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## **Lincoln Public Schools Medical Emergency Response Plan**

**Date: November 28, 2018**

### **Contact Information**

**Lincoln Public Schools**

**Rebecca McFall, Superintendent**

**[bmcfall@lincnet.org](mailto:bmcfall@lincnet.org)**

**781-259-2737**

**Lincoln School, Lincoln Campus**

**Ballfield Road, Lincoln, MA 01773**

Sarah Collmer, Principal	Sharon Hobbs, Principal
Grades K-4	Grades 5-8
<a href="mailto:scollmer@lincnet.org">scollmer@lincnet.org</a>	<a href="mailto:shobbs@lincnet.org">shobbs@lincnet.org</a>
781-259-9404	781-259-9408

**Hanscom Schools, Hanscom Campus**

**6 Ent Road, Hanscom Air Force Base, MA 01731**

Beth Ludwig, Principal	Erich Ledebuhr, Principal
Hanscom Primary School	Hanscom Middle School
Grades K-3	Grades 4-8
<a href="mailto:ludwigb@lincnet.org">ludwigb@lincnet.org</a>	<a href="mailto:ledebuhre@lincnet.org">ledebuhre@lincnet.org</a>
781-274-7721	781-274-7720

**Lincoln Preschool, Lincoln Campus and Hanscom Campus**

**Ballfield Road, Lincoln, MA 01773**

Lynn Fagan, Preschool Coordinator
Hartwell Building and Hanscom Primary School
<a href="mailto:lfagan@lincnet.org">lfagan@lincnet.org</a>
781-259-9889

### **Contact Person for Medical Emergency Response Plan**

Mary Emmons, Administrator for Student Services
Hartwell Building, Ballfield Road, Lincoln, MA 01773
<a href="mailto:memmons@lincnet.org">memmons@lincnet.org</a>
781-259-9403

## **Section 1: The Medical Emergency Response Plan**

### **Introduction and Purpose**

The Lincoln Public Schools has developed this Medical Emergency Response Plan (Plan) in consultation with members of the school community, including the school nurse, the Administrator for Student Services and other administrators.

The purpose of the Plan is twofold:

1. To reduce the incidence of life-threatening emergencies, and
2. To promote efficient responses to such emergencies.

The complete Medical Emergency Response Plan has been posted in the school's main office, the school nurse's office, and on the district website at: [www.lincnet.org](http://www.lincnet.org). The Plan includes specific actions to take in case of a medical emergency and have been provided to classrooms, locker rooms, gymnasiums, and cafeterias and provided to key staff. The Plan will be modified as needed and updated whenever there are physical changes to the school campus, including new construction. The Plan will be submitted to the Department of Elementary and Secondary Education upon modification and at least every three years.

### **School Building and Grounds Safety Assessment**

To prevent injuries and accidents on school property, the school district proactively maintains and repairs facilities prior to the beginning of the school year and throughout the year. The Administrator for Business and Finance (Buckner Creel, [bcreel@lincnet.org](mailto:bcreel@lincnet.org), 781-259-9401) and the Facilities Manager (Michael Haines, [mhaines@lincnet.org](mailto:mhaines@lincnet.org), 781-259-7304) collaborate with the Lincoln Fire Department, the Lincoln Building and Engineering Department, the Lincoln Parks and Recreation Department, an independent playground inspector, and the custodian and maintenance team to inspect the building and provide repair, if necessary. Current inspection reports are maintained in the Business and Finance Office at the Hartwell Building, 6 Ballfield Road, Lincoln, MA 01773.

### **Lincoln Rapid Emergency Communication System**

The Lincoln Public Schools has an effective system for rapid communication that links all parts of the school campus, including outdoor facilities and fields, to local emergency medical services.

**Lincoln School, Lincoln Campus**  
**Ballfield Road, Lincoln, MA 01773**

- Faculty and Staff are provided with radios at recess, outdoors activities and field trips for contacting the school office and the nurse for medical emergencies.
- Nurses have been provided with cell phones for use on field trips and to address other medical needs.
- Radios are used by selected staff to provide the ability to contact the Lincoln Police Department dispatch directly when using an emergency repeater channel.
- All classrooms are equipped with telephones for contacting the school office and the nurse for medical emergencies.
- E-911 is used in the schools. When dialing 911 from the classroom, the call goes directly to the Lincoln Police Department and identifies the room location of the caller.
- Emergency contact numbers are posted on the wall beside the telephone in every classroom.
- Bus drivers and bus monitors use cell phones for reaching emergency medical services.
- Drivers of district vehicles use cell phones for reaching emergency medical services.
- A meeting is held with the Lincoln Fire Department responders as needed to preview the medical needs of the adults and children in the school to optimize the effectiveness of a medical response.
- Cell phone and other essential phone numbers are as follows:

Superintendent	781-795-2561
Business Administrator	508-294-9950
Student Services Administrator	508-361-3964
METCO Director	617-821-5617
Network Manager	774-292-1239
Maintenance Coordinator	508-982-9155
Master Craftsman	508-958-6797
Sub Caller	508-958-6872
Lincoln K-4 Principal	508-958-6823
Lincoln Nurse	508-958-6942
Lincoln 5-8 Principal	508-958-6923
Lincoln Phys Ed	774-292-1223
Bus Monitor # 1	781-698-7081
Bus Monitor # 2	781-698-6646
CASE TRANSPORTATION	978-635-9151

**Hanscom Schools, Hanscom Campus**  
**6 Ent Road, Hanscom Air Force Base, MA 01731**

- Faculty and Staff are provided with radios at recess, outdoors activities and field trips for contacting the school office and the nurse for medical emergencies.
- Nurses have been provided with cell phones for use on field trips and to address other medical needs.
- Radios are used by selected staff to provide the ability to contact the Lincoln Police Department dispatch directly when using an emergency repeater channel.
- All classrooms are equipped with telephones for contacting the school office and the nurse for medical emergencies.
- E-911 is used in the schools. When dialing 911 from the classroom, the call goes directly to the Lincoln Police Department and identifies the room location of the caller.
- Emergency contact numbers are posted on the wall beside the telephone in every classroom.
- Bus drivers and bus monitors use cell phones for reaching emergency medical services.
- Drivers of district vehicles use cell phones for reaching emergency medical services.
- A meeting is held with the Hanscom Air Force Base Fire Department responders as needed to preview the medical needs of the adults and children in the school to optimize the effectiveness of a medical response.
- Cell phone and other essential phone numbers are as follows:

Superintendent	781-795-2561
Business Administrator	508-294-9950
Student Services Administrator	508-361-3964
METCO Director	617-821-5617
Network Manager	774-292-1239
Maintenance Coordinator	508-982-9155
Master Craftsman	508-958-6797
Sub Caller	508-958-6872
HPS Principal	508-958-6982
Hanscom Nurse	508-958-7137
HMS Principal	508-958-6998
CASE TRANSPORTATION	978-635-9151

