



La Harpe CSD 347
La Harpe, Illinois

CARDIAC EMERGENCY RESPONSE PLAN

Cardiac Emergency Response Plan

LA HARPE CSD 347

A cardiac emergency requires immediate action. Cardiac emergencies may arise as a result of a sudden cardiac arrest (SCA) or a heart attack, but can have other causes. SCA occurs when the electrical impulses of the heart malfunction resulting in sudden death.

Signs of sudden cardiac arrest – an individual who has collapsed and is

- Not moving, unresponsive, unconscious, and
- Not breathing normally (may have irregular breathing, gasping or gurgling, or may not be breathing at all).
- There may be seizure or convulsion-like activity.

The Cardiac Emergency Response Plan shall be as follows:

1. Cardiac Emergency Response Team

- a. A Cardiac Emergency Response Team shall be developed following Cardiac Emergency Response Team.
- b. Members of the Cardiac Emergency Response Team are identified in the “Cardiac Emergency Response Team” to be updated annually and as needed to remain current. One of the members shall be designated as the Cardiac Emergency Response Team Coordinator
- c. All members of the Cardiac Emergency Response Team shall receive and maintain nationally recognized training, which includes a certification card with an expiration date of not more than 2 years.
- d. As many other staff members as reasonably practicable shall receive training in hands only CPR and the use of an AED.

2. Activation of Cardiac Emergency Response Team during a cardiac emergency

- a. The members of the Cardiac Emergency Response Team shall be notified immediately when a cardiac emergency is suspected.
- b. The protocol for responding to a cardiac emergency is described in the “PROTOCOL FOR CARDIAC EMERGENCY RESPONSE TEAM”

3. Automated External Defibrillators (AEDs) - Placement and Maintenance

- a. Minimum recommended number of AEDs:
 - i. *Inside school building* - The number of AEDs shall be sufficient to enable the school staff or another person to retrieve an AED and deliver it to any location within the school building, ideally within 3 minutes of being notified of a possible cardiac emergency.
 - ii. *Outside the school building* on school grounds / athletic fields – The number of AEDs, either stationary or in the possession of an on-site athletic trainer, coach, or other qualified person, shall be sufficient to enable the delivery of an AED to any location outside of the school (on school grounds) including any athletic field, ideally within 3 minutes of being notified of a possible cardiac emergency.
- b. LHCS 347 will monthly check and maintain each school-owned AED in accordance with the AED’s operating manual and maintain a log of the maintenance activity.
- c. The CERP coordinator will be responsible for verifying equipment readiness and for maintaining maintenance records.
- d. Additional Resuscitation Equipment: A resuscitation kit shall be connected to the AED carry case. The kit shall contain latex-free gloves, razor, scissors, towel antiseptic wipes, and a CPR barrier mask.
- e. AEDs shall be readily accessible for use in responding to a cardiac emergency, during both school-day activities and after-school activities, in accordance with this Plan. Each AED shall have one set of defibrillator electrodes connected to the device and one set of child pads. All AEDs should have clear AED signage so as to be easily identified. Locations of the AEDs are to be listed in the CERT Plan and Protocol.
- f. AEDs should not be locked in an office or stored in a way that one is not easily accessible at all times.
- g. Instructions for the use of the AED should be posted next to the AED.

4. Communication of this Plan

- a. The Cardiac Emergency Response Protocol shall be posted as follows:
 - i. Adjacent to each AED
 - ii. In gymnasiums or athletic complexes where athletic activities take place.
 - iii. In each classroom, cafeteria, restroom, lounge, and offices.
 - iv. In the gym and ball field.
- b. The Cardiac Emergency Response Protocol shall be distributed to:

- i. All staff and administrators at the start of each school year, including any updates.
 - ii. All health service staff
 - iii. All athletic directors, coaches, and activity advisors at the start of each school year and/or athletic season, including any updates.
- c. Results and recommendations from Cardiac Emergency Response Drills performed during the school year shall be communicated to all staff and administrative personnel.
 - d. A copy of the Cardiac Emergency Response Protocol for Activities not Affiliated with the school will be included with the “Use of Facilities” packet. A signed acknowledgement of the receipt of this Protocol will be kept at the district office.

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

- a. Staff Certification/Training:
 - i. In addition to administrators, a sufficient number of staff and coaches shall be required to certify in cardiopulmonary resuscitation (CPR) and in the use of an AED to enable the successful use of this Plan.
 - 1. The district has designated Superintendent Gladu and Principal Hopper to be responsible for coordinating staff training/certification as well as the medical contact for school-based AEDs.
 - 2. Training and certification may be traditional classroom, on-line, or blended instruction but should include cognitive learning, hands-on practice, and testing.
 - 3. Certification shall be renewed at least every two years or according to the certifying organization guidelines.
 - ii. In addition to the staff certified in CPR/AED, as many other staff members as reasonably practicable shall receive training in hands only CPR and the use of an AED.

6. Cardiac Emergency Response Drills

Cardiac Emergency Response Drills are an essential part of this Plan.

- a. La Harpe Community School District shall conduct a minimum of 2 successful Cardiac Emergency Response Drills each school year with the participation of staff. A successful Cardiac Emergency Response Drill is defined as full and successful completion of the Drill in 5 minutes or less.
- b. A Cardiac Emergency Response Drill Report shall be prepared and maintained for each Drill.
- c. These reports shall be maintained for a minimum of 5 years with other safety documents.

7. Local Emergency Medical Services (EMS) integration with the school/district’s plan.

- a. A copy of this Plan shall be given to the local emergency response and dispatch agencies, which may include local police and fire departments and local Emergency Medical Services (EMS).

- b. The development and implementation of the Cardiac Emergency Response Plan shall be coordinated with the local EMS Agency, campus safety team, administrators and other members of the school.
- c. La Harpe Community School District shall work with local emergency agencies to (1) coordinate this Plan with the local emergency response system and (2) to inform local emergency response system of the number and location of on-site AEDs.

8. Post-event Review

- a. A post-event review shall follow any identified cardiac emergency that occurred on the school campus or at any off-campus school-sanctioned function.
- b. Post-event documentation using the Cardiac Emergency Response Plan Post Event Review shall include:
 - i. Date, time, and location of the cardiac emergency and the steps taken to respond to the cardiac emergency.
 - ii. The identification of the person(s) who responded to the emergency.
 - iii. 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.
 - iv. 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 to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
 - v. 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.

9. Annual Review and Evaluation of the Plan

La Harpe Community School District shall conduct an annual internal review of the school's Plan using the Annual Cardiac Emergency Response Plan (CERP) Evaluation form and the Annual Review of Drills form. The annual review should focus on ways to improve the school's response process.

10. Protocol for Cardiac Emergency Response Team

Sudden cardiac arrest events can vary greatly. Faculty, staff, and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties as outlines in the Cardiac Emergency Response Protocol. 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. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.