

CARDIAC EMERGENCY RESPONSE PLAN

Effective: July 1, 2014

Plan Steward: Executive Director, Office of Risk Management

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PURPOSE:

The purpose of this plan is to establish a consistent guideline for responding to a potential sudden cardiac arrest emergency and for the application, location, maintenance and various other components described herein involving the availability and use of Automated External Defibrillators (AEDs), if available. This Cardiac Emergency Response Plan is adopted by the Detroit Public Schools pursuant to H.B. 4713 passed by the Michigan Legislature on February 25, 2014.

PERTINENT LAWS:

The State of Michigan, Fire Prevention Code, MCL 29.1 et seq. Act No. 12, Public Acts of 2014, Section 29.19.(12), effective July 1, 2014. The governing body of a school that operates any of grades kindergarten to 12 grade shall adopt and implement a **Cardiac Emergency Response Plan** for the school.

The State of Michigan, Good Samaritan Law, Act 368 of 1978, MCL 333.20965, specifies non-medical Good Samaritan civil immunity.

Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191. All incidents and reports related to the provision of care are confidential. Victim confidentiality must be maintained in accordance with all applicable federal, state and local regulations.

TERMINOLOGY:

Automated External Defibrillator (AED): A device that evaluates the victim's heart rhythm and delivers an electrical shock to the heart if a shockable rhythm is detected.

Cardiopulmonary resuscitation (CPR): This involves delivering chest compressions and rescue breathing to a victim in cardiac arrest.

Sudden Cardiac Arrest (SCA): Occurs when electrical impulses in the heart become rapid or chaotic, which can cause the heart to suddenly stop beating.

PROTOCOL:

To promote uniformity in the quality of AEDs installed and used in the District, all AED units purchased or donated, must first be reviewed by the AED Program Coordinator (Executive Director, Office of Risk Management), to determine if unit(s) meet agency specifications.

AEDs will be placed at locations upon approval of the AED Program Coordinator, based on national and manufacturer guidelines and consideration of facility.

Athletic Director will work with the AED Program Coordinator, AED School Coordinators, Principals, coaches, and other designated staff to identify best placement location(s) of available AEDs. Such decisions will consider ease of access, activities (before and after school), large gathering areas, athletics, security and equipment security.

Each AED shall be readily accessible for use in responding to a Cardiac Emergency in accordance with this Plan. The locations of the AEDs are identified on Attachment A.

Each school shall have a designated emergency response team with a minimum number of four (4) team members.

Note: The numbers of members on each team must be sufficient enough to quickly respond to a cardiac emergency based on occupancy (student & staff population, physical condition of population and age), building design (# of floors and dimensions), and the number of medical personnel versus non-medical personnel, but no fewer than four (4) team members.

The names of the team members must be listed on the School Cardiac Emergency Response Plan Action Steps (Attachment A), each year and kept current.

Financial responsibility for maintenance of the AED and annual plan review will be assumed by the Office of Risk Management.

AED will be used after the following is determined:

- Victim is unresponsive, not moving
- Victim is not breathing or not breathing normally (i.e. gurgling, gasping)
- A blunt blow to the chest can cause SCA.

Each school's engineer will perform and document a monthly AED check on all AED(s) at his/her location according to maintenance and operation instruction manual.

The Cardiac Emergency Response Action Steps (Attachment A) shall be posted as follows:

- In the main office, lunchroom(s), teachers' lounge(s), library and auditorium.
- Adjacent or in close proximity to each AED.
- In the gymnasium; near the swimming pool; and in all other indoor locations where athletic activities take place.

All incident reports shall be kept confidential.

Discussion is limited to personnel involved in debriefing, administrative roles and training sessions.

Victim confidentiality must be maintained in accordance with all applicable regulations.

A copy of this plan shall be sent to the local fire department and 911 emergency response agency.

A copy of this Cardiac Emergency Response Plan shall be provided to any organization that uses the School for any purpose. A signed acknowledgement of the receipt of this Cardiac Emergency Response Plan by the organization using the school shall be maintained in the school office.