**Lincoln Preschool, Lincoln Campus**  
**Ballfield Road, Lincoln, MA 01773**

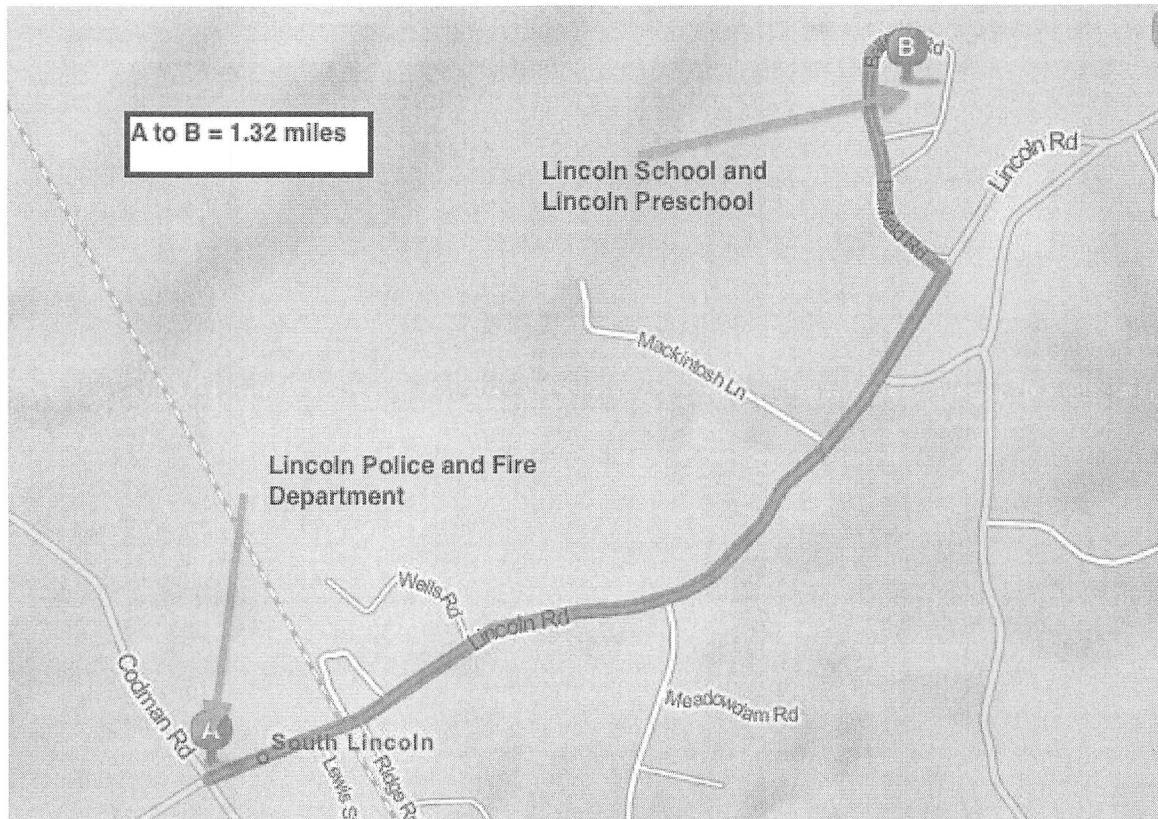
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- Nurses have been provided with cell phones for use on field trips and to address other medical needs.
- Radios are used by selected staff to provide the ability to contact the Lincoln Police Department dispatch directly when using an emergency repeater channel.
- All classrooms are equipped with telephones for contacting the school office and the nurse for medical emergencies.
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- Emergency contact numbers are posted on the wall beside the telephone in every classroom.
- Bus drivers and bus monitors are provided with cell phones for reaching emergency medical services.
- Drivers of district vehicles are provided with cell phones for reaching emergency medical services.
- A meeting is held with the Lincoln Fire Department responders as needed to preview the medical needs of the adults and children in the school to optimize the effectiveness of a medical response.
- Cell phone and other essential phone numbers are as follows:

Superintendent	781-795-2561
Business Administrator	508-294-9950
Student Services Administrator	781-645-8845
Preschool Director	781-248-6112
Network Manager	774-292-1239
Maintenance Coordinator	508-982-9155
Master Craftsman	508-958-6797
Sub Caller	508-958-6872
Lincoln K-4 Principal	508-958-6823
Lincoln Nurse	508-958-6942
Lincoln 5-8 Principal	508-958-6923
Lincoln Phys Ed	774-292-1223
CASE TRANSPORTATION	978-635-9151

