

Hamilton R-II School District



Cardiac Emergencies Plan Quick Action Guide

Hamilton R-II School District Contact Information

Dr. Billie McGraw, Superintendent.....(816) 583-2134 ext. 1001
District Nurse.....(816) 583-4811 ext. 4003
Hamilton Police Non-Emergency.....(816) 649-5587
Caldwell Co. Sheriff Department Non-Emergency.....(816) 586-2681

Purpose

The purpose of this Cardiac Emergency Response Plan (CERP) is to ensure a rapid, organized and effective response in the event of a sudden cardiac arrest (SCA) or other life-threatening cardiac emergency occurring on school grounds or during school-sponsored activities. Prompt intervention significantly increases the chances of survival and increases the quality of life.

Objectives

- Establish an emergency action plan for cardiac emergencies.
- Ensure access to life-saving equipment, including Automated External Defibrillators (AEDs).
- Train staff in CPR/AED use
- Identify and communicate staff roles
- Coordinate with local Emergency Medical Services (EMS)
- Maintain Student and Staff safety

Emergency Response Team (ERT) and Roles

Each school shall maintain a designated **Cardiac Emergency Response Team** composed of:

- Head School Nurse (Team Leader)-BLS certification and annual training required.
- 3-5 BLS trained staff members-Annual training required.
- Principal-crowd control and Guardian notification.
- Receptionist and Secretary-Overhead Paging of Emergency location and directing EMS.

Team Training: All ERT members will complete annual mock Cardiac Emergency Drills.

AED Placement and Maintenance

- AEDs will be clearly marked and accessible.
- All AEDs will be identified with universal signage
- AEDs will be inspected monthly by the head school nurse to ensure readiness. Batteries and pads will be checked and replaced according to manufacturer guidelines.
- A map of AED locations will be posted in key areas and distributed to all staff.
- EMS notified of AED locations annually

Review and Evaluation

- Plan reviewed annually by Head School Nurse and Admin Team

- All Cardiac Events reviewed for process improvements
- Updates made based on changes in National Guidelines or District Procedures.

Cardiac Emergency Response Plan Procedure

If someone has suffered a cardiac or respiratory arrest (they are unconscious and do not appear to be breathing), you should:

A. School in Session:

1. Summon help while remaining at the person's side. Shout or yell if necessary.
2. Instruct someone to call 911, notify the Nurse or ERT leader and grab the nearest AED. If you are alone, do it yourself.
 - I. Communication
 - i. Office Staff to Overhead Page "Cardiac Emergency in <Location>".
 - ii. Office Staff will direct EMS to the exact location of the Emergency.
 - iii. Principal or designee will notify parents/guardians immediately if the individual is a student and help with crowd control.
 - iv. If a faculty member, Emergency Contact will be notified.
3. Begin cardiopulmonary resuscitation (CPR) until assistance arrives and takes over.
 - I. Note: there is no delay in initiating CPR upon discovery of the cardiac/pulmonary emergency.
4. Post-Emergency Procedure
 - I. Incident documentation completed within 24 hours.
 - II. AED will be checked and maintained after every use.
 - III. Staff debriefing and support services will be offered in accordance with FERPA/HIPPA.
 - IV. Provide factual updates to staff and community as directed by Administration

B. School Not in Session:

1. Maps and signage for AED locations.

Chest Pain Reported

A. School In Session

1. Nurse on site and Administration to be notified. Assessment and medical direction will be determined.
 - I. AED will be nearby until safe disposition is determined.

B. School Not in Session

1. Maps and signage for AED locations.

AED Locations

HAMILTON ELEMENTARY SCHOOL



