

ROCKFORD PUBLIC SCHOOLS	Issued: January 30, 2014
ADMINISTRATIVE REGULATION 4.170R(6)	Responsible: Supervisor of Health Service Director of Security Services Director of Athletics
REGULATION MANUAL Board Policy 4.170 Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED	Approved: <u> /s/ Ehren Jarrett </u> Superintendent Endorsed: <u> /s/ Lori Hoadley </u> General Counsel

Administrative Regulation - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED

I. PURPOSE

To establish procedures for Rockford Public Schools to respond in the event of a medical emergency at a physical fitness facility. These operations shall be completed in compliance with the Physical Fitness Facility Medical Emergency Preparedness Act, 210 ILCS 74/ and Illinois Department of Public Health 77 Ill.Adm.Code 527.

II. DEFINITIONS

- A. **Automated external defibrillator** –a medical device heart monitor and defibrillator that:
 1. Has received approval of its premarket notification, filed pursuant to 21 USC Section 360(k), from the United States Food and Drug Administration;
 2. Is capable of recognizing the presence or absence of ventricular fibrillation and rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed;
 3. Upon determining that defibrillation should be performed, either automatically charges and delivers an electrical impulse to an individual, or charges and delivers an electrical impulse at the command of the operator; and
 4. In the case of a defibrillator that may be operated in either an automatic or a manual mode, is set to operate in the automatic mode.

- B. **Defibrillation** – administering an electrical impulse to an individual in order to stop ventricular fibrillation or rapid ventricular tachycardia.

- C. **Department** – the IL Department of Public Health

- D. **Emergency Medical Services (EMS) System or System** – an organization of hospitals, vehicle service providers and personnel approved by the Department in a

specific geographic area, which coordinates and provides pre-hospital and inter-hospital emergency care and non-emergency medical transports at a BLS, ILS and/or ALS level pursuant to a system Program Plan submitted to and approved by the Department and pursuant to the EMS Regional Plan adopted for the EMS Region in which the system is located.

- E. **Person** – an individual, partnership, association, corporation, limited liability company, or organized group of persons
- F. **Trained AED user** – a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross or the American Heart Association or a course of instruction in accordance with this Part to use an automated external defibrillator, or who is licensed to practice medicine in all its branches in this State.

Actor	Action
Superintendent or designee	Appoints the Program Coordinator to coordinate the operations in this Procedure.
Program Coordinator	<p>Program Coordinator: Health Services Supervisor</p> <p>Files this plan with: IL Dept. of Public Health, Division of EMS & Highway Safety, located at 500 E. Monroe – 8th Floor, Springfield, IL 62701.</p> <p>Files an updated plan with the IDPH after a change in the facility that affects the ability to comply with a medical emergency, such as the facility is closed for more than 45 days.</p> <p>If the AED becomes inoperable, the District must replace or repair it within 30 days. Persons using the facility must be notified if an operable AED is not on the premises.</p> <p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency</p> <p>Follows the requirements of 77 Ill.Admin. Code 525.500 upon receiving a completed report that an AED was used.</p>
Building Principal	<p>Posts in a conspicuous place in the physical fitness facility:</p> <ol style="list-style-type: none"> 1. The list of all staff members who are emergency responders 2. The Emergency Response Plan <p>Posts a notice at the facility’s main entrance stating that an AED is located on the premises.</p> <p>Receives notice in the event of a medical emergency. Annually notifies staff of the location of any AEDs and provides instructions for responding to medical emergencies. See Exhibit 4.170R(6)E(1).</p>
School Nurse	Along with the Plan Coordinator, helps staff members understand the instructions for responding to medical emergencies; which include that the AED should be operated only by trained AED users, unless circumstances do not allow time to be spent waiting for a trained AED user to arrive.