## Emergency Medical Service Response Time

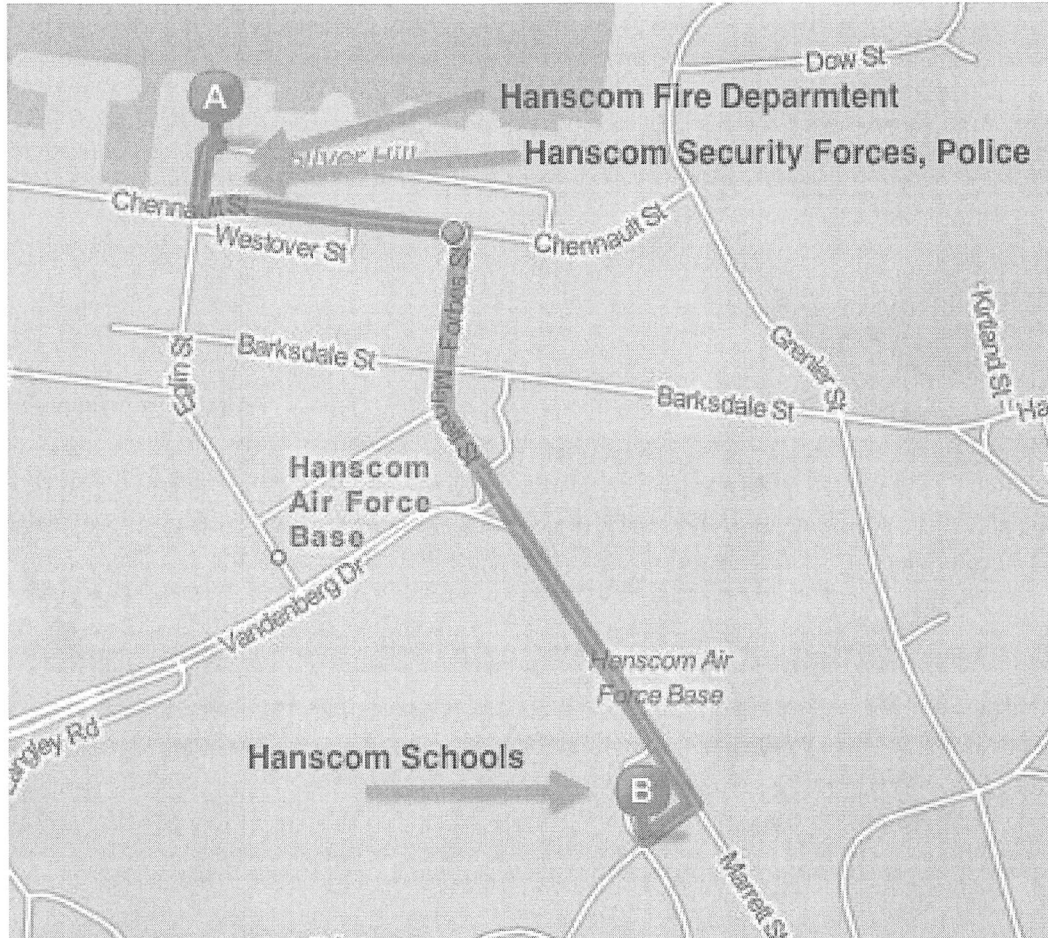
### Lincoln Campus

The Lincoln School and the Lincoln Preschool are located on Ballfield Road, Lincoln. They are 1.32 miles apart in a low traffic, residential area. Response time is less than 5 minutes for police and fire. Response time between the Lincoln School and Lincoln Preschool and Emerson Hospital is about 10 minutes.



## Hanscom Campus

The Hanscom Schools are located on 6 Ent Road, Hanscom Air Force Base. The Hanscom Fire Department is located at 3 Robbins Street, Hanscom Air Force Base. The Hanscom Air Force Base 66th Security Forces Squadron, Police Services is located across the street from the Fire Department at Security Forces Squadron Building 1725. Response time between the Hanscom Schools and Fire and Police Department is less than 2 minutes (.85 miles) and Emerson Hospital is about 10 minutes.



## Medical Emergency Contacts and Telephone Numbers

The following faculty members are the District's 1<sup>st</sup> responders to a medical emergency:

Audra Maria, RN	School Nurse	Lincoln Campus	781.259.9407 or x3500 (internal)	<a href="mailto:amaria@lincnet.org">amaria@lincnet.org</a>
Eileen Dirrane, RN	School Nurse	Hanscom Campus	781.274.7723 or x6500 (internal)	<a href="mailto:dirrannee@lincnet.org">dirrannee@lincnet.org</a>
Alana McLaughlin, LPN	Assistant Nurse	Lincoln Campus	781.259.9409 or x3500 (internal)	<a href="mailto:amclaughlin@lincnet.org">amclaughlin@lincnet.org</a>
Chantal Girard-Dziewietin, RN	Assistant Nurse	Hanscom Campus	781.274.7723 or x6500 (internal)	<a href="mailto:girard-dziewietinc@lincnet.org">girard-dziewietinc@lincnet.org</a>



## **Post-Emergency Support Professionals**

Anique Lebel, School Psychologist  
Lincoln Campus  
781-259- 9400 or x2202  
[alebel@lincnet.org](mailto:alebel@lincnet.org)

Elizabeth Hamblin, School Psychologist  
Lincoln Campus  
781-259- 9400 or x2202  
[ehamblin@lincnet.org](mailto:ehamblin@lincnet.org)

Lauren Taylor, School Psychologist  
Lincoln Campus  
781-259- 9400 or x1137  
[ltaylor@lincnet.org](mailto:ltaylor@lincnet.org)

Dana Naliboff, School Psychologist  
Lincoln Campus  
781-259- 9400 or x2202  
[dnaliboff@lincnet.org](mailto:dnaliboff@lincnet.org)

Matt Sur, School Psychologist  
Hanscom Campus  
781-274-7720 or x7483  
[surm@lincnet.org](mailto:surm@lincnet.org)

Kathleen Esposito, School Psychologist  
Hanscom Campus  
781-274-6178 or x6404  
[espositok@lincnet.org](mailto:espositok@lincnet.org)

