



Code Ana  
Medical Emergency  
Response Team  
Training Handbook





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For more information about Code Ana, visit our website at [www.CodeAna.org](http://www.CodeAna.org). The Code Ana Program is a ministry of the non-profit organization The Teal Schoolhouse and is supported in part by the American Academy of Pediatrics.





Dear Summit attendee:

Congratulations on taking the first steps toward building your school's Code Ana Medical Emergency Response Team by attending the 2018 Code Ana Summit! We are excited to have you here and we look forward to working with you today and in the future to help your school be better prepared for medical emergencies.

The goal of this workshop is to build the foundation for YOUR school's Code Ana Medical Emergency Response Protocol. We will discuss challenges commonly faced by schools and you will have the opportunity to share experiences with other Summit attendees. Part of your school's Code Ana Medical Emergency Response Protocol will include a Medical Emergency Response Team, which is a group of adults - teachers, coaches, and other school personnel - who are regularly at your school and will respond in the event of a medical emergency.

Because the foundation of the Code Ana Program is built on teamwork, take comfort in knowing that you are never alone! In adopting the Code Ana Program, more people - adults and kids - in your school community will be aware of what a medical emergency looks like and how to get help. THANK YOU for being the **first** first-responders!

This training manual will help you build then implement your school's Code Ana Medical Emergency Response Protocol. It is also available on our website, so please put pen-to-paper as you work with other Summit attendees in developing your school's Code Ana Medical Emergency Response Protocol.

Let's get started!

Dr. Alice Hoyt  
Executive Director, Code Ana





## Section 1: The Protocol

In this section, we will cover overall goals of the Code Ana Medical Emergency Response Protocol and we will examine the protocols already in place at your school. By discussing current practices, we can determine the most streamlined approach to implementing the Code Ana Medical Emergency Response Protocol in your school.

### Objectives

- Learn the Code Ana Response Algorithm
- Determine the current locations of medical devices
- Discuss current emergency response protocols

