

Medical Emergency Response Team Plan (SAF-F034)

This attachment is adopted by **CMCSS** effective date: _____

Location Name & Address:

A. Medical Emergency Response Team “MERT” members

Name/Back up	Role
_____ _____ _____	*Member 1 (nurse): Co-leader- arrive with Go bag, call 911/designate another team member to. Begin CPR if needed.
_____ _____ _____	*Member 2: Switch with member # 1 if doing CPR every 2 minutes or 5 cycles of CPR.
_____ _____ _____	Member 3: Recorder: Record incident details on AED/MERT incident report form HEA-F090.
_____ _____ _____	Member 4: Crowd Control: Keep scene clear and calm. Clear classroom/area if needed.
_____ _____ _____	Member 5: Director of EMS-meets EMS to take them directly to the victim.
_____ _____ _____	Member 6 (admin): Leader- Oversees and watches emergency situation. Ensure emergency info is brought for EMS. Dismiss backup MERT members.

Roles with an * should be CPR certified and a copy given to the school nurse.

Back up members should respond to every MERT call and need to be aware of all steps so that you can step in when any member of the team is out. If not needed back up member can return to their normal duty station to avoid overcrowding.

B. Location of AED(s)

1. _____
2. _____
3. _____

Follow these steps in responding to a medical emergency at school:

1. If a person is found to be unresponsive call front office for "Code Medical" in _____ area. If cardiac arrest is suspected, begin CPR immediately.
2. Front desk or other employee announces alert: **"Code Medical in _____ area. MERT team report to (location) immediately."** Front office should put school on hold if warranted.
3. All team members will report immediately to victim. 911 should be called and directed to closest entrance. The team member closest to the AED should retrieve the AED in route to the scene, and **leaves the AED cabinet door open to** signal other team members that the AED has been retrieved.

Sudden cardiac arrest events can vary greatly. Faculty, staff, and Medical Emergency Response Team (MERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency.

4. If CPR has not been initiated, then the closest CPR certified person begins CPR. If no one is present that has been trained, perform Hands Only CPR by pushing hard and fast in center of chest. Goal is 100 compressions per minute.
5. When the AED is brought to victim's location, press the power-on button, attach the pads to the victim as shown in the diagram on the pads, and follow the AEDs prompts. If shock is needed, the AED will deliver one or more shocks. Continue CPR as directed by the AED until the patient is responsive or EMS arrives and takes over.
6. One responder will need to start the checklist and note the time event occurred, when CPR was started, when and if the AED delivered a shock(s), when EMS arrived and victim's condition when EMS arrived.
7. Do not turn off or remove AED from patient. Ask EMS if they have a method to download information of event from AED or consider sending AED with EMS to nearest hospital so that record of event is available for emergency room physicians.
8. Crowd control is maintained by staff not directly involved in resuscitation.
9. One member should meet and direct EMS to the victim.
10. Front office staff should
 - a. contact the victim's emergency contact
 - b. Upon transport of victim by EMS, front desk should announce "Code Medical all clear. Staff may resume normal schedules."

