

# Medical Emergency Response Plan

## Hillside Academy

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July 2024

## 1) Introduction

### a) Purpose

- i) The purpose of this plan is to identify medical emergency responsibilities for Hillside Academy and its employees. This plan is intended to empower employees in a medical emergency and to clarify roles and responsibilities. These are guidelines and are meant to be revised and expanded upon. It is not intended as a rigid or restrictive plan.

### b) Scope

- i) This plan provides a basic medical emergency response plan, recommended emergency response teams, site specific hazard vulnerabilities, employee emergency procedures, training requirements, exercise procedures, and employee and family disaster preparedness based on the three phases of medical emergency management.

#### (1) Mitigation/Prevention

- (a) Hillside Academy will conduct mitigation/prevention (m/p) activities as an integral part of the emergency management program. M/p is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, and/or lessen the consequences of unavoidable hazards and vulnerabilities. M/p should be a pre-disaster activity, although m/p may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Examples of mitigation include: strapping file cabinets, securing computers, etc. The following are linked to the Basic Plan:

- (i) Preemptive Actions to Avoid Medical Emergencies
- (ii) Student Medical Information

#### (2) Preparedness

- (a) Preparedness activities will be conducted to develop the response capabilities needed in the event of an emergency. Among the preparedness activities included in the comprehensive emergency management plan are:

- (i) School Forms
- (ii) Medical Supplies

(3) Response

- (a) Hillside Academy will respond to emergency situations. Response operations are intended to resolve an emergency situation quickly. Response activities will include:
  - (i) Crisis Management
  - (ii) Parent Communications
  - (iii) Classes Taught via Internet

c) This plan:

- i) Applies to all employees,
- ii) Applies to all employees tasked to provide response assistance in case of a medical emergency,
- iii) Describes actions to be taken in providing immediate response assistance, and
- iv) Includes those actions and activities that support the school's effort to save lives, protect the health and safety of employees, and protect school property.

d) Mission and Goals

- i) The mission of Hillside Academy in an emergency/disaster is to:
  - (1) Protect lives and property
  - (2) Mitigate the effects of a disaster
  - (3) Prepare for emergencies and disasters
  - (4) Respond to emergencies
  - (5) Aid in recovery from disasters
- ii) The goals of Hillside Academy are as follows:
  - (1) Provide emergency response plans, services, and supplies for all facilities and employees
  - (2) Coordinate the use of school personnel and facilities within the school
  - (3) Restore normal services

e) Definitions

- i) 'Emergency' as used in this plan means a set of circumstances that demand immediate action to protect life, preserve public health or essential services, or protect property. In an emergency, existing resources and capabilities are sufficient to cope with the situation.
- ii) 'Disaster' is defined as any incident which results in multiple human casualties and/or disruption of essential public health services or any incident which requires an increased level of response beyond the routine operating procedures, including increased personnel, equipment, or supply requirements.

\*An emergency or disaster may be proclaimed by local government jurisdictions or the Governor as authorized by state or local statute.\*

- iii) A 'Crisis' is an incident or series of incidents, expected or unexpected, that has a significant effect on one or more persons but may not involve the entire school or community. An incident involving violence, or the witnessing of violence, often has a lasting effect on those involved. The psychosocial effects of a crisis may linger for extensive periods of time, and may impact the psychosocial functioning of a school or community. Without intervention, such incidents may evolve into larger scale incidents. These interventions typically include counseling of those involved using techniques of psychological first aid, critical incident debriefing, the use of 'safe rooms' and other mental health-oriented methods.

## f) Planning Assumptions

- i) The following assumptions are the basis of this plan:
  - (1) A medical emergency can occur at any time.
  - (2) A medical emergency may occur with little or no warning.
  - (3) Local and state government may be overwhelmed by a widespread medical situation.
  - (4) Government and relief agencies will concentrate limited resources on the most critical and life-threatening problems.
  - (5) Assistance from other government and federal agencies will supplement the states, but such assistance will take some time to request and deploy.
  - (6) A spirit of volunteerism among Hillside Academy employees and other citizens will result in their providing assistance and support to emergency response efforts.

## g) Limitations

- i) It is the policy of Hillside Academy that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, Hillside Academy can only endeavor to make every reasonable effort to respond based on the situation, resources, and information available at the time.

# 2) Concept of Operations

## a) Direction and Control

- i) The Medical Emergency Response Plan will be used to manage all emergencies that occur. All school personnel will have awareness of the Medical Emergency Response Plan.

- ii) In a medical emergency Hillside Academy may have low student and staff attendance, have limited resources, or may be closed. These situations must be organized and coordinated for efficient management of the emergency response. To provide for the effective direction, control, and coordination of a response to a medical emergency, the school Medical Emergency Response Plan will be referred to in order to manage the disaster. The Incident Commander will be in charge until a coordinated response can be obtained with local authorities.