ROLES AND RESPONSIBILITIES:

AED Program Coordinator – Office of Risk Management

- Communicate with District Medical Consultant, Central Office Administrative Personnel, Nursing Department and local EMS.
- A copy of this plan shall be sent to the local fire department and 911 emergency response agency.
- Coordinate equipment and accessory maintenance, including purchasing of AED supplies and replacement equipment.
- Participate in case reviews, awareness presentations, data collection, post incident debriefing and other quality assurance activities.
- Maintain records, including lists of equipment, AED maintenance checks, incident reports and response critiques.
- Annually review Cardiac Emergency Response Plan and revise as needed.
- Maintain compliance with all applicable federal, state and local regulations.
- Work with AED School Coordinators, Principals, Athletic Director, coaches, and other designated staff to identify best placement location(s) of available AEDs. Such decisions will consider ease of access, activities (before and after school), large gathering areas, athletics, security and equipment security.

Superintendent or designee

- Review and support the Cardiac Emergency Response Plan.
- Direct each school to designate an emergency response team and provide time for annual training.

Principal

- At least annually, review, coordinate and communicate with staff and emergency response team the Cardiac Emergency Response Plan and their related responsibilities.
- At least annually, discuss the proper response to a life-threatening emergency with parents.
- Identify and assign staff members to cardiac emergency response team.
- Develop an emergency communication “Alert” for effective and efficient communication throughout the school.
- Provide support for awareness and training for emergency response team.
- Work with the AED School Coordinator to help monitor the plan for compliance and conduct an annual review of the plan.
- Work with AED Program Coordinator, AED School Coordinators, Athletic Director, coaches, and other designated staff to identify best placement location(s) of available AEDs. Such decisions will consider ease of access, activities (before and after school), large gathering areas, athletics, security and equipment security.

AED School Coordinator

- The school nurse at each school will be the AED coordinator for his/her school. For schools without a designated nurse, Principal will appoint a School AED Coordinator.
- Monitor routinely for plan compliance.
- Communicate with the AED Program Coordinator and EMS as necessary.
- Develop an emergency communication “Alert” with the school principal or designee.
- Coordinate emergency response team training and retraining with AED Program Coordinator, principal or designee in accordance with plan.
- Routinely monitor that the AED, if available, is checked and maintained properly and is accessible during school’s regular and after school programs.
- Immediately report any plan or equipment irregularities to the AED Program Coordinator.
- Participate in responder training and retraining, data collection and other quality assurance activities.
- Maintain training documentation and records of AED use and deployment.
- Work with AED Program Coordinator, AED School Coordinators, Athletic Director, coaches, and other designated staff to identify best placement

location(s) of available AEDs. Such decisions will consider ease of access, activities (before and after school), large gathering areas, athletics, security and equipment security.

Emergency Response Team

- The members of the Cardiac Emergency Response Team are identified on the School Cardiac Emergency Response Plan Action Steps (Attachment A) and shall be kept current.
- Demonstrate understanding the Cardiac Emergency Response Plan.
- Attend CPR/AED Awareness presentation provided by the District once every two years and/or maintain current First Aid, CPR & AED certification provided by the American Red Cross, National Safety Council, American Heart Association or other authorized agencies.
- Respond to emergencies as outlined in the Cardiac Emergency Response Plan and Action Steps (Attachment A).

High School Athletic Coordinator/Coach

- Attend CPR/AED Awareness presentation provided by the Office of Risk Management once every two years and/or maintain current First Aid, CPR & AED certification provided by the American Red Cross, National Safety Council, American Heart Association or other authorized agencies, as required.
- High school athletic coordinator/coach may transport an AED unit, if available, off-site for District athletic events and practice.
- The AED will be kept under constant adult supervision.
- The school athletic coordinator/coach will be responsible for maintaining and returning the AED.
- Understand and comply with this plan.
- Immediately report any procedure or equipment irregularities to the AED Program and School Coordinator for appropriate action.
- Document all accounts of events involving the use of the AED.