Brian Garside, Social Worker  
Hanscom Campus  
781-274-7720 or x7404  
[bgarside@lincnet.org](mailto:bgarside@lincnet.org)

Alyssa Rosenfeld, Social Worker  
Lincoln Campus  
781-259-9400 or x1141  
[arosenfeld@lincnet.org](mailto:arosenfeld@lincnet.org)

Mara Salis, Social Worker  
Hanscom Campus  
781-274-6178 or x6402  
[salism@lincnet.org](mailto:salism@lincnet.org)

Shelley Moeller, Social Worker  
Lincoln Campus  
781-259-9400 or x2213  
smoeller@lincnet.org

Dr. Christopher Bellonci, Consulting Child Psychiatrist  
800 Washington St.  
Mailbox 1007  
Boston, MA 02111  
617-636-5770  
CBellonci@tuftsmedicalcenter.org

Dr. Erik Von Hahn, Consulting Developmental Pediatrician  
800 Washington St.  
Mailbox 334  
Boston, MA 02111  
617-636-8100

Dr. Marcel Fajnzylber, Consulting Psychologist  
1141 Beacon St  
Brookline, MA 02446  
617-277-9400

Dr. David Geller, Lincoln Public School Physician  
41 North Rd.  
Bedford, MA 01730  
781-275-5437

Maria Trozzi, Good Grief  
Boston University  
617-414-4005  
mtrozzi@bu.edu

## Medical Emergency Response

The Lincoln Public Schools Medical Emergency Response is posted in the main office, the school nurse's office, classrooms, locker rooms, gymnasiums, cafeteria, and public areas on campus with instructions on how to activate the local emergency medical services (EMS).

In case of a medical incident, school staff will immediately:

- Contact the school nurse and the main office; and
- Escort an injured person who is ambulatory to the school nurse's office or notify the school nurse if the person cannot be moved.

Main office personnel will ensure that designated individuals are directed to remain with the injured or ill person until medical assistance arrives.

The school's medical response will proceed as follows:

- The nurse will assess the condition of the person(s) to determine the category of injury, illness, or condition:
  - i. *Life-threatening or potentially disabling*: Because these medical conditions can cause death or disability within minutes, they require immediate intervention, medical care, and, usually, hospitalization. Examples of this category include airway and breathing difficulties, cardiac arrest, chest pain, and/or cyanosis.
  - ii. *Serious or potentially life-threatening or potentially disabling*: Burns, major multiple fractures, and life threatening allergies are examples of this category.

These occurrences may result in a life-threatening situation or may produce permanent damage, so they must be treated as soon as possible.

- iii. *Non-life-threatening*: These are defined as any injury or illness that may affect the general health of a person (e.g., mild or moderate fever, stomachache, headache, cuts). The school nurse will evaluate the incident and make decisions regarding further treatment. The school nurse may notify the parent/guardian and recommend follow-up medical evaluation or treatment.

When an injury, illness, or condition is determined to be potentially life-threatening or disabling, the school nurse will call 911 and then inform main office personnel to:

- provide the location of the injured or ill person and available rescue equipment upon their arrival.
- activate the medical emergency contact list.
- direct designated school personnel to remain stationed at the specific location on campus where the medical incident occurred and greet emergency responders upon arrival, providing updates on the situation. EMS response time to the school is estimated at 5 minutes, barring unforeseen delays.
- notify the parent/ legal guardian of the student or the emergency contact for faculty/ staff and inform him or her that the person is ill or has been injured and is being transported to a medical facility if the information is known at the time of the call.

If the school nurse is not in the building at the time of the medical emergency, a 911 call will be made by the person at the scene. The main office personnel or administrator in charge will be notified. Other steps will be taken as described above.

If the injury, illness, or condition is later determined by the school nurse or other trained personnel to be minor, the EMS call will be canceled or EMS units will clear the scene.

If the school nurse or other medically trained individual determines that the injury, illness, or condition is non-life-threatening, first aid and or medical services will be provided onsite. Main office personnel will notify the involved student's parent or guardian.

All faculty and staff must adhere to the following during all medical incidents:

- Standard Universal Precautions must be followed at all times.
- Avoid moving the ill or injured person, unless there is more danger if left there.
- Remain with the person until assistance arrives and remain calm.
- Direct other staff to manage bystanders.

Faculty and staff who are involved in school-related activities outside of regular school hours have been trained in the medical emergency response and medical plans.

