

MEDICAL EMERGENCY RESPONSE TEAM (MERT)

PURPOSE

It is the goal of Cassia Jt School District 151 to provide appropriate medical assistance to all students and employees in the event of accident or injury on school property during regular school hours or authorized school activities.

DESCRIPTION

Medical Emergency Response Team (MERT) members provide support for medically related issues and emergencies which occur in the school community. MERT members are called upon to assist with medical incidents in the school setting. They act as *first responders* for medical support until the school nurse or EMT arrive at the scene. They respond to medical emergencies and follow identified procedures including exposure to blood-borne pathogens. Each school will have an identified MERT team consisting of a minimum of 3 members. The team members are certified in CPR, AED, Basic First Aid (including Asthma Inhaler Administration, EpiPen Administration, Monitoring and Managing Diabetes and Seizure Management). The MERT team operates under the direction of the District School Nurse.

REQUIREMENTS

1. CPR Certified
2. First Aid Training through Safe School Modules
3. AED trained
4. Hepatitis B immunization
5. Participation in twice-yearly mock drills with school nurse direction
6. Quarterly district meetings
7. Use of an emergency First Aid kit
8. 2 year commitment
9. Must be able to stay calm and focused during an emergency

FIRST AID AND EMERGENCY CARE

1. When an emergency exists, school staff members will implement appropriate emergency procedures, activating the school's MERT team.
2. Any staff member can contact 911 and activate MERT.
3. First aid shall be provided to students, school staff and campus visitors by MERT team members.

MERT ACTIVATION

All staff must be trained to report the RIGHT information when calling in an emergency to the Front Office. The informer must stay on the line until the office staff has sufficient information to summon the MERT team. The informer is to stay with the victim and provide reassurance until the response team arrives. If back or neck injuries are suspected, do not move the victim. The following is critical information:

- **Who** is having an emergency? (staff, student or visitor)
- Give first and last name, if known.
- **What** is the emergency? (fainting, seizures, medication reaction, bleeding, unknown)
- **Where** is the emergency located? (give room number or closest known landmark)
- Other information?
 - Is the victim conscious or unconscious?
 - Check to see if the victim has on an emergency ID necklace or wrist ID and report.
 - What did bystanders see, if you did not witness?

Examples of Medical Emergencies

1. Large amounts of bleeding
2. Breathing difficulties (asthma)
3. Choking
4. Anaphylactic reactions (food and insect allergies)
5. Seizures
6. Injury to the head, neck or back
7. Diabetic Emergencies
8. Suspected broken extremity
9. Loss of consciousness
10. Sudden severe headache, slurred speech, paralysis
11. An adult with chest pain or pressure

MERT Team Members will:

- Report to the location of the code as soon as they have secured coverage for their class/students.
- Know the location of emergency supplies, emergency phone numbers of students and staff, location of severe allergy alerts and life threatening medical conditions.
- Know location of emergency medications such as inhalers for asthma, EpiPen, insulin, etc.
- Will bring wheelchair to the site of the incident if needed.
- Handle crowd control as necessary.

OFFICE STAFF will:

- Handle incoming call for MERT team response.
- Announce code with specific location
- Handle communication between the MERT team, EMT's, Fire Dept, hospital, parents or family members.

EMERGENCY FIRST AID SUPPLIES/EQUIPMENT

- Apple Juice
- Arm Sling
- Biohazard Bags
- Black Marker
- Chuxs
- Clipboard
- Coban
- CPR Mouth Guard
- Elastic Bandage
- Emergency Blanket
- Emesis Bag
- Flashlight
- Gloves
- Hand Sanitizer
- Notebook
- Pen

- Safety Glasses
- Sam Splint
- Sanitary Pads
- Scissors
- Tourniquet
- Whistle

STORAGE OF SUPPLIES AND EQUIPMENT

- Consider putting equipment and supplies in a backpack or tote with wheels.
- Create separate field trip “First Aid Kits” to leave the building when needed.
- Clearly mark this bag as belonging to MERT and keep it separate from the first aid kits.
- Store in the same location that is easily accessible.
- Front Office staff should know where to find the MERT bag and where to find student’s emergency medications.