School Office Staff Responsibilities

- Receive emergency medical calls from internal locations.
- Notify administrative personnel.
- Contact the external community 911 response team (EMS) if not already activated.
- Deploy emergency response team to emergency location.

TRAINING:

- The Cardiac Emergency Response Team and other designated staff shall attend CPR/AED Awareness presentation provided by the District once every two years and/or maintain current First Aid, CPR & AED training provided by the American Red Cross, National Safety Council, American Heart Association or other authorized agencies.
- The CPR/AED awareness presentation shall be conducted by First Aid, CPR & AED instructors, with current certification from nationally recognized agencies (National Safety Council, American Red Cross.....).
- Training will include but is not limited to the following:
 - Step by step response to life-threatening emergencies: Call 911, start CPR, retrieve AED.
 - Hands on demonstration with manikin and AED trainer.
 - Review the school's AED(s) current location(s), if applicable.
- The school shall maintain awareness and training records.

DOCUMENTATION:

Internal Post-Event documentation: it is important to document each medical emergency:

- Documentation involving the use of an AED should include but is not limited to the following:
 - Date
 - Time
 - Location
 - Reason for use and outcome
 - Responding EMS information
 - User's contact information
 - Witnesses
 - AED serial number
 - Equipment used and replaced

EQUIPMENT:

Automatic External Defibrillator (AED)

- Each AED location shall have an AED sign and Attachment A, posted in close proximity.
- All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.
- All disposable equipment used in an emergency or expired shall be replaced immediately through the AED Program Coordinator (Office of Risk Management).
- AED kits (pouch) are attached to the strap of the AED unit containing a rescue mask, scissors, razor and gloves.

MAINTENANCE and INSPECTION REQUIREMENTS:

- The school’s engineer shall be responsible for monthly equipment checks and documenting results on the District’s approved secured cloud based AED web program.
- The school's engineer shall contact the AED Program Coordinator (Office of Risk Management) and the School Coordinator to report any issues with the equipment.
- Following use of emergency equipment, all equipment shall be cleaned and decontaminated as required and the AED Program Coordinator (Office of Risk Management) should be contacted to replace used items, immediately.

EXCEPTION:

This plan is not intended to cover situations in which the District employs or uses personnel with specific education, certification and or licensure to deliver emergency care such as EMTs, Registered Nurses, other Health Care professionals (including certified athletic trainers) who may have an AED that they have been authorized to use by virtue of their specific training or medical protocols, and may have other reporting requirements mandated by regulations or statutes.

FURTHER INFORMATION:

This Cardiac Emergency Response Plan was adopted by the Detroit Public Schools pursuant to H.B. 4713 passed by the Michigan Legislature on February 25, 2014.

Attachments: Attachment A – School Cardiac Emergency Response Plan Action Steps
 Attachment B – School Cardiac Emergency Response Plan BLS
 Attachment C – Medical Emergency Practice Drill