Extracurricular Athletics:

- Athletic Director
- School Nurse
- Building and District Administrators, as determined by the Athletic Director and/or School Nurse

Non-Athletic Extracurricular Activities:

- School Nurse
- Building and or District Administrators

**Communication with Emergency Medical Services and information provided regarding the emergency site**

All Lincoln and Hanscom Emergency Medical Personnel are provided with information regarding the exact location of the placement of the emergency call. The dispatchers are trained to ask specific information regarding the location and to relay that to the responders. Lincoln and Hanscom Emergency Medical Personnel are often in the school buildings as they conduct inspections, attend meetings and participate in emergency preparedness drills.

Complete school maps are on file in the Lincoln and Hanscom Fire Departments.

School personnel are instructed to exit the building to meet the Lincoln and Hanscom Emergency Medical Personnel when the location may be unclear.

School administrators will direct students and staff that portions of the building are not accessible due to a medical emergency. This allows for immediate access to the emergency situation and protects the privacy of the person requiring medical assistance.

## Safety Precautions to Prevent Injuries

Prevention through Effective School Health Services:

The School health services program is managed on a full time basis in each school by DOE licensed School Nurses and includes the following health services for students:

- Illness assessment and care
- Injury prevention, triage and treatment
- Medication administration and monitoring
- Health counseling and health promotion
- Communicable disease prevention and control
- Health Screenings:
  - Hearing and Vision
  - Postural
  - Height, weight and BMI
- Environmental health and safety
- Communication between/among students, parents, the school community health care providers.
- Selected health services are also provided for school faculty and staff

Parents/guardians are encouraged to call the School Nurse any time they have questions/concerns and specifically for the following reasons:

A new medical diagnosis or a change in your child's health status

- A newly prescribed medication
- A change in current medication
- A serious injury, illness or hospitalization
- A fracture, sprain, stitches or a cast
- A contagious disease such as chicken pox, flu, strep throat, whooping cough, conjunctivitis
- Diagnosed or suspected case of head lice
- If your child is absent for an extended period of time
- If there are any recent changes in your family that may affect your child (birth, recent loss, or sudden illness)
- Food or medication allergies

The Lincoln Public Schools Medication policy provides for the health and safety of students requiring medications during the school day. The Medication Authorization form must be completed and be on file in the school Health Office before any medication is administered.

The following statements highlight the main points of the policy. The entire policy is available for review in each Health Office.

- Medication orders must be renewed at the beginning of **each** school year.
- Any medication prescription or OTC medication requires written authorization from a student's health care provider and a parent/guardian.

- The pharmacy-labeled container can be used in lieu of a physician's order only in the case of short-term medications i.e., those medications to be given for ten (10) days or less.
- Whenever possible, medication administration should be scheduled at times other than school hours.
- All medication **MUST** be delivered to the Health Office by the student's parent/guardian or a designated adult.
- Only a thirty (30) day supply of medication will be accepted at any time.
- All medication (prescription or OTC) must be delivered in a correctly labeled pharmacy or manufacturer's medication container.
- Self-medication can be allowed under certain circumstances, after consultation with the school nurse. Unless authorized in writing by the school nurse, all medications administered will be kept in the nurse's office.
- A parent may retrieve medicine from the school at any time during school hours or by arrangement with the school nurse.
- All medications must be picked up by a parent /guardian before the close of the school year. Any medications not picked up by the close of the school year will be destroyed.
- Forms must be filled **out each school year**.

## **Emergency Medications**

### **Epinephrine Auto-Injectors**

Students diagnosed with or suspected of having life-threatening allergies to foods, insects and/or latex **MUST** have a Medication Authorization Form and/or an Emergency Care Plan on file in the Health Office. The authorization form and emergency care plan must be either LPS generic forms or health care provider generated forms with the required information. Epinephrine auto-injectors must have a pharmacy label either on the device or the manufacturer's box. A student in Grades 4-8 may be allowed to self-carry their epi-pen with written parent/guardian permission and the authorization of the school nurse. A LPS Parent/Student Agreement for Permission to Carry an Inhaler must be renewed every year.

### **Inhalers**

Students with a diagnosis of asthma who may require the use of an inhaler/nebulizer during the school day **MUST** have a generic LPS Medication Authorization Form and/or a Massachusetts Asthma Action Plan or health care provider generated forms with the required information on file in the Health Office. A student in Grades 4-8 may be allowed to self-carry their inhaler with written parent/guardian permission and the authorization of the school nurse. A LPS Parent/Student Agreement for Permission to Carry an Inhaler must be renewed every year.

