

Cardiac Emergency Response Plan

Madison County Schools

<Name of School

The Cardiac Emergency Response Plan (CERP) of **Madison County Schools** should include the following:

1. **Identify Cardiac Emergency Response Team (CERT)**

<u>STAFF NAME</u>	<u>ROLE</u>	<u>CPR/AED Certified (Yes/No)</u>	<u>CPR/AED Certification EXPIRATION DATE</u>	<u>Cell Number</u>
	CERT Building Coordinator			
	Designee to call 9-1-1 & Direct EMS to Incident Location			
	Building First Responder #1			
	Building First Responder #2			
	Building First Responder #3			
	School Nurse			
	KHSAA Coach			
	KHSAA Coach			
	KHSAA Coach			
	KHSAA Coach			

**EACH CPR/AED Certified Employee MUST complete AND SIGN "[Compliance with AED Requirements](#)" found in MCS Board Procedures (05.4) School Nurse should keep these hard copies on file at school.

2. **Notify Cardiac Emergency Response Team (CERT) of the following actions during an identified cardiac emergency:**

(a) Cardiac Emergency Response Team (CERT) will be activated immediately when a cardiac emergency is suspected.

(b) Utilize the provided CERT Protocol for responding to a cardiac emergency

Note: Protocol should be posted and readily accessible to anyone.

3. Be aware of the location of all on-site AEDs and monitor maintenance.

- Know the location of all AEDs inside and outside the school building.
- All MCS AEDs are checked and maintained regularly in accordance with the AED's operating manual and a log of the maintenance activity is noted on the outside of each AED box.
- MCS has contracted with Biomedical to verify equipment readiness and for maintaining maintenance activity.
- Note that a resuscitation kit is connected to the AED carry case. The kit contains latex-free gloves, razor, scissors, antiseptic wipes, a CPR face shield, and a set of Adult and Pediatric AED pads.
- AEDs should not be locked in an office or stored in a location that is not easily and quickly accessible at all times. Notify the MCS District Health Coordinator ASAP if an AED needs to be moved.
- AEDs shall be readily accessible for use in responding to a cardiac emergency, during both day and night sports activities, after-school or work activities, in accordance with this CERP. Each AED should have one set of defibrillator electrodes connected to the device and one spare set. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the "Cardiac Emergency Response Team" attachment and in the "Protocol for Posting" attachment.

4. Communicate the Cardiac Emergency Response Plan throughout the school campus

- The Cardiac Emergency Response Protocol should be *posted* throughout the school campus to include (but not limited to):
 - Cafeteria.
 - Adjacent to each AED.
 - In the gym and in all other indoor locations where athletic activities take place.
 - At other strategic location such as school campus locations, including outdoor physical education and athletic venues and facilities.
- The Cardiac Emergency Response Protocol should be *distributed* to:

- All staff, Office Personnel, Athletic Directors and Administrators at the start of each school year, with updates distributed as made. CERP should be made available annually and when updates are made.
- A copy of the Cardiac Emergency Response Protocol and AED Locations should be provided to any organization using the school/workplace/athletic facility.

5. Training in Cardiopulmonary Resuscitation (CPR) and AED Use:

- Per revised MCS Board Policy 05.4, a minimum of 3 staff shall be trained in AED use.
- ALL Athletic Coaches must be CPR/AED/First Aid certified.
- Training may be traditional classroom, on-line or blended instruction but should include cognitive learning, hands-on practice, and testing.
- Cardiac Emergency Response Drills:
 - Cardiac Emergency Response Drills are an essential component of this Plan. The site should perform successful Cardiac Emergency Response Drills each year with the participation of staff. Additionally, per MCS Board Policy 05.4, all licensed athletic trainers, school nurses, athletic directors and coaches (directly prior to that sports' season) shall rehearse by simulation a Cardiac Response Emergency. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less.

6. Integrate Local Emergency Medical Services (EMS) with the school/workplace/athletic facility plan as needed.

7. Annual review and evaluation of the Plan

- Conduct an annual internal review of the Cardiac Emergency Response Plan (CERP) for schools, workplaces, and/or sports facilities (indoor/outdoor). The annual review should focus on ways to improve the response process, to include:
 - A *post-event review* following an event. This includes review of existing documentation for any identified cardiac emergency that occurred at the location or at any sanctioned function. There should be a designated person who is responsible for establishing the documentation process.

Post-event documentation and action shall include the following:

- (1) A contact list of individuals to be notified in case of a cardiac emergency.
- (2) Determine the procedures for the release of information regarding the cardiac emergency.
- (3) Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
- (4) The identification of the person(s) who responded to the emergency.

(5) The outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.

(6) An evaluation of whether the Plan was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements in the Plan and in its implementation if the Plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the school's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.

(7) An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including aftercare services and crisis counselors.

- A review of the documentation for all Cardiac Emergency Response Drills performed during the year.
- A determination, at least annually, as to whether or not additions, changes or modifications to the Plan are needed. Reasons for a change in the Plan may result from a change in established guidelines, an internal review following an actual cardiac emergency, or from changes in facilities, equipment, processes, technology, administration, or personnel.

8. Protocol for Cardiac Emergency Responders

Sudden cardiac arrest events can vary greatly. All 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. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Madison COUNTY SCHOOLS

CARDIAC EMERGENCY RESPONSE PROTOCOL

<Provide Copy of CEP Protocol to ALL CERT Members, ALL Coaches, ALL Staff>

- **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.