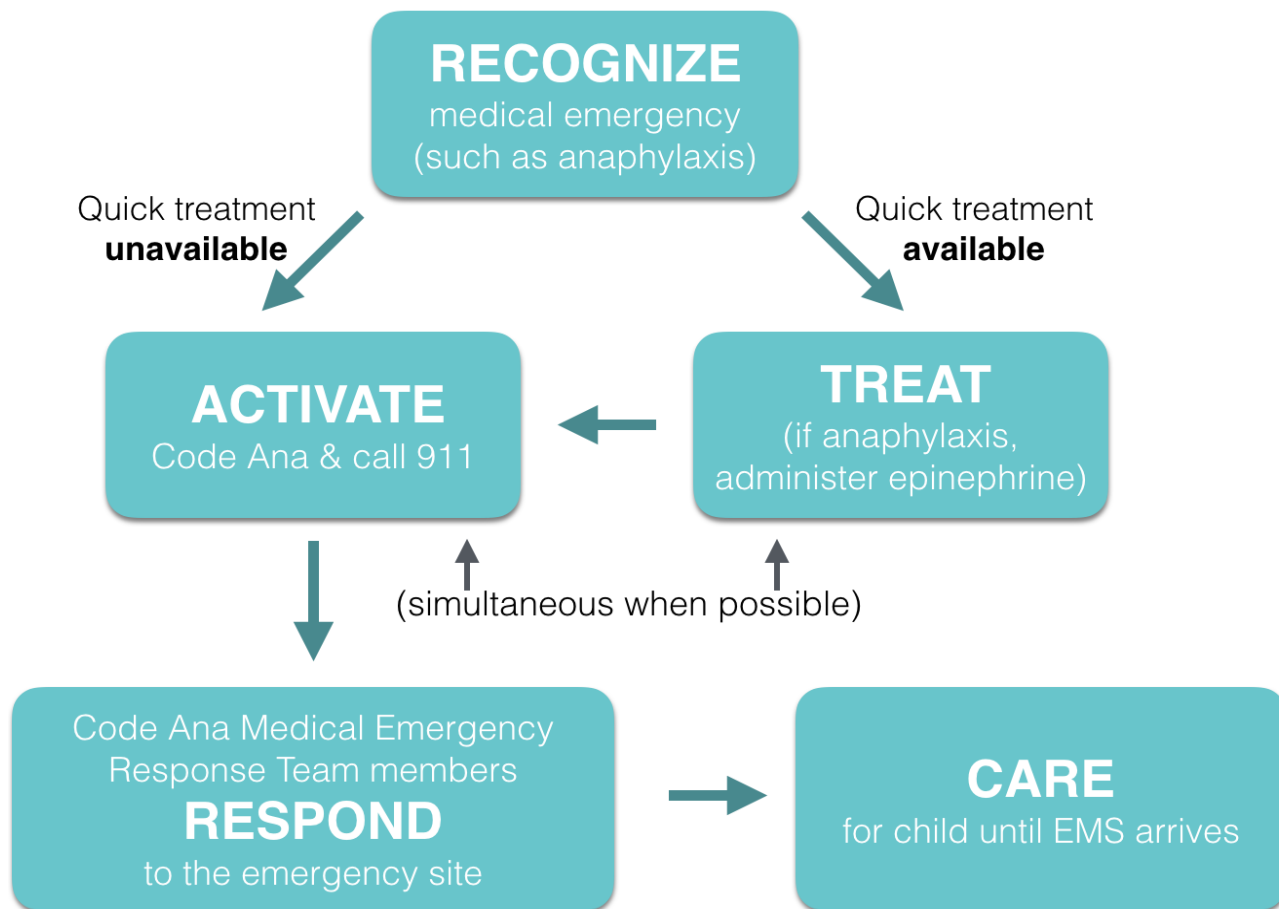


## Code Ana Medical Emergency Response Algorithm

Below is the algorithm for responding to medical emergencies. By following this algorithm, you and your team will be poised to:

- Successfully recognize a medical emergency
- Activate your school's Code Ana Medical Emergency Response Team
- Care for the sick student (or adult!) while also managing nearby students
- Effectively transfer care to EMS

Even if the medication is already on hand, Code Ana should be activated to optimize everyone's safety.







## Core Response Objectives

The Code Ana Algorithm outlines the key components of an effective response to a medical emergency:

- *Recognize* the emergency
- *Activate* the Code Ana Medical Emergency Response Team & *Treat* the sick child
- *Respond* as a team to the sick child
- *Transfer* the sick child to the hospital via EMS

Below are listed the core objectives that your school's Code Ana Medical Emergency Response Protocol needs to address. The remainder of this workbook will help guide you as you develop and implement a plan that meets all these objectives.

- Assess and care for the sick student
- Carry medication(s) to site
- Administer needed medication(s)
- Support the team leader
- Direct nearby students away from site
- Communicate with the team
- Call the sick student's parents
- Document medical care
- Activate/deactivate Code Ana
- Call 911 to request EMS
- Manage bell systems
- Escort EMS to site



## Medical Device Locations

It's important to know where your school's medical devices – epinephrine auto-injectors (“epi’s”) and automated external defibrillators (“AED’s”) – are currently located at your school. You and your team may choose to change the location(s) as you progress through the Code Ana Program, but this is our starting point. Use the table below to pinpoint the location of each item and when it is available.

Item	Location(s)	Locked?	Available after-hours?	Available on field trips?	Who is trained to use this?
Stock Epi Auto-Injector					
AED					



## Current Emergency Protocols

Use the questions below to consider how your school reacts to different emergency situations. In the boxes below, describe how these protocols are activated and how the school responds upon activation. You can then use this information to determine whether or not the intercom will be used to activate the Code Ana Medical Emergency Response Team to the site of emergency.

<b>Alert</b>	<b>Mechanism of Activation</b>	<b>School Response</b>
Fire		
Intruder		
Weather		



# Notes



## Section 2: The Response Team

In this section, we will help you develop your school's Code Ana Medical Emergency Response Team. Each school is unique, so your final team may look different than the one we create here today. That's okay! This workshop will give you an idea of the considerations that go into making the team!

### Objectives

- Learn the objectives that need to be fulfilled by the Code Ana Medical Emergency Response Team
- Streamline the logistics of your school's Code Ana Medical Emergency Response Team
- Create a blueprint of your school's Code Ana Medical Emergency Response Team



## Code Ana Hub

Many schools have a central location to which emergencies are “called in” by teachers and through which emergency protocols are activated. As in these situations, it is essential to have a central location from which to activate your school’s Code Ana Medical Emergency Response. This centralized location allows the emergency response to be activated immediately and the notification dispersed efficiently. This central location is the “Code Ana Hub.”

