

Operational Services

Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility

The following operations implement School Board policy 4:170, *Safety*, requiring a plan for responding to medical emergencies at a physical fitness facility. These operations shall be completed consistent with the Physical Fitness Facility Medical Emergency Procedures Act, 210 ILCS 74/, and the Illinois Department of Public Health Rules, Part 527, “Physical Fitness Medical Emergency Preparedness Code.” Any definitions of terms found in this Act and IDPH implementing Rules are used as the definitions of those terms in this Procedure.

Actor	Action																
<p>Superintendent or designee</p>	<p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the “Plan Coordinator.”</p> <p>Plan Coordinator:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; border-bottom: 1px solid black;">Barb Sager</td> <td style="text-align: center; border-bottom: 1px solid black;">District #200 Nurse</td> </tr> <tr> <td style="text-align: center;"><i>Name</i></td> <td style="text-align: center;"><i>Position</i></td> </tr> </table> <p>Files this plan with the Dept. of Public Health, Division of EMS & Highway Safety, 500 E. Monroe – 8th Floor, Springfield, IL 62701. 77 Ill.Admin.Code Sec. 527.400(a). The plan must be updated with the IDPH after a change in the facility that affects the ability to comply with a medical emergency, such as the facility was closed for more than 45 days. 77 Ill.Admin.Code Sec. 527.400(c).</p> <p>Dates plan submitted:</p> <p>_____</p> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing AEDs. 210 ILCS 74/50.</p> <p>Indoor Facility – Every district must have all applicable facilities equipped with an AED.</p> <p>Outdoor Facility – A district with more than 4 physical fitness facilities must have 2550% of those facilities in compliance by July 1, 2009; 50% by July 1, 2010; 75% by July 1, 2011; and 100% by July 1, 2012.</p> <p>If the AED becomes inoperable, the district must replace or repair it within the time frame in 30 days. 77 Ill.Admin.Code Sec. 527.600.</p> <p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. 77 Ill.Admin.Code Sec. 527.400(a).</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Building</u></th> <th style="text-align: left;"><u>Office Contact</u></th> </tr> </thead> <tbody> <tr> <td>Capron Elementary</td> <td>Matt Klett</td> </tr> <tr> <td>Manchester Elementary</td> <td>Kristi Crawford</td> </tr> <tr> <td>Poplar Grove Elementary</td> <td>Sharon Olds</td> </tr> <tr> <td>North Boone Upper Elementary</td> <td>Mike Greenlee</td> </tr> <tr> <td>North Boone Middle School</td> <td>Mike Greenlee</td> </tr> </tbody> </table>	Barb Sager	District #200 Nurse	<i>Name</i>	<i>Position</i>	<u>Building</u>	<u>Office Contact</u>	Capron Elementary	Matt Klett	Manchester Elementary	Kristi Crawford	Poplar Grove Elementary	Sharon Olds	North Boone Upper Elementary	Mike Greenlee	North Boone Middle School	Mike Greenlee
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	<p>Officer Steve Tallackson, Aaron, Sullivan, Ann Mylin, Matt Lerner, Josh Bowers, Shawn Brady, Kendra Stachowiack Brady, Harold Vickery, Jason Weber, Sonia DelReal, Erika Bronowski, Lori Graciana, Gail Webb, Eileen Moran, Cindy Beaudry, Emily Gregory, Mary Powers</p> <p>Responsibilities Concerning AED Users</p> <p>Determines the appropriate number of trained AED users and anticipated rescuers or users needed for each facility equipped with an AED. Each facility with an AED must have at least one trained AED user on staff and during staffed business hours (210 ILCS 74/15, amended by P.A. 96-748) and take reasonable measures to ensure that anticipated rescuers or users are trained pursuant to 410 ILCS 4/15 and 77 Ill.Admin.Code Sec. 527.800.</p> <p>Working with the Building Principal, identifies trained AED users and requests that other appropriate staff members and anticipated rescuers or users become trained.</p> <p style="text-align: center;">Building _____ Trained AED Users</p> <p>Same as Above _____ Same as Above</p> <p>Responsibilities Concerning AED Registration</p> <p>Coordinates with local emergency medical services systems. 77 Ill.Admin.Code Sec. 527.500.</p> <p>Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of AED. (410 ILCS 4/20(b); 77 Ill.Admin.Code Sec. 527.500.</p> <p>Makes any other required notifications in accordance with 77 Ill.Admin.Code Sec. 527.500.</p> <p>Responsibilities Concerning Location of AED and Other First Aid Equipment</p> <p>Indoor Facility - Decides, with input from the Building Principal or designee, where to place the AED and other first aid equipment so that their location will be conspicuous, easily accessible, and convenient; the AED must be mobile and accessible at all times. 77 Ill.Admin.Code Sec. 527.600.</p> <p>Outdoor Facility – Ensures: (1) that the AED is placed within 300 feet of the outdoor facility in an open building <i>with unimpeded access</i> that has marked directions to the <i>location of the</i> AED at its entrances, or (2) that when no building within 300 feet of the outdoor facility exists, the person responsible for supervising the activity has the AED available at the outdoor facility during the event or activity. 77 Ill.Admin.Code §527.600(c)-.</p>

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<p>Building Principal</p>	<p>In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff members who are emergency responders, and (2) the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code Sec. 527.400(a). Posts a notice at the school’s main entrance stating that an AED is located on the premises. Receives notice in the event of a medical emergency. 77 Ill.Admin.Code Sec. 527.400(a).</p>
<p>School Nurses</p>	<p>Along with the Plan Coordinator, help staff members understand the instructions for responding to medical emergencies. These instructions must provide that the AED should be operated only by trained AED users, unless the circumstances do not allow time to be spent waiting for a trained AED user to arrive. 77 Ill.Admin.Code Sec. 527.800(c).</p>
<p>Trained AED Users and/or Other Emergency Responders</p>	<p>According to their training, use appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care. 77 Ill.Admin.Code Sec. 527.400(a). According to their training, use the AED to help restore a normal heart rhythm when a person’s heart is not beating properly. 77 Ill.Admin.Code Sec. 527.400(a). Calls 9-1-1 for medical emergencies and whenever an AED is used. 77 Ill.Admin.Code Sec. 527.400(b). Informs the Building Principal whenever the AED or other emergency response is used. 77 Ill.Admin.Code Sec. 527.400(b). Whenever an AED is used, completes 4:170-E5, <i>Automatic External Defibrillator Incident Report</i>, and forwards it to the Superintendent for compliance with the requirements of 77 Ill.Admin.Code Sec. 527.500(a).</p>
<p>All Facility Staff Members and Users</p>	<p>Follow the <i>Step-by-Step Emergency Response Plan</i> described below:</p> <ol style="list-style-type: none"> 1. Immediately notify the building’s emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances call 9-1-1 without delay. 2. Bring the first aid equipment and AED to the emergency scene. The AED should be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive. 3. Immediately inform the Building Principal or designee of the emergency. 4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate. 5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene. 6. When paramedics arrive and assume care of the victim, the emergency

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	<p>responder or other staff person notifies the victim's parent/guardian or relative.</p> <ol style="list-style-type: none"><li data-bbox="516 447 1430 541">7. If an AED was used, the person using it completes the <i>Automatic External Defibrillator Incident Report</i>, 4:170-E5. If appropriate, a supervising staff member completes an accident report.<li data-bbox="516 548 1458 642">8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.

Reviewed:

March 2, 2009 / April 6, 2010