# **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

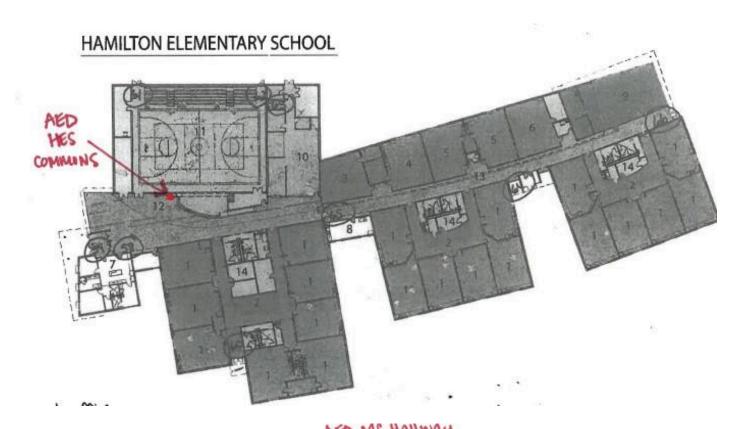
#### B. School Not in Session:

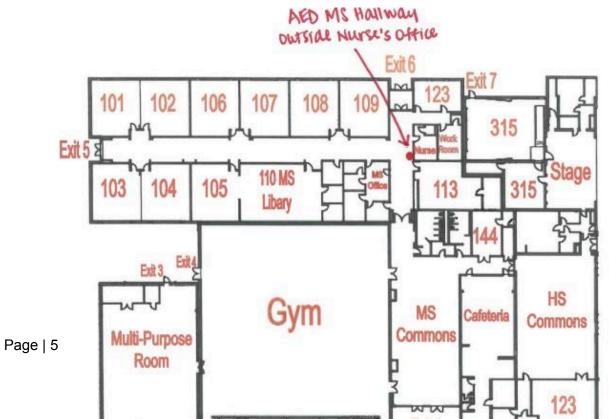
1. Maps and signage for AED locations.

#### **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**





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