c) Someone should be placed outside to direct EMS to the proper location.
- 3) Assess the victim: airway, breathing and circulation.
- 4) Initiate CPR, if needed, while the AED is brought to the classroom.
- 5) Upon arrival, place the AED near the patient's head, close to the AED operator.
- 6) Prepare to use the AED.
 - a) Make sure power is on.
 - b) Bare and prepare the chest for AED use.
 - c) Attach the AED to the patient, considering appropriate use of pediatric or adult pads.
 - d) Stop CPR while the device analyzes the heart rhythm.
 - e) Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are "clear" before the shock is administered.
 - f) If no shock is indicated, follow prompts to reassess and continue CPR.
- 7) Upon arrival, EMS shall take charge of the situation.
 - a) Provide victim information: name, age, known medical problems, time of incident.
 - b) Provide information as to current condition and number of shocks administered
 - *If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.*
 - *Prior to EMS arrival, someone in the office should get the patient's emergency contact information from the file.*

Classmates/Students should be moved away from patient and directed to another area of the cafeteria or another room.