

4:170-AP6 | Plan for Responding to a Medical Emergency at a Physical Fitness Facility

Administrative Procedure – Plan for Responding to a Medical Emergency at a Physical Fitness Facility

The following operations implement Board policy 4:170, Safety, requiring a plan for responding to medical emergencies at a physical fitness facility. These operations shall be completed consistent with the Physical Fitness Facility Medical Emergency Procedures Act, 210 ILCS 74/, and the Illinois Department of Public Health Rules, Part 527, “Physical Fitness Medical Emergency Preparedness Code.” Any definitions of terms found in this Act and IDPH implementing Rules are used as the definitions of those terms in this Procedure.

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Actor	Action
<p>Superintendent or designee</p>	<p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the “Plan Coordinator.”</p> <p>Plan Coordinator:</p> <p><u>Kim Hanson</u> <u>Director of Special Education</u> Name Position</p> <p>Files this plan with the Dept. of Public Health, Division of EMS & Highway Safety, 500 E. Monroe – 8th Floor, Springfield, IL 62701. 77 Ill.Admin.Code §527.400(a). 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 was closed for more than 45 days. 77 Ill.Admin.Code §527.400(c).</p> <p>Dates plan submitted:</p> <p><u>10/19/18</u> _____ _____</p> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing AEDs. 210 ILCS 74/50.</p> <p>Indoor Facility – Every district must have all applicable facilities equipped with an AED.</p> <p>Outdoor Facility – A district with 4 or fewer physical fitness facilities must have at least two such facilities in compliance; its third facility by July 1, 2011; and its fourth facility by July 1, 2012. A district with more than 4 physical fitness facilities must have 50% of those facilities in compliance; 75% by July 1, 2011; and 100% by July 1, 2012.</p> <p>If the AED becomes inoperable, the district must replace or repair it within 30 days. 77 Ill.Admin.Code §527.600.</p> <p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</p>

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Building Principal	<p>In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff members who are emergency responders, and (2) the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.400(a).</p> <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. 77 Ill.Admin.Code §527.400(a).</p>
School Nurse(s)	<p>Along with the Plan Coordinator, helps staff members understand the instructions for responding to medical emergencies.</p> <p>These instructions must provide that the AED should be operated only by trained AED users, unless the circumstances do not allow time to be spent waiting for a trained AED user to arrive. 77 Ill.Admin.Code §527.800(c).</p>
Trained AED User(s) and/or Other Emergency Responder(s)	<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. 77 Ill.Admin.Code §527.400(a).</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. 77 Ill.Admin.Code §527.400(a).</p> <p>Calls 9-1-1 for medical emergencies and whenever an AED is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Informs the Building Principal whenever the AED or other emergency response is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Whenever an AED is used, completes 4:170-AP6, E2, <i>Automated External Defibrillator Incident Report</i>, and forwards it to the Superintendent for compliance with the requirements of 77 Ill.Admin.Code §525.500(a).</p>

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All Facility Staff Members and Users	<p data-bbox="506 264 1556 297"><u>Follow the <i>Step-by-Step Emergency Response Plan</i> described below:</u></p> <ol data-bbox="552 370 1864 1252" style="list-style-type: none"><li data-bbox="552 370 1864 440">1. Immediately notify the building's emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances call 9-1-1 without delay.<li data-bbox="552 477 1864 581">2. Bring the first aid equipment and AED to the emergency scene. The AED should be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive.<li data-bbox="552 618 1864 651">3. Immediately inform the Plan Coordinator or designee of the emergency.<li data-bbox="552 688 1864 758">4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.<li data-bbox="552 795 1864 899">5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene.<li data-bbox="552 937 1864 1006">6. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim's parent/guardian or relative.<li data-bbox="552 1044 1864 1148">7. If an AED was used, the person using it completes the <i>Automated External Defibrillator Incident Report</i>, 4:170-AP6, E2. If appropriate, a supervising staff member completes an accident report.<li data-bbox="552 1185 1864 1252">8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.

Date Adopted: 10/19/18