

School Cardiac Emergency Response Plan

In the event a building occupant (student, staff, visitor) collapses on school property, the following steps should be taken:

- 1) Call 911
 - a. Confirm location/status of patient
 - b. Staff member shall be assigned task to direct emergency crews to the location of cardiac incident.
- 2) If building has an AED, AED should be taken to location where needed.
 - a. Pre-Assigned trained staff will be responsible for obtaining and responding with AED
 - b. Building Alert System will announce a “Cardiac Event-(Cite Location)”. All students will clear all hallways until an “All Clear” is announced.
 - c. If event has taken place in a classroom, the classroom occupants will be moved to a pre-designated staging area.
- 3) Assess the victim; airway, breathing and circulation*.
- 4) Initiate CPR, if needed, while AED is brought to the scene.
- 5) Upon arrival, place AED near the victims head, close to the AED Operator.
- 6) Prepare to use AED.
 - a. Make sure power is **ON**.
 - b. Bare and prepare chest for AED use.
 - c. Attach AED to the victim, considering appropriate use of pediatric or adult pads.
 - d. Stop CPR while the device analyzes the heart rhythm.
 - e. Follow the device prompts for further action. If a shock is indicated, be sure all rescuers and bystanders are “Clear” before the shock is administered.
 - f. If no shock is indicated, follow prompts to reassess and continue CPR.
- 7) Upon arrival, EMS shall take charge of the situation.
 - a. Provide victim information: name, age, known medical problems, emergency contact information** and time of incident.
 - b. Provide information as to current condition and number of shocks administered.
- 8) Contact Administration

*If the patient has suffered any trauma or a fall, the patient should not be moved unless the scene is unsafe.

**Prior to EMS arrival, someone in the administrative office should get the patient’s emergency contact information from the file.

The Building’s AED equipment will follow manufacturer prescribed maintenance procedures and document maintenance actions. Records of maintenance will be maintained in the School Office.

The Building Response Team will consist of building staff trained in both CPR and AED use. Staff will conduct annual training sessions and drills; records will be maintained of those training sessions in the School Office.