- **Facilitate immediate access to professional medical help:**

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Be sure to let EMS know which door to enter. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel
- Contact Front Office to alert that 9-1-1 has been called.
- Front Office Staff/Designated Staff should...
 - Immediately contact the members of the Cardiac Emergency Response Team (CERT) to provide the exact location of the emergency scene of the SCA

("Mr. /Ms. ___ Classroom, Room # ___, gym, football field, cafeteria, etc.").

- Make sure the designated person is at the appropriate door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- CERT member, proceed immediately to the scene of the cardiac emergency.
- The closest team member should retrieve the automated external defibrillator (AED) in route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use. AED supplies such as latex-free gloves, razor, scissors, towel, antiseptic wipes, etc. are located inside the AED container.

- **Start CPR**

- Begin continuous chest compressions and have someone retrieve the AED.
 - Here is how:
 - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
 - 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).
 - Follow the 9-1-1 dispatcher's instructions, if provided.

- **Use the nearest AED:**

- When the AED is brought to the patient'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 AEDs audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.

- *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered

- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

- **Transition care to EMS:**

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

- **Checklist of Actions to be taken by Office / Administrative Staff:**

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, safety director, safety manager, and or sports facilities manager, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule.

- Contact school district administration (Superintendent's Office-859-624-4500 or District Health Coordinator ext 6000
 - Superintendent/Designee works with local school to release information regarding the cardiac emergency.
- Complete [“AED REPORTING FORM”](#) and submit to District Health Coordinator

AED Location Information

School Name & Address _____

School Phone# - During School Hours _____

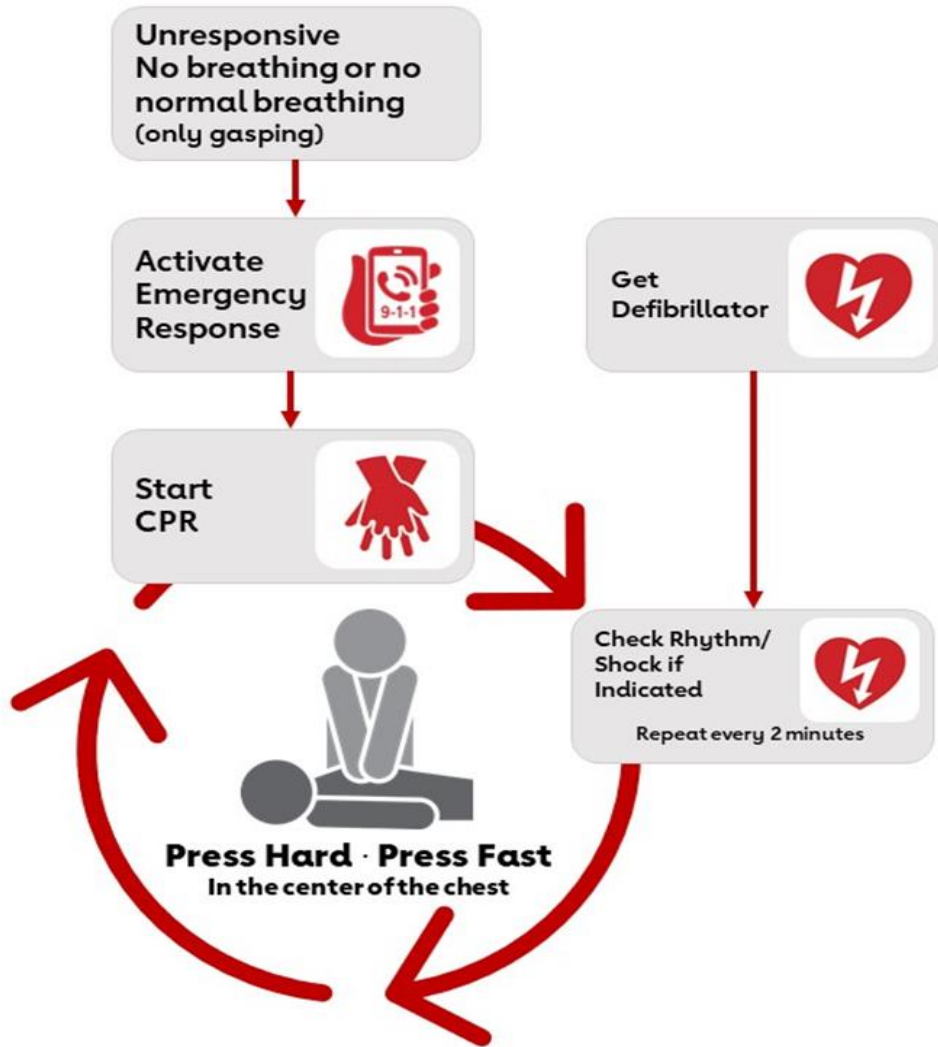
Emergency Phone # - After Hours <List School Admin Team and Cell Numbers>

AED Location #1	
AED Location #2	
AED Location #3	
AED Location #4	
AED Location #5	
AED Location #6	

<ATTACH SCHOOL MAP HERE WHICH HAS LOCATION OF AEDs

clearly marked with the following symbol:  >

Simplified Adult BLS



© 2023 American Heart Association

ADDENDUM

BLOODBORNE PATHOGENS INDIVIDUAL SCHOOL/FACILITY PLAN

FIRST AID RESPONDERS

**** Do NOT list again - Already provided at TOP of CERP. ****

Personal Protective Equipment

Disposable gloves, gowns, and CPR masks are included in first aid supplies.

At this facility first aid supplies are located:

- 1. _____
- 2. _____
- 3. _____

Exposure Incident

All exposure incidents containing blood or body fluids containing blood must be reported to the principal/supervisor (designee) by the end of the work day during which the exposure incident occurred.

At this facility, report exposure incidents to the following individual(s):

- 1. _____
- 2. _____