The Code Ana Hub is often manned by the Code Ana Announcer and is located at the school’s front desk as, many times, this position is the only location in the school that is staffed 100% of the time during school hours. Many schools utilize the Code Ana Hub as the location to which EMS arrives and meets the Code Ana EMS Escort, who has reported to the Code Ana Hub and brings EMS to the site of the emergency.

### **Your School’s Code Ana Hub**

Look back over your school’s current emergency protocols (page 7). What location will serve as your school’s Code Ana Hub? This is also a time to consider centralizing your response protocol if your school’s protocols are currently heterogeneous.

Who is already at this location? Are there any times during school hours in which this location is not staffed?



## Code Ana Team Builder

Your school's Code Ana Medical Emergency Response Team is UNIQUE to your school because your school is UNIQUE! The number of team members will vary based on your school's needs and available personnel. Below is one example of a Code Ana Medical Emergency Response Team. Notice how each team member has his/her own objectives. By mapping out who will fulfill which roles, you will ensure that your team meets each Code Ana Medical Emergency Core Response Objective.

<b>Member</b>	<b>Core Response Objective(s)</b>
Leader	<input type="checkbox"/> Assess and care for the sick student <input type="checkbox"/> Carry medication(s) to site <input type="checkbox"/> Administer needed medication(s)
Assistant	<input type="checkbox"/> Support the team leader
Communicator	<input type="checkbox"/> Direct nearby students away from site <input type="checkbox"/> Communicate with the team (including Announcer)
Parent Liaison	<input type="checkbox"/> Call the sick student's parents
Recorder	<input type="checkbox"/> Document medical care
Announcer	<input type="checkbox"/> Activate/Deactivate Code Ana <input type="checkbox"/> Call 911 to request EMS <input type="checkbox"/> Manage bell systems
EMS Escort	<input type="checkbox"/> Escort EMS to site



## Code Ana Team Builder

Listed below are the Code Ana Core Objectives that you learned in Section 1. Use the list below to assign each Objective to a member of your Code Ana Medical Emergency Response Team in the table on the next page.

- Assess and care for the sick student
- Carry medication(s) to site
- Administer needed medication(s)
- Support the team leader
- Direct nearby students away from site
- Communicate with the team
- Call the sick student's parents
- Document medical care
- Activate/deactivate Code Ana
- Call 911 to request EMS
- Manage bell systems
- Escort EMS to site

Listed below are examples of Code Ana Medical Emergency Response Team Member Roles. Your team may have more or fewer members than other schools, so the Roles at your school may vary. Use the list below as a guide. You may combine roles and/or add roles based on your school's needs.

- Leader
- Assistant
- Communicator
- Parent Liaison
- Recorder
- Announcer
- EMS Escort





## Code Ana Team Builder

Complete the table below with the Objectives and Roles listed on the previous page. Include school personnel who you envision serving as the Primary Team Member (someone who will fill this role unless s/he is absent) and include 1st and 2nd Alternates for days that the Primary Team Member is absent or unavailable.

<b>Role</b>	<b>Objectives</b>	<b>Primary</b>	<b>1<sup>st</sup> Alternate</b>	<b>2<sup>nd</sup> Alternate</b>



## Notes



## Section 3: Final Considerations

In this section, we will put the finishing touches on your Code Ana Medical Emergency Response Protocol and Team. We will consider how a Code Ana could be activated at different locations throughout the school and how to manage uninvolved students. By thinking about various scenarios in which a medical emergency can occur, your school will be as prepared as possible.

### Objectives

- Identify risk zones in your school
- Determine how to activate Code Ana in the various risk zones throughout your school
- Begin to build your Code Ana Buddy System so that uninvolved students stay safe and supervised



## Risk Zones at Your School

Now that we have a rough draft of your school's Code Ana Medical Emergency Response Protocol, let's consider how the Protocol is activated and the situation managed in different locations. Medical emergencies can happen anytime and anywhere, and students are unfortunately not always under the dedicated purview of a teacher or nurse. To be as prepared as possible for an emergency, we can identify Risk Zones - areas at your school where a medical emergency may occur. Using the table below, identify Risk Zones, then determine how your response team would be activated to different areas in the school and how uninvolved students in that area will be managed.

