

KROKIDAS & BLUESTEIN
ATTORNEYS

CLIENT ALERT

**“BACK TO SCHOOL” REMINDER:
MEDICAL EMERGENCY RESPONSE PLANS FOR CHARTER SCHOOLS**

As the new school year approaches, charter schools are reminded that their updated Medical Emergency Response Plans are due September 1, 2015. Massachusetts law requires that each commonwealth charter school’s board of trustees ensures that every school under its control has a written Medical Emergency Response Plan to reduce incidents of life-threatening emergencies and to promote efficient responses to such emergencies.

What Charter School Boards of Trustees Should Know:

Under the law, which took effect on September 1, 2012, Medical Emergency Response Plans are required to be submitted every three years. Updated Medical Emergency Response Plans must be submitted on or before September 1, 2015.

- **How to comply:**

When possible, Medical Emergency Response Plans should be submitted through the designated online file sharing portal, the “MERP” Dropbox. The Medical Emergency Response Plan document title should include: the school name, district name, and school code. These features can be abbreviated, e.g. “8DigitSchoolCode_School Name_ DistrictName_Date.”

A school’s Medical Emergency Response Plan should be developed in consultation with the school nurse, athletic team physicians, and the local medical emergency services agency.

- **The Medical Emergency Response Plan must include:**

1. A rapid communication system linking all parts of the school campus to the emergency medical services system and protocols;
2. A determination of the emergency medical service response time to all parts of the school;

3. Contacts for use in medical emergencies including names and phone numbers with a protocol for when to call each person;
4. A method to direct emergency medical services personnel efficiently through the school and to any rescue equipment;
5. Safety precautions to prevent injuries;
6. A method of providing access to training in cardiopulmonary resuscitation and first aid for school staff and local medical services agencies which must be reviewed periodically and modified as needed; and
7. The location of an automated external defibrillator, if the school has one.

Note: Plans should be updated in the case of new construction or physical changes to the school campus.

Please contact Attorney Elka Sachs (ESachs@kb-law.com), Attorney Jill Meixel (JMeixel@kb-law.com), or Attorney Judith Kim (JKim@kb-law.com) with any questions. We are happy to assist your school with developing or updating a written Medical Emergency Response Plan to comply with the law.