EMERGENCY DRILLS

It is critical to practice the mock drills periodically to ensure that all personnel understand their roles. The Federal Emergency Management Agency (FEMA) provides four options for accomplishing this goal:

1. TABLETOP EXERCISE
 - An informal discussion of simulated emergencies
 - No time pressures
 - Low stress
 - Useful for evaluating plans and procedures
 - Helpful to resolve questions of coordination and responsibility
2. DRILL
 - An informal simulated emergency
 - Tests response time, role performance, and determines need for additional training
 - May only involve the school
3. FUNCTIONAL EXERCISE
 - A formal simulated emergency
 - More stressful and realistic simulation of real life situations
 - Usually takes place in “real time”
 - Emphasizes the emergency functions of the team
 - Helps to practice problem solving for particular types of emergencies such as heart attack, seizure, allergic reaction...
4. FULL SCALE EXERCISE
 - Takes place in “real time”
 - Employs real people and equipment, some from the district and some from community resources that would be anticipated to support the school in crisis.
 - Coordinates many agencies and functions, both internal and external to the district
 - Intended to test several emergency functions, either concurrently or in sequence
 - Could be held jointly with a crisis management drill
 - Produces high stress

PROCEDURES TO FOLLOW IN CASE OF A MEDICAL EMERGENCY

1. Notify the office of the location of the victim/incident. Give all information available (who, what, where).
2. The office staff will announce "Emergency Response located at.....".
3. All MERT team members proceed to the location.
4. The MERT team will assess the victim and determine if CPR is necessary. If CPR is required, the members of the team will initiate intervention and continue until EMT's arrive.
5. The office will call 911 if necessary after assessment by the MERT team and:
 - Explain the situation
 - Give the school name and exact location of the incident
 - Tell dispatch which entrance is the closest to the victim.
 - Assign someone to meet the EMT's at the door and escort them to the victim.
6. MERT team members will assist with crowd control as necessary, and greet and direct EMT's if needed.
7. Office personnel will call a parent or family member and have them meet at school or at the hospital where the student/staff member is being transported. Parents will be told that they are responsible for letting their own physician know of the transfer to the hospital.
8. The EMT's are responsible for determining where the victim will be transported, based on the situation. If request for a specific hospital is noted on the student's emergency sheet by parent, that request will be relayed to the EMT's – however, it is their responsibility to make the decision as to which emergency facility they will transport to – depending on the nature/extent of the injury/illness.
9. A team member or staff member may accompany the victim to the hospital if a family member has not arrived prior to transport and there is room on the ambulance depending on the age of the victim and situation.
10. Later in the day, or on the following school day, the MERT team will meet with the Principal and School Nurse to evaluate the plan; its effectiveness and changes/modifications that need to be made to it. A debriefing will be held of r all personnel involved regardless of the event outcome.

MERT TRAINING LOG

TRAINING DATE	CONTENT OF TRAINING	ATTENDEES	TRAINER COMMENTS

Debriefing: Post Emergency Form

Victim: <input type="checkbox"/> Student <input type="checkbox"/> Staff <input type="checkbox"/> Visitor
Today's Date / Start Time:
Event Location:
Describe the Event: <input type="checkbox"/> Drill <input type="checkbox"/> Mock Exercise <input type="checkbox"/> Actual Incident
Team Participants:
Timeline for the Event:
Discussion/Comments:
Lessons Learned:
Actions to Be Taken

EMERGENCY RESPONSE RECORD

Date _____

Time	Observations	Initials
Start Time	Heart Rate: _____ Breathing: _____ Color: _____ Emergency Plan <input type="checkbox"/> yes <input type="checkbox"/> no Responsive <input type="checkbox"/> yes <input type="checkbox"/> no 911 called <input type="checkbox"/> yes <input type="checkbox"/> no	
	Actions Taken:	
End Time	Called school nurse <input type="checkbox"/> yes <input type="checkbox"/> no Notified parent <input type="checkbox"/> yes <input type="checkbox"/> no Final Disposition: _____ Time: _____ Time: _____	Initials: _____ Initials: _____

Initials: _____ Signature _____

Initials: _____ Signature _____