

St. Lucie Public Schools
Division of Student Services

Medical Emergency Response Drill Checklist

Date/Time: _____ School: _____

Utilize this checklist during your medical emergency response drill to ensure your team implements the **basic steps in a medical emergency**. Conducting a Medical Emergency Response Drill is important to work out potential challenges, alleviate fears and build confidence and response readiness in responders. It is suggested that at least two drills occur each school year where you practice CPR and AED placement. Additional drills scenarios should include; diabetic and seizure medical emergencies. **The goal is to complete the drill quickly without missing any basic steps.**

Radio call example: "Medical Emergency in Room 220, Mr. Teacher's classroom. Joe Student appears to be having a seizure, please bring emergency medication to Room 220."

RESPONSE ACTION	YES	NO
Individual was found and 911 was called promptly.	YES	NO
Medical emergency was announced: location and nature of emergency and first and last name of individual (if known).	YES	NO
First Aid as indicated and/or CPR was started (if unconscious and not breathing).	YES	NO
Medical Emergency Response Team arrived promptly.	YES	NO
AED arrived at the scene within 2 minutes and placed if required.	YES	NO
Student emergency medication was brought from the health room (and given as per EAP) or self-carry medication used by the student.	YES	NO
Grab and Go emergency bag arrived at the scene.	YES	NO
Staff remained calm and confidentiality was maintained.	YES	NO
Staff members removed students and crowd control in place.	YES	NO
Staff member notified parent/guardian and principal.	YES	NO
Office obtained student contact information and met and directed EMS to the scene.	YES	NO
Principal designated staff to accompany individual if transported.	YES	NO
Contacted delegating RN and Health Services Coordinator (health staff) and District Office (principal designee).	YES	NO

Post-Drill Review (Attach separate notes if needed to this checklist):

Congratulate everyone that participated! What was easy to remember? What did we do well?

What could we do better? What was hard to remember? Did we have any challenges?

List names of individual in the roles below with the times the activity occurred:

Timekeeper (drill started and ended).		Brought AED to location:	
First Responder at the scene:		Placed AED Pads on victim if needed:	
Notified Medical Response Team:		Met and directed EMS to the location:	
Called 911:		Crowd Control:	
Started CPR if needed:		Notification of the Parent:	