

Protocol for School Cardiac Emergency Responders

New Union Elementary School Cardiac Emergency Response Team PROTOCOL

Sudden cardiac arrest events can vary greatly. Faculty, staff and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial in order to successfully respond to a cardiac emergency.

Follow these steps in responding to a suspected cardiac emergency:

(a) Recognize the following signs of sudden cardiac arrest and take action in the event of one or more of the following:

- The person is **not moving**, or is **unresponsive**, or appears to be **unconscious**.
- The person is **not breathing normally** (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be **having a seizure** or is experiencing **convulsion-like activity**. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

(b) Facilitate immediate access to professional medical help:

- As soon as a sudden cardiac arrest is suspected, immediately notify the front office that there is a “Code Blue”.
 - Give the exact location of the emergency, victim’s name & condition..
- **Front office:**
 - Note the time “Code Blue” was called in and announce alert two times:
“Code Blue in _____ (e.g., Mr. Avey’s 5th grade classroom, room #9), CERT members report to (location) immediately. We are on Medical Lockdown until further notice.”
 - Call 9-1-1 on a cordless phone, providing the school address and victim’s condition. Transport the cordless phone to the event location for continued communication with the 9-1-1 operator.
 - Facilitate access to the victim for arriving EMS personnel by specifying which door to enter, and send someone to the door to wait for EMS arrival and escort them to the exact location of the victim.
 - Confirm that the Cardiac Emergency Response Team has responded.
- **CERT members:**
 - Proceed immediately to the scene of the cardiac emergency.

- The closest team member should retrieve the automated external defibrillator (AED) and all other cabinet supplies en route to the scene, leaving the AED cabinet door open. This signals other team members that the AED was taken for use.

(c) Start CPR:

- Begin continuous chest compressions and send someone to retrieve the AED if it has not arrived.
- Here's how:
 - Press hard and fast in center of chest. Goal is 100 compressions per minute.
 - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old.)

One CERT member should document events on the Cardiac event documentation sheet. It should be noted the time the event occurred, when CPR was started, when and if the AED delivered a shock(s), when EMS arrived and the victim's condition when EMS arrived, and CERT team members that attended the event.

(d) Use the nearest AED:

- When the AED is brought to the victim's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. Shocks will be delivered as indicated by the AED to restore a normal heart rhythm.
- Continue CPR and follow the AED's instructions until the patient is responsive or a professional responder arrives and takes over.

(e) Transition care to EMS:

