

Cardiac Emergency Response Plan (CERP)

1. Forming Team

A. Coordinator (Required) One or more staff members to support the overall development, implementation and evaluation of a written and practiced plan for cardiac emergencies on school grounds. (Mike, Dave, Anna, Amity, Nancy, Tana, Dan)

B. Members preferably certified in CPR and AED usage. (Best practice; 10 % of staff; 50% of coaches; 50% Phy. Ed.) CPR Training (July)

- School nurses (Yes) – Amity, Nancy, Jackie
 - PE Teachers (All) Tim, Kristi, Adam
 - Activities Director (Dan)
 - Athletic Trainers (Yes)
 - Coaches (All coaches)
 - Administration (All) Dave, Anna, Mike
 - Emergency Response Team (Irish E Team)
 - Recess Staff (Who is outside) Para training in October
- There should be enough members to cover potential staff absences.

2. AEDs

A. Maintenance:

AEDs should be placed where they are readily available with easy access within 3 minutes of any potential cardiac event.

Availability should include:

- Athletic events on or off school grounds (Portable AED)
- Athletic practices and events (School and Portable)
- Site map of AED placement inside and outside of facility

AEDS should be routinely checked for:

- Adult and pediatric pads, latex free gloves, razor, scissors, CPR mask
- Regular checks for expiration of pads, batteries, and function

B. Registry:

-AEDs must be registered within 30 days of receipt with the National Emergency AED Registry. Schools may register through Pulse Point Foundation.

3. Staff Training and Certification

A. All school staff should be familiar with the CERP with best practice to review annually. Basic information should include ability to:

- Recognize possible cardiac arrest
- Initiate the emergency response team
- Initiate 911 call
- Know AED locations

B. CPR and external defibrillation must be included in education in curriculum of 7-12.

C. Practice drills annually with students and staff (one drill must be performed, two or more are recommended.)

- Drills should be included in the Crisis Management Plan and may be coordinated with onsite and community medical responders.
- D. Certification consideration for CERT members, coaches and Phy. Ed teachers.

4. Annual Review of Plan

A. Before implementation of the plan:

- Review with medical (Health Services) and legal?
- Review with school board; addendum to Crisis Management Plan

B. Annual review of plan:

- School board (required)
- District CERP coordinator (Review and evaluate)
- CERP members

5. Protocol for Response

A. Distribute plan at beginning of each school year.

- Post near AEDs, cafeterias, gymnasiums, restrooms, health office, break rooms and main offices.
- Integrate plan with local and community medical resources

B. Communication

- Establish and monitor 2-way communication inside and outside facility (overhead page, 2-way radio, phone system, etc.)

Appendixes for Documentation: (The copies of these can be found in the original draft sent by Resource Training.)

Appendix A: Cardiac Emergency Response Team/ Plan Review and Update Report

Appendix B: Map of AED locations

Appendix C: Maintenance Checklist/ AED Monthly Maintenance Log

Appendix D: CERP Training and Certification Logs

Appendix E: Annual Drill Logs/ Drill Checklist

Appendix F: Resources for Schools