

Medical Emergency Response Protocol

**Potential Medical (Hypoglycemia) Emergency Identified
(Student is having a seizure, unable to eat/drink, unresponsive or unconscious)**



Note the time

Check the scene for safety

Protect student from injury and initiate actions below

❖ **Call 9-1-1 immediately:**

- Make call from location of incident, if possible.
- Use speaker mode on phone, if possible.
- Be prepared to provide EMS Dispatcher with location name and address, and entrance door number nearest to the emergency situation.
- Don't hang up the phone until instructed to do so by the EMS Dispatcher.

❖ **Immediately initiate the student's Hypoglycemia Emergency Care Plan (ECP)/Emergency Action Plan (EAP)**

- **Administer Glucagon per orders**
- If no Hypoglycemia ECP/EAP on file, employ Basic First Aid/CPR/AED training.

❖ **Notify front office of potential Medical Emergency.**

❖ **Announcement** (OVER-HEAD; WALKIE-TALKIE)

"Attention Staff and Students: We are now going into Secure Mode* for a medical emergency in Room _____. MERT team please respond." (*all to stay in place)

❖ **Available MERT members immediately carry out assigned tasks.**

- Take AED and any emergency medical supplies including extra glucagon to location.
- **Administer Glucagon per orders (if not done already)**
- Inform Central Administration of Emergency.
- Contact parents; Provide regular updates; Meet in the parking lot when they arrive.
- Unlock the gate/door and direct traffic.
- Meet the ambulance, guide to location of emergency. (If elevator needed to reach location of emergency, direct EMS to entrance door nearest the elevator.)
- Provide copy of the student emergency card/medical records to EMS.
- Control the scene; Clear the area by directing uninvolved persons to alternate location.
- Document situation and response on Emergency Response/Incident Report form.

❖ **If student is unconscious but breathing:**

- Position on side, keep airway open, monitor breathing –
- **If breathing stops or breathing becomes ineffective, start CPR and use AED as soon as it is available.**
- **Ensure that 9-1-1 has been called.**

❖ **Conduct debriefing session of incident and response following each event.**

***When logical and possible, initiate actions simultaneously!**