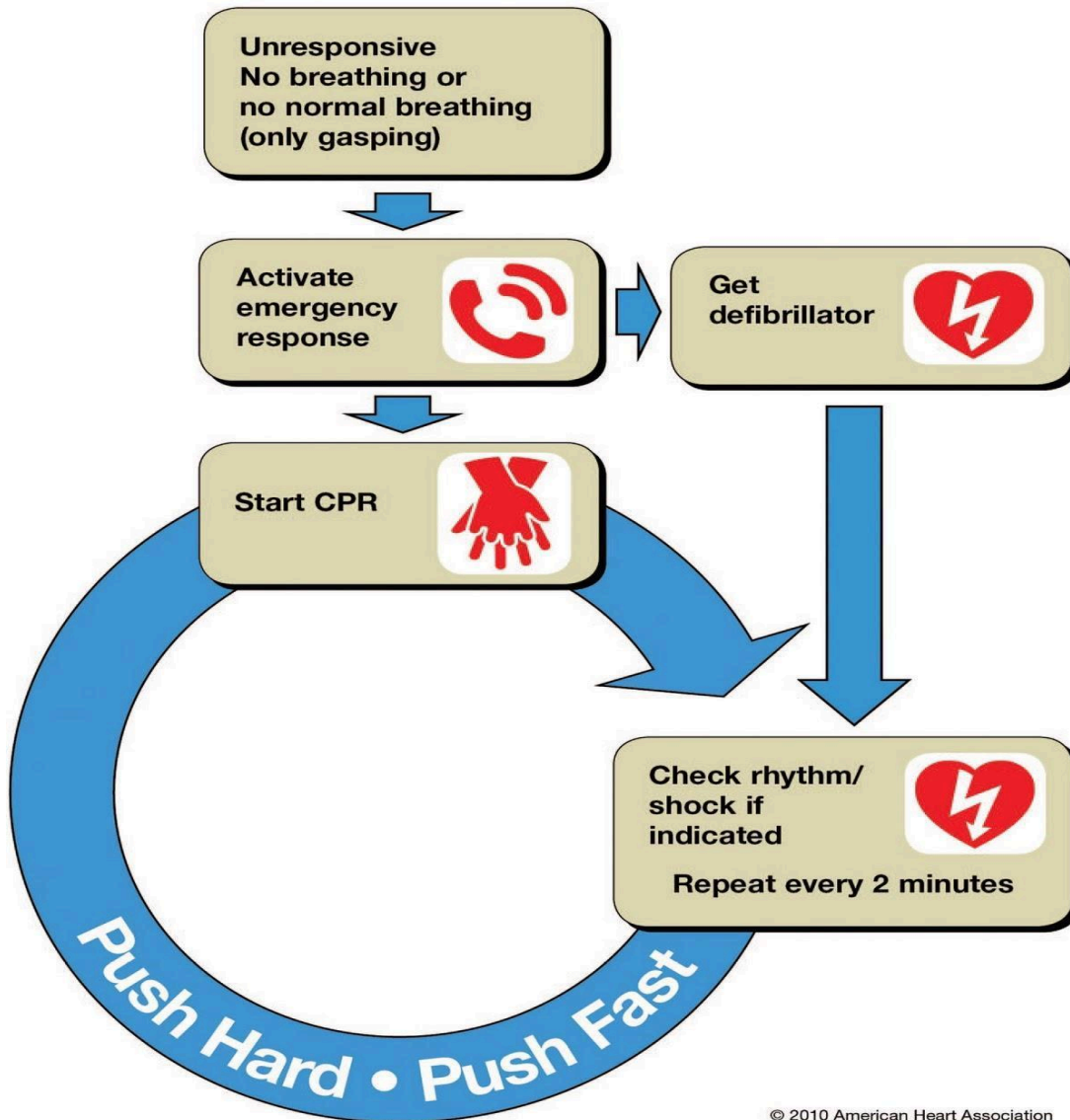
- Transition care to EMS upon arrival so that they can provide advanced life support.

(f) Action to be taken by Office / Administrative Staff:

- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, administrators
- Delay class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Copy the patient's emergency information for EMS.
- Notify the victim's emergency contact (parent/guardian, spouse, etc.).
- Upon transport of victim by EMS, front office should announce two times "Code Blue all clear. Staff may resume normal schedules."
- Contact school district administration.

**(New Union Elementary School)
CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL**

Simplified BLS



© 2010 American Heart Association

Building Location Information

**School Name & Address: New Union Elementary School
3320 Woodbury Hwy, Manchester, TN**

School Emergency Phone#: (931) 723-5187

AED Location #1 - Hallway outside of SRO Office

AED Location #2 - Hallway outside of Gym

CARDIAC EMERGENCY RESPONSE TEAM - NEW UNION ELEMENTARY

2025-2026 School Year

The following persons compose the Cardiac Emergency Response Team. All members shall have current CPR/AED training and are hereby designated to respond to and provide basic life support during a cardiac emergency.

Team Member Name	CPR/AED Training Expiration	LOCATION Room Number
Gullet, Kim - SPED Teacher	7/26	Room #124
Helms, Susan - Intervention Teacher	7/26	Room #19
Lawson, Liz - Admin. Asst.	7/26	Front Office/Room #16A
McCain, Amanda - 3rd grade Teacher	7/26	Room #28
Melton, Kristen - Nurse/Team Coord.	11/26	Nurse's Clinic/Room #117
Melton, Peggy - Asst. Principal	7/27	Room #20
Gilley, Bobbi - Principal	7/26	Front Office/Room #5
Hickerson, Regina- PE Teacher	7/27	Gym/Room #3
Spencer, Nadara - PreK Teacher	7/26	Room #2
Tucker, Heather - Intervention Teacher	7/26	Room # 22

Note: Other staff not listed here may initiate a response and provide basic life support as needed if team members are not immediately available.