Actor	Action
<p>Trained AED User and/or Other Emergency Responder</p>	<p>According to their training, uses appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care.</p> <p>According to their training, uses the AED to help restore a normal heart rhythm when a person’s heart is not beating properly. Calls 911 for medical emergencies and whenever an AED is used. Informs the Building Principal whenever the AED or other emergency response is used.</p> <p>Whenever an AED is used, cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete a Data Collection and submission report about the use of the AED.</p>
<p>All Facility Staff Members and Trained AED Users</p>	<p>Follow the Emergency Response Plan as described below:</p> <p style="text-align: center;"><u>Emergency Response Plan</u></p> <p style="text-align: center;">ELEMENTARY/SECONDARY School TEMPLATE – Each building has personalized Emergency Response Plan</p> <p>Basic first aid procedures as indicated below will follow the recommendations of the Illinois Department of Human Services and the Illinois State Board of Education in their publication of First Aid Procedures for Injuries and Illnesses. Identification of the need for CPR, rescue breathing, or use of AED will follow the guidelines established by the American Heart Association, the American Red Cross, or other nationally recognized training organization.</p> <p>Emergency response team members: roles and responsibilities</p> <p><u>School nurse</u> – staff member in charge, if present in the building</p> <p><u>Building administrator/administrators</u> – staff member in charge if nurse is not in the building, and will be responsible for coordination of staff to: retrieve AED, open locked doors for EMS personnel, contact parent/guardian</p> <p><u>Secretary/clerical staff</u> – notification of EMS, phone management</p> <p>In addition to the building’s administrator/s, the person/s listed below will be offered a course in basic CPR/AED and given an opportunity to be a part of the emergency response team:</p>

Coach/Coaches
Athletic trainer, where applicable
Physical Education teacher/health teacher
Teachers
Paraprofessionals
Custodial staff
Clerical staff

Building Personnel

Principal
Head Teacher
Secretary
Nurse
Teachers
Paraprofessionals
Support Staff
Building Engineer/Custodian
Food Service personnel

DURING SCHOOL HOURS

Minor Injuries or need for medical care

- Notify School Nurse or Principal's Office either by phone or internal calling system
- School Nurse, Principal, or other designated school staff will administer first aid procedures as indicated by the nature of the accident
- Parents will be notified by nurse, principal, or office staff, if necessary.
- Staff witnessing the accident and/or providing first aid should complete an accident report and document on the health office log.

Major Injuries or Urgent need for medical care - This is defined as any injury or medical emergency deemed by school staff as needing immediate medical care, EMS (Emergency Medical Services), or transport to a healthcare facility. Such medical emergencies may include seizures, fragile medical conditions, food or other allergic reactions in students known to have severe reactions.

- The first staff person identifying the emergency notifies the school nurse or Principal's Office either by phone or internal calling system.
- The first staff person attending to the victim provides basic first aid, CPR, if trained, and calls 911 or directs another person to call 911

immediately.

- If CPR or rescue breathing is required, the nurse, building administrator, or person in charge will direct a school staff member to retrieve the Automated External Defibrillator (AED).
- When EMS have arrived and assumed care of the patient, the nurse or building administrator will notify parent or guardian of patient's status and transport to the hospital.
- Staff witnessing and/or providing first aid care should complete an accident report and document on the health office log.

Nurse present in the building

- Staff member identifies situation as emergent.
- Uses phone or internal call button in room to notify main office of emergency.
- Main office contacts nurse by phone or short-wave radio to bring emergency first aid bag from health office to the scene.
- Main office contacts building administrator to retrieve AED and bring to scene.
- First aid/emergency care is provided as determined by need, this includes CPR or use of AED if indicated.
- Nurse or principal alerts main office via phone or internal calling system to contact 911 – the main office personnel give EMS the school's location, age and sex of patient, suspected problem, and closest entrance to the building.
- The building administrator sends staff member to open door for EMS, who then directs them to the emergency.
- Main office provides EMS with student identifying information: name, age, sex, address, parent contact information.
- When EMS has arrived and assumed care of patient, the nurse or building administrator will notify parent or guardian of patient's status and transport to the hospital.
- The event is documented on an accident report which is kept in the health office, signed by the building administrator, copies of which are sent to the District's office of Communications and the Superintendent

No Nurse on site OR After school hours

- Staff member or program manager identifies emergency situation.
- Uses phone or internal call button in room to notify main office of emergency.
- Main office contacts building administrator or person in charge by phone, short-wave radio, or internal calling system.
- Main office contacts nearest volunteer or program manager to retrieve first aid/ emergency bag from health office, and AED and bring to scene.
- Main office calls 911- giving EMS the school's location, age and sex of patient, suspected problem, and closest entrance to the building.
- First aid/emergency care is provided as determined by need, this includes CPR or use of AED if indicated.
- Main office sends staff member to open door for EMS, who then directs them to the emergency.
- Main office provides EMS with identifying information, if available: name, age, sex, address, parent contact information.
- When EMS has arrived and assumed care of patient, the main office, person in charge, or building administrator will notify parent or guardian of patient's status and transport to the hospital.
- The event is documented on an accident report which is kept in the health office, signed by the building administrator and a copy is sent to the district's office of Finance and Operations.
- If an adult refuses treatment, they are required to sign a statement stating such, as provided by the EMS ambulance personnel.