## Illness Policy

Children who are ill are to be kept at home until they have been without fever, vomiting and/or diarrhea for 24 hours. Any child who is placed on antibiotics for a communicable disease must remain at home until he/she has completed 24 hours of antibiotic therapy. However, children with ear infections or sinus infections or sinus infections may return to school before 24 hours of antibiotic therapy have passed if the child is feeling well enough to return to school.

Children should be kept at home in the following situations:

- Fever of 100.4 F or greater or one degree above the child's documented normal temperature.
- Vomiting
- Diarrhea
- Presence or suspicion of a communicable disease such as but not limited to chicken pox, impetigo, mumps, whooping cough, bacterial conjunctivitis, scarlet fever, measles, or scabies.

Children who are in school and develop symptoms of any of the above will be sent home. It is the responsibility of the parent/ guardian to provide transportation home for their ill child. An outline of these guidelines shall be mailed to parents/guardians prior to each school year and shall be available to parents/guardians upon request.

## Dismissal From School For Illness Or Injury

- All exclusions from school for health reasons must go through the Health Unit.
- No child is to be sent home until it has been determined there is a responsible person at home to receive him/her, or with parent permission at the middle school level.
- No child will be allowed to walk home unaccompanied unless there is authorizations from a parent/guardian AND approval of the School nurse.
- If unable to reach parents, refer to emergency information form in the office for name or names of person(s) who will assume responsibility.

## Transportation Of Ill Or Injured Children

- In an emergency, the ambulance will be summoned to transport the ill or injured child to the hospital.
- In other situations, the School Nurse or authorized personnel will locate parents/guardians and have them arrange transportation.
- In the event that the parents/guardians cannot be reached, other responsible person(s) listed on the emergency information file will be contacted.
- If a parent/guardian, or persons listed in emergency file, cannot be reached, and the child requires immediate attention, then they will be taken to the hospital in an ambulance.



The Lincoln School Health Advisory Council (SHAC) provides advice to the district on the impact on student health and learning of the following components of coordinated school health:

- Health Education
- Healthy School Nutrition
- Physical Education
- School Health Services
- Guidance, Counseling, and Social Service
- Healthy School Environment
- Staff Wellness
- Family and Community Involvement

The Lincoln Public Schools' SHAC meets on a regular basis during the school year and its membership includes teaching staff, social workers, school nurses, the Food Service Director, parents and a community representative. Meetings are open to the school community. For more information or to share a concern or idea, please contact Eileen Dirrane 781- 274-7723 and/or Audra Maria 781-259-9407

#### Prevention through Health and Safety Education

Faculty and staff are encouraged to obtain first aid and CPR certification.

All faculty and staff participate in annual mandated trainings on the following topics:

- Physical Restraint
- Crisis Procedures
- Automatic External Defibrillators (AED)
- Anaphylaxis: Severe Allergic Reaction
- EpiPen Administration Training with the School Nurse with live demonstration
- Asthma
- Bloodborne Disease

The School Nurses and Social Workers conduct School Brief Intervention and Referral to Treatment (SBIRT) screening annually.

Athletic Coaches are provided with CPR and First Aid Training and they comply with the Lincoln Head Injury and Concussion Policy. In addition, Opioid Misuse and Prevention materials are provided to the parents/guardians and students.

The following faculty and staff have current CPR with AED certification:

**Lincoln and Hanscom School Faculty and Staff and currently certified  
in CPR/AED (11/19/18):**

<b><u>Lincoln Campus:</u></b>	<b><u>Expiration Date:</u></b>
Alana McLaughlin	3/8/2019
Chrisie Fallon	3/8/2019
Amy Pearson	3/8/2019
Carolyn Weaver	3/8/2019
Mark Mazerole	4/5/2019
Mary Emmons	12/13/2019
Ryan Cassidy	12/13/2019
Laura Jeffries	12/13/2019
Denise Careau	12/13/2019
Terry Green	12/13/2019
Scott Burke	05/2020
Audra Maria	05/2020

<b><u>Hanscom Campus :</u></b>	<b><u>Expiration Date:</u></b>
Laura Sperry	3/8/2019
Bianca Barry	3/8/2019
Jessica Killian	3/8/2019
Eric Ledebuhr	3/8/2019
Christine Portlock	12/13/2019
Mary Gately	12/13/2019
Ryan Flaherty	12/13/2019
Sharon Horenstein	12/13/2019
Scott Dixson	05/2020
Lindsay Forsberg	05/2020
Eileen Dirrane	05/2020

### Prevention through Facility Inspection, Cleaning and Repair

All buildings and facilities, including playgrounds, are inspected to ensure that all equipment is in good working order and all potential hazards are removed. Custodial and maintain staff are instructed to look for hazards, such as spills and loose equipment, and to quickly clean and/or repair.