Legal Reference: State of Michigan, H.B. 4713

Labor Contract References: None

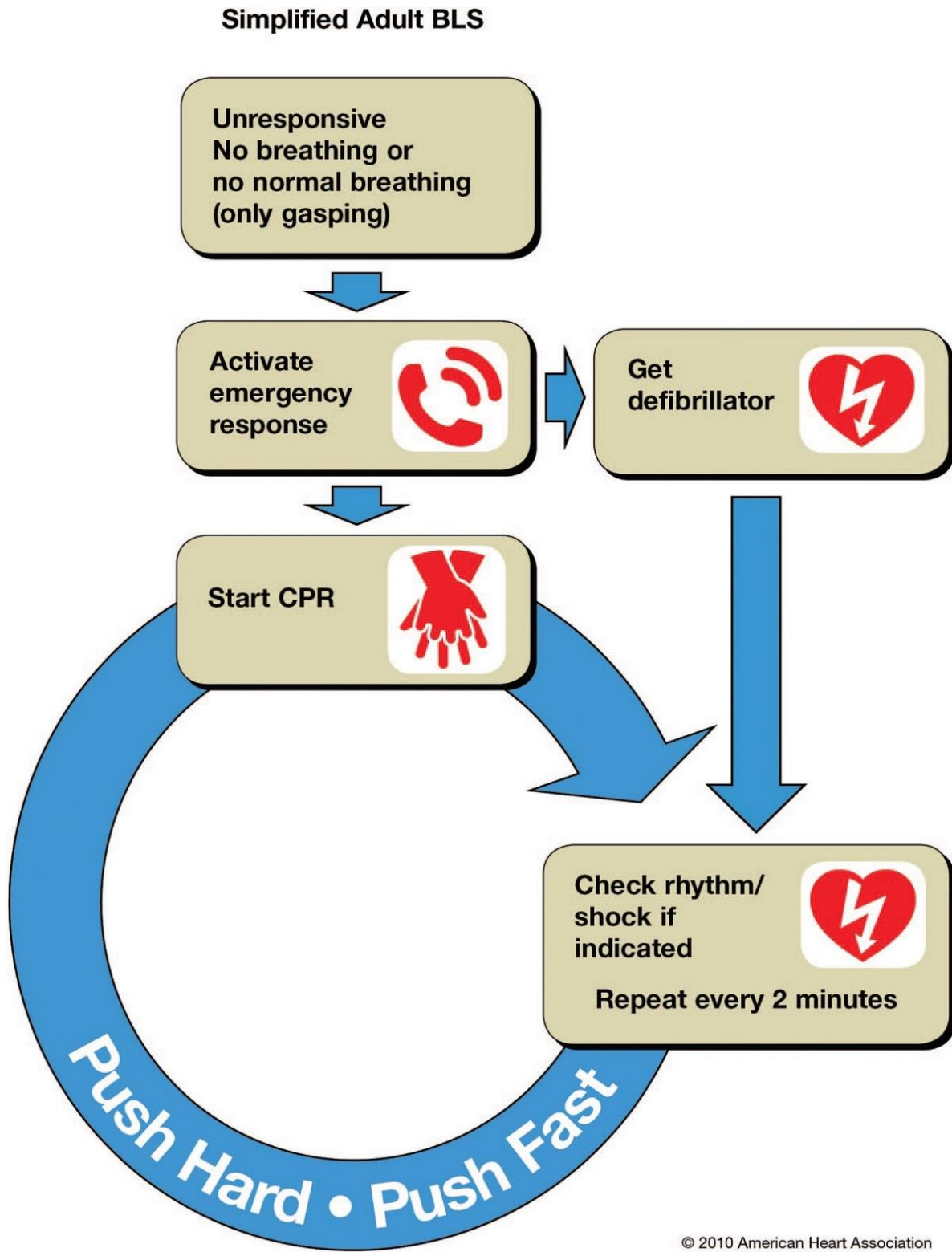
ATTACHMENT A
SCHOOL CARDIAC EMERGENCY RESPONSE PLAN ACTION STEPS

Note: Because scenarios requiring CPR/AED use may vary, team members should be prepared to assist in any step of response plan. **Signs of Sudden Cardiac Arrest (SCA) include unconsciousness, not moving and not breathing or not breathing normally (i.e., gurgling, gasping). A blow to the chest may cause SCA.**