<b>Location</b>	<b>How is Code Ana activated here?</b>	<b>How are uninvolved students managed here?</b>
Classroom		
Gymnasium		
Hallway		
Front of School		
Playground		
Cafeteria		



## Code Ana Buddy System

YOU are critical in making your school's Code Ana Medical Emergency Response Protocol EFFECTIVE! Let's now spend a few minutes ensuring that you will be available to respond to an emergency and that the students in your care are able to be supervised by one of your colleagues during an emergency. The table below will help you identify times during which students are in your care. During these times, you will need another adult – your Code Ana Buddy – to assume responsibility for your students so that you may respond to the Code Ana Medical Emergency. Your Code Ana Buddy needs to be a nearby adult who is NOT on the Code Ana Medical Emergency Response Team.

<b>Your Code Ana Coverage for Supervision of Uninvolved Students</b>		
<b>Time of Day</b>	<b>Location</b>	<b>Code Ana Buddy</b>



## Code Ana Buddy System

Now let's consider the members of your school's Code Ana Medical Emergency Response Team. At this time, you probably do not have access to each team member's schedule. That's okay! Plan to use the table below (make copies or access this booklet on our website: [www.CodeAna.org](http://www.CodeAna.org)) for each member of your school's Code Ana Medical Emergency Response Team. Have each member complete the left and middle column, then you may help them find a Code Ana Buddy for those times (right column).

<b>Code Ana Coverage for Supervision of Uninvolved Students</b>		
<b>Time of Day</b>	<b>Location</b>	<b>Code Ana Buddy</b>



## Code Ana Medical Emergency Response Review

You've completed the bulk of the planning for your school's Code Ana Medical Emergency Response! Way to go! Let's now spend a few moments reviewing your plan and making sure you and your teammates are aware of how to respond to a medical emergency like anaphylaxis. Next to the boxes below, add 1-2 bullet points recapping your school's plan.

RECOGNIZE

TREAT

ACTIVATE

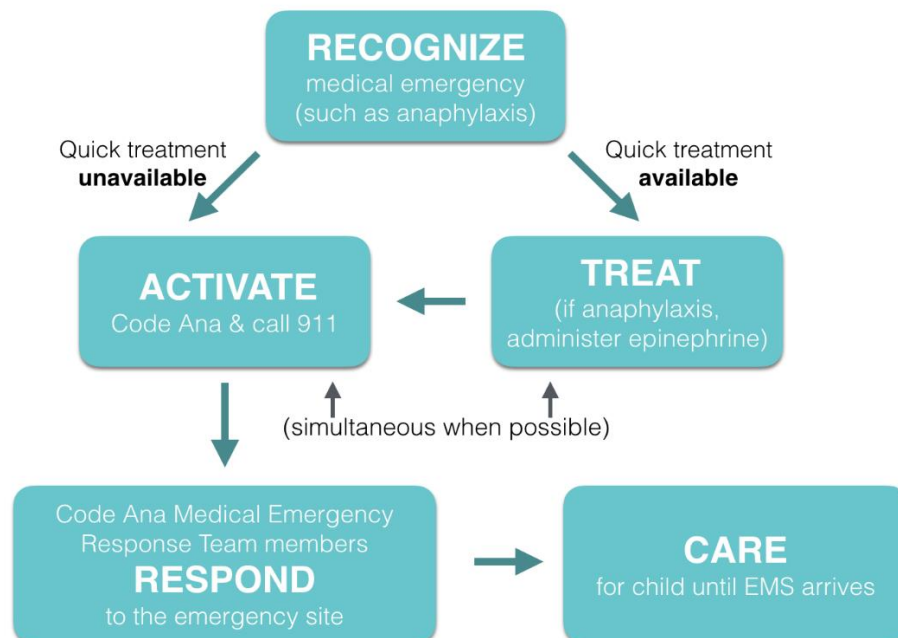
RESPOND

CARE



## Potential Challenges

You're almost finished! Now take some time to brainstorm potential challenges you foresee in bringing this plan back to your school and implementing your school's Code Ana Medical Emergency Response Protocol. Talk with other Summit attendees about their potential challenges, and work together to identify strategies to champion these challenges!







# Notes



[www.CodeAna.org](http://www.CodeAna.org)