CARDIAC EMERGENCY RESPONSE PLAN (CERP)

_____

(school name and school year)

I. AED PLACEMENT

All Houston County Schools will have a minimum of one (1) Automated External Defibrillator (AED) placed within the school. Before placement of the AED, Coordinated School Health and/or the Lead Nurse shall seek the endorsement of a licensed physician as to the appropriate location of the AED and to the supervision of the placement. AEDs will be placed in a location that is accessible in an emergency and not in an office or locked area. AEDs shall be identified by signage and accessible during the school day. If a school serves grades nine through twelve (9-12), the AED shall also be accessible during all school youth athletic activities. The AED shall be located on-site of the school youth athletic activity or placed and made available in an unlocked location on school property that allows for the AED to be used within three (3) minutes of a sudden cardiac arrest event.

II. AUTHORIZED INDIVIDUALS

Any employee who is expected to provide emergency care to a student/visitor will be trained through a nationally recognized course approved by the Department of Health, such as the American Heart Association, on AED use, first aid, and cardiopulmonary resuscitation (CPR). It is the goal to always have a minimum of one (1) trained responder available during business/school hours.

Name **Position/Title**

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

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_____

(school name and school year)

III. COORDINATION WITH LOCAL EMERGENCY MEDICAL SERVICE SYSTEM

_____ will provide Physician Oversight for the Houston County School System as reflected in a current, signed *Consulting Physician Essential Duties and Standing Orders* document. Physician Oversight will include:

A. Development and review of policies and procedures defining the standards of patient care and utilization of the AED,
B. Review of response documentation and rescue data for all uses of the AED,
C. Oversight of the initial and continuing AED training, and
D. Advice regarding the medical care of those in need of such care.

IV. AED MAINTENANCE AND TESTING

The school nurse shall ensure that the AED is maintained and tested in accordance with the manufacturer's operational guidelines. Records shall be maintained as to all maintenance and testing performed on the AED.

V. RECORDKEEPING

An *AED Post Incident Report* form will be completed for each use of the AED and submitted to Coordinated School Health and the Lead Nurse.

VI. REPORTING

The CERP shall be reviewed annually by the Board, semiannually by each cardiac emergency response team, and no later than ten (10) days after a sudden cardiac arrest event occurs by the cardiac emergency response team and the Director of Schools/designee.

The CERP shall be distributed annually to students, parents, teachers, administrators, and other district employees and posted prominently in each school building and on school grounds, as well as on the district website.

The Lead Nurse, Coordinated School Health Director, and the Oversight Physician will review the Post-Incident Report form. Additionally, the rescue data will be reviewed for appropriate treatment.

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_____

(school name and school year)

VII. AED PROTOCOL

A. EMERGENCY MEDICAL RESPONSE PLAN ACTIVATION

1. An emergency has been declared
2. 911 Notification- Once an emergency has been declared, a staff member/student/witness will call "911" to initiate contact with

   public safety agencies. The caller should give the 911 operator the following information:
   a) Type of emergency
   b) Address of the facility
   c) Location of the emergency
   d) Phone number they are calling from
   e) Further information as requested by the 911 operator

B. MEDICAL EMERGENCY

1. Sudden cardiac arrest- The following may be signs of sudden cardiac arrest:
   a) The person is not moving, is unresponsive, or appears to be unconscious.
   b) The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
   c) The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
   d) The person's eyes may be open or rolled back.

   Note: If the person received a blunt blow to the chest, this could cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

2. Determine if the patient is unresponsive and not breathing;
3. Notify front office or 911 of an unresponsive person who will call for CERT members to report immediately;
4. Begin hands-only CPR with a goal of 100 beats per minute (120 beats per minute for children 8 years and younger);
5. The team member closest to an AED should retrieve the AED on route to the scene, leaving the AED cabinet door open so that the alarm will signal to other team members that the AED has been retrieved. More than one AED (if available) can be brought to the scene.
6. The CERT Leader will designate roles for the team (i.e. compressors, AED operator, recorder, crowd control).

a) Compressors - continue hands-only CPR by pushing hard and fast in the center of the chest with a goal of 100 beats per minute (120 beats per minute for children under 8 years old). Switch with alternate compressor every minute (sooner or later if fatigue sets in). Continue CPR until the patient is responsive or EMS arrives at the victim's side.

b) AED Operator
   (1) Indications for AED use
      (a) The AED is intended for use by personnel who have been trained in its operation. The user should be qualified by training in basic life support or other physician-authorized emergency medical response.
      (b) The device is indicated for emergency treatment of victims exhibiting symptoms of sudden cardiac arrest who are unresponsive and not breathing. Post-resuscitation, if the victim is breathing, the AED should be left attached to allow for acquisition and detection of the ECG rhythm. If a shockable ventricular tachyarrhythmia recurs, the device will charge automatically and advise the operator to deliver therapy.
   (2) AED Procedures
      (a) Ensure the victim is in a safe location and the victim's clothing is removed and the bare chest is exposed (remove bra if applicable).
      (b) Press the power button ON or open the lid to turn on the AED,
      (c) Attach the pads to the bare chest as shown by the AED,
      (d) Follow the AED visual and audible prompts,
      (e) Continue to follow the AED's prompts until EMS arrives on scene.

c) Recorder - document the time as events occur:
   (1) start of CPR,
   (2) arrival of AED,
   (3) if AED delivers a shock,
   (4) consciousness regained,
   (5) arrival of EMS,
   (6) departure of EMS.

d) Crowd Control – ensure students, nonessential staff, and faculty clear the area.

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(school name and school year)

C. POST INCIDENT PROCEDURE

These steps should be completed as soon after the incident as possible:

1. Replace the pads in the AED box
2. Check the expiration date on the pad package
3. Replace the pocket mask and other supplies used
4. Check the battery fuel gauge to ensure sufficient battery life
5. Retrieve rescue data and forward to the School Oversight Physician and Coordinated School Health

6. Complete *AED Post Incident Report* form

D. PHYSICIAN OVERSIGHT

An *AED Post Incident Report* form should be completed for each use of the AED. Coordinated School Health, the Lead Nurse, and the Oversight Physician should review this form. Additionally, the rescue data should be reviewed for appropriate treatment.