## b) Incident Command System Team Members

- i) Before the Disaster
  - (1) ICS team members will coordinate the school's planning activities and the recruitment of building emergency response teams.
- ii) During the Disaster
  - (1) Coordinate all emergency response activities at the school.
  - (2) Report and coordinate all facilities emergency response activities with the school office and superintendent.
  - (3) Coordinate the activities of all building emergency response teams.
- iii) After the Disaster
  - (1) Assist the school as directed in recovery efforts.

## 3) Mitigation/Prevention

### a) Purpose

- i) The purpose of mitigation/prevention (m/p) is to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, and/or lessen the consequences of unavoidable hazards and vulnerabilities.

### b) Actions

- i) In order to mitigate medical emergencies, preemptive actions will be taken. These are:
  - (1) Every student will have an up-to-date immunization record on file.
  - (2) The parents/guardians of each student will communicate any allergies the student may have.
  - (3) Hillside teachers and staff members will be made aware of all students with allergies.
  - (4) Hillside teachers and staff members will be made aware that they are not allowed to administer over-the-counter medication to students.
  - (5) Proper safety precautions will be taken during P.E. and recess, as outlined in the playground rules.

- (6) The school, which includes classrooms and materials, will be regularly cleaned following the guidelines of the State of Washington Department of Health in order to prevent the spread of diseases.
- (7) Students will be instructed to follow the following cleanliness procedures:
  - (a) Wash hands with soap after using the restroom.
  - (b) Wash hands with soap before eating.
  - (c) Sneeze/cough into their elbow.
  - (d) When blowing their nose, use tissue, immediately throw tissue away, and use hand sanitizer.
  - (e) Use hand sanitizer as needed/directed.
- (8) Parents/guardians will be instructed to keep their children at home if the child displays the following symptoms:
  - (a) Diarrhea (three or more watery stools or one bloody stool within 24 hours).
  - (b) Vomiting within 24 hours.
  - (c) Open or oozing sores, unless covered with cloths or bandages.
  - (d) For suspected communicable skin infections, such as pinkeye; the child may return 24 hours after starting antibiotic treatment.
  - (e) Lice or nits. Students should not return to school until they are nit free.
  - (f) Fever of 100 degrees Fahrenheit or higher or also have one or more of the following conditions: earache, headache, sore throat, rash, or fatigue that prevents participation in regular activities.

## 4) Preparedness

### a) Purpose

- i) The purpose of preparedness is to develop the response capabilities needed in the event of an emergency.

### b) Actions

- i) The following forms will be made available to Hillside staff and parents/guardians:
  - (1) An Incident Report form will be available to staff in case of a medical incident. An incident is an injury occurring on school grounds that was either accidental or intentional.
  - (2) A Medication Authorization form will be available to parents/guardians for on-site and off-site prescription administration. Parents/guardians will follow the procedures outlined in the Medication Policy of the student handbook.

- ii) First aid kits will be located in each classroom in an emergency backpack and in the front office.
- iii) A list of students who will be in each classroom will be located in the emergency backpacks and in the front office. This list will include:
  - (1) Allergy information.
  - (2) Permission to treat information.
  - (3) General student information.
  - (4) General practitioner information.
- iv) The front office will contain over-the-counter medication for staff use. NO over-the-counter medication will be administered to students.
- v) If a student becomes ill during the school day, the student will either remain in the front office or the parent/guardian will be contacted to take them home, following the Illness Policy in the student handbook.

## 5) Response

### a) Purpose

- i) The purpose of a response to a medical emergency is to resume normal operations as quickly as possible.

### b) Actions

- i) In the event of a student injury, a Hillside staff member will:
  - (1) Assess the extent of the injury.
  - (2) Treat the injury.
  - (3) Administer medication as needed.
  - (4) Determine if an ambulance and parents/guardians need to be called.
  - (5) Fill out an Incident Report Form.
  - (6) Email parents/guardians the Incident Report Form.
- ii) In the event of an allergic reaction, a Hillside staff member will:
  - (1) Determine the extent of the reaction.
  - (2) Determine if an ambulance and parents/guardians need to be called.
  - (3) Administer prescription medication as needed, if a Medical Authorization Form has been handed in by the parents/guardians.
  - (4) Fill out an Incident Report Form.
  - (5) Email parents/guardians the Incident Report Form.
- iii) In the event of an outbreak, Hillside will:
  - (1) Utilize government resources to determine the communicability of the disease.
  - (2) Contact all parents/guardians of students who are not vaccinated for the disease.

- (3) Tell parents/guardians of unvaccinated students that their children must stay home for the duration of the outbreak per Washington State Health Guidelines.
- iv) In the event of a medical situation, Hillside will:
- (1) Utilize government resources to determine the severity of the medical issue.
  - (2) Follow the guidelines of local, state, and federal health officials for our response to the medical issue.
  - (3) In the event of a school closure due to the medical situation, Hillside will:
    - (a) Initiate online classes and at-home schoolwork.
    - (b) Kindergarten through third grade will receive assignments from teachers via email.
    - (c) Fourth through eighth grade will attend online classes through a video conferencing platform.