STAFF	<ul style="list-style-type: none"> • Confirm that the scene is safe • Do not move victim unless the scene is unsafe • Call 911-Remain on phone until 911 disconnects • Announce ALERT "Code CPR" & Location_____ • If CPR/AED trained, respond according to your training • If not CPR/AED trained, start hands only, follow CPR/AED directions from 911 operator. • Assist Emergency Response Team as instructed 	<p style="text-align: center;">Location Information</p> <p>Cross Streets:_____ & _____</p> <p>AED Location:_____</p> <p>AED Location:_____</p> <p>AED Location:_____</p> <p>AED Location:_____</p>
CARDIAC EMERGENCY RESPONSE TEAM	<ul style="list-style-type: none"> • All team members proceed immediately to location • Closest team member retrieve AED* en route. • Confirm that the scene is safe • Assess the victim in accordance with your training • If CPR has not been initiated, then first responder on scene begins CPR • Confirm that 911 has been called. If not, call 911 • Use AED* upon its arrival. Follow instructions & prompts • Assign individual to direct EMS to scene • Assign individual to crowd control • Follow up with Administration 	<p style="text-align: center;">Cardiac Emergency Response Team Members</p> <p>Name:_____</p> <p>#:_____</p> <p>Name:_____</p> <p>#:_____</p> <p>Name:_____</p> <p>#:_____</p> <p>Name:_____</p> <p>#:_____</p> <p>Name:_____</p> <p>#:_____</p>
OFFICE	<ul style="list-style-type: none"> • Confirm location /status of victim • Repeat page ALERT "Code AED & Location • Confirm Emergency Response Team has responded • Confirm 911 has been called, if not call 911 • Copy victim's emergency card for EMS • Consider the need to delay dismissal; recess and class change • Designate persons to cover responders' responsibilities • Notify staff when students can return to regular schedule • Complete and file required reports <p><i>*If Available</i></p>	<p style="text-align: center;">Emergency Phone Numbers</p> <p>Police/Fire/EMS: 911</p> <p>School Nurse (cell):_____</p> <p>School Nurse (off.):_____</p> <p>Athletic Trainer(c) :_____</p> <p>Athletic Trainer(o):_____</p> <p>Security Office :_____</p> <p style="text-align: center;">AFTER HOURS</p> <p>Name:_____</p> <p>#:_____</p> <p>Name:_____</p> <p>#:_____</p>

ATTACHMENT B

SCHOOL CARDIAC EMERGENCY RESPONSE PLAN BASIC LIFE SUPPORT (BLS)



ATTACHMENT C

MEDICAL EMERGENCY PRACTICE DRILL – CPR/AED CHECKLIST & TIME LINE

School: _____ Date: _____ Time: _____

Patient Collapses

Start Clock

First person arrives at the scene		TIME:
-Concern for own safety considered?	YES ___ NO ___	
-Patient checked for responsiveness?	YES ___ NO ___	
-Internal call for help in accordance with emergency protocol	YES ___ NO ___	
-Call 911 command given?	YES ___ NO ___	
-Command given to obtain AED?	YES ___ NO ___	
-Individual sends someone for help?	YES ___ NO ___	
-Individual instructs someone to meet EMS?	YES ___ NO ___	
Time when CPR started		TIME:
-CPR performed correctly?	YES ___ NO ___	
Time AED arrives at the scene		TIME:
-Clothing properly removed?	YES ___ NO ___	
-Electrodes properly placed?	YES ___ NO ___	
-AED voice prompts followed? (especially Do Not touch patient)	YES ___ NO ___	
Time of first AED shock		TIME:
-AED voice prompts continued to be followed?	YES ___ NO ___	
-Patient placed in recovery position?	YES ___ NO ___	
-Was AED left on?	YES ___ NO ___	
-Was patient monitoring continued?	YES ___ NO ___	
Time EMS arrives at the scene		TIME:
-Were details of event properly conveyed to EMS?	YES ___ NO ___	
-Was someone present to meet and escort EMS?	YES ___ NO ___	
SHOCK DELIVERED WITHIN 3 MINUTES	EXCELLENT	
SHOCK DELIVERED WITHIN 5 MINUTES	FAIR	_____
SHOCK DELIVERED AFTER 5 MINUTES	POOR	
Post Emergency		
-Was Form 48 (Report of Injury/Employee), Form 63 (Undesirable Incident Report) or Form 53 (Student Accident Report) completed?	YES ___ NO ___	
-Was the Office of Risk Management contacted to replace electrodes?	YES ___ NO ___	

For further assistance on AED Drills, contact the Office of Risk Management at 313-873-0880.