If an injury requiring further medical evaluation takes place on school grounds an incident report is completed by the School Nurse and provided to the Superintendent, Administrator for Student Services and the Principal. If the injury could have been prevented through facility and equipment replacement or repair then that task becomes the immediate priority for the custodial and maintenance team.

### Prevention through Environmental Precaution

Classrooms are provided with safety equipment including first aid supplies, eye-wash stations (in Science and Technology rooms) and showers are site (school locker rooms) to ensure that pupils receive immediate attention, should they sustain an injury. Busses are also equipped with first aid supplies and faculty and staff carry backpacks with these supplies when outdoors with children.

### Prevention through expectations for Compliance with the Code of Conduct

Students are taught and supervised to engage in safe behavior in school and on school grounds and buses. It is the goal of the Lincoln Public Schools to establish and maintain respectful learning environments. The development and display of appropriate behavior, self-discipline and responsibility is a prerequisite for good education. School is a place where children and adults spend many hours learning, working and playing together. Schools need rules of behavior that ensure that everyone can be free from distraction, fear, or discomfort, so that learning can be successful. All members of the Lincoln school community have the following rights in our school:

- ❖ To be physically safe
- ❖ To work together in a common space that is pleasant, safe and orderly
- ❖ To be free from insults, bullying, harassment or abusive treatment
- ❖ To be protected by local, state, and federal laws

The Code of Conduct for the Lincoln Public Schools complies with chapter 71, section 37H of the Massachusetts General Laws, and federal regulations. Self-discipline and the ability of a learner to control his or her behavior is the desired outcome for our schools' Code of Conduct. Collaboration and cooperation between parents and school personnel is an important step to achieving this outcome. Please take the time to review our expectations for student behavior with your child.

While it is the school's expectation that students behave appropriately at all times, school personnel will take disciplinary action when behavior is disruptive to the learning process, destructive to property, abusive of others, or causes risk of injury. When positive behavioral supports and persuasive measures are not successful it may become necessary to impose sanctions as disciplinary measures.

The following rules are not intended to be all-inclusive and disciplinary consequences may result from other conduct, which is inconsistent with maintaining a respectful learning environment or is disruptive to the safe operation of the school. These rules apply in each of our schools and the general enforcement of the rules is the responsibility of all school personnel. Serious infractions are times when students are sent away from the classroom and will be investigated by the school Principal who will also be responsible for determining disciplinary consequences, if necessary.

LPS students at all times will:

- ❖ Be honest
- ❖ Act in a manner that does not disrupt learning
- ❖ Walk, not run, in the hallways or classrooms
- ❖ Be respectful and not break, damage, or destroy school property
- ❖ Be respectful and not break, damage, or steal personal property or the materials of others
- ❖ Respect the rights of other students without fighting, teasing, bullying, or name-calling
- ❖ Use appropriate language and refrain from vulgarity and profanity

LPS students will not:

- ❖ Bring objects to school which are dangerous to others or disruptive to the educational process. This includes illegal objects such as knives, firearms, fireworks or other objects whether they are real or facsimile
- ❖ Possess or use illegal substances such as alcohol or drugs and will not smoke on school property or at any school sponsored event

### **Automated External Defibrillator (AED) Procedures**

The Lincoln Public Schools is equipped with nine AEDs. They are located in the following locations on each campus.

#### Lincoln Campus (Lincoln School, Lincoln Preschool, Administration):

- Brooks Gym lobby
- Smith Gym hallway
- Main hallway outside Lincoln School Health Office
- Brooks Office hallway
- Lincoln School Auditorium entrance lobby
- Administration and Preschool building lobby

#### Hanscom Schools:

- Primary School central hallway
- Middle School cafeteria hallway
- Middle School gym and Main Office hallway
- Hanscom Youth Center

During the 2018-2019 school year, the Lincoln Public Schools will equip the AED cabinets with Narcan for emergency use by the public and school staff after school hours. Narcan is to be administered as needed by the school nurses or nurse assistants during school hours.