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		
Superintendent or designee	Appoints a staff member to coordinate the operations in this Procedure who will be known as the "Plan Coordinator."		
	Plan Coordinator:		
	Barb Sager	District #200 Nurse	
	Name	Position	
	Files this plan with the Dept. of Public Health, Division of EMS & Highway Safety, 500 E. Monroe -8^{th} 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).		
	Dates plan submitted:		
	Decides, with input from the Plan Coordinator, the schedule for purchas AEDs. 210 ILCS 74/50.		
	Indoor Facility – Every district must have all applicable facilities equipped with an AED.		
	Outdoor Facility – A district with more than 4 physical fitness facilit must have 2550% of those facilities in compliance by July 1, 2009; 50%-July 1, 2010, 75% by July 1, 2011; and 100% by July 1, 2012.		
	If the AED becomes inoperable, the district must replace or repair it within the time frame in <i>30 days.</i> 77 Ill.Admin.Code Sec. 527.600.		
	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).		
	Building	Office Contact	
	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	

Actor	Action	
	North Boone High School	Chris Troller
	 Follows the requirements of 77 Ill.Admin.Code §525.500 upon receiving a completed report that an AED was used (4:170-E5, <i>Automatic External Defibrillator Incident Report</i>). EMS System Resource Hospital: Saint Anthony Medical Center 	
Plan		
Plan Coordinator	Responsibilities Concerning Emergency Responders Working with the Building Principal, identify all staff members who, through their education or training, are appropriate emergency responders for specific buildings. This will include all PE teachers and coaches as they are trained annually by the District Nurse. If possible, train all emergency responders as CPR and AED users.	
	Building	Emergency Response Providers
	Capron Elementary	Salena Kinser, Sheila Foley, Shannon
		Harkness, Tammy Mitchell, Sandy Moon,
		Mike Orsborn, Elizabeth Stout, Diane
		Vermett, Lisa Zimber
	Poplar Grove Elementary	- Salena Kinser, Sheila Foley, Mary Piskie, - Liz Burns, Wendy Spence, Lynn Brody,
		Mindy Brown, Sandy Kleckler, Lisa Zimber
	Manchester Elementary	– Sheila Foley, Salena Kinser, Kristi – Crawford, Joan Smaha, Jeff Kammerer, – Suzi Parris, Lisa Zimber
	Upper Elementary	- Kristi Garman, Shelly Johnson, Molly Lilja, - Theresa Kehoe, Eva Rutiaga, Julie - McGovern, Louise Glon, Pat Jones, Barb - Sager
	North Boone Middle School	 Barb Sager, Stacey Alverez, Laurie Dhamer, Pat Jones, Wes Witmus, Brenda Kamholz, Wendy Spence, Kevin Finnigan, Jairo Alverez, Denny Jeffers
	North Boone High School	Barb Sager, Jodie Embry, Cheryl Lindberg, Cathy Excell, Jacob Hubert, Dale Purvis,

Actor	Action	
	Officer Steve Tallackson, Aaron, Sullivan,	
	Ann Mylin, Matt Lerner, Josh Bowers,	
	Harold Vickery, Jason Weber, Sonia	
	Gail Webb, Eileen Moran, Cindy Beaudry,	
	Emily Gregory, Mary Powers	
	Responsibilities Concerning AED Users	
1 1 1	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.	
	Working with the Building Principal, identifies trained AED users and requests that other appropriate staff members and anticipated rescuers or users become trained.	
	Building Trained AED Users	
	Same as Above Same as Above	
	Responsibilities Concerning AED Registration	
	Coordinates with local emergency medical services systems. 77 Ill.Admin.Code Sec. 527.500.	
	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.	
	Makes any other required notifications in accordance with 77 Ill.Admin.Code Sec. 527.500.	
	Responsibilities Concerning Location of AED and Other First Aid Equipment	
	 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. Outdoor Facility – Ensures: (1) that the AED is placed within 300 feet of the outdoor facility in an open building with unimpeded access that has marked directions to the location of the 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) 	

Actor		Action
	Building	First Aid & AED Location
	Capron Elementary	Cafeteria, next to gym door.
	Poplar Grove Elementary	Main Lobby Entrance.
	Manchester Elementary	Front lobby.
	North Boone Upper Elementary	Main hall next to office door directly across from gym door.
	North Boone Middle School	Office area above mail boxes.
	North Boone High School	Lower level commons area across from gym doors, by women's restroom door.
	 Keeps a copy of the AED's manual with the AED. 77 Ill.Admin.Code Sec. 527.700(b). Responsibilities Concerning Notification and Posting Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. 77 Ill.Admin.Code Sec. 527.800(b). Responsibilities Concerning Training Coordinates, with input from the Building Principal, the training of: (1) all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs, and (2) any non-employee coaches, instructors or other similarly situated anticipated rescuers or users. 77 Ill.Admin.Code Sec. 527.800 and 210 ILCS 74/15(b-5) and (b-10).	
	-	structions for Responding to Medical
	 Emergencies Along with the Building Principal, notifies all facility staff of the location of an AEDs and the <i>Step-by-Step Emergency Response Plan</i> described below. 7 Ill.Admin.Code Sec. 527.800(b). Coordinates, along with the Building Principal, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code Sec. 527.800(b). Responsibilities Concerning Maintenance and Testing of AEDs Ensures that all AEDs are maintained and tested according to manufacturer' guidelines. 77 Ill.Admin.Code Sec. 527.700(a). 	
		nd testing manual at the facility and keeps a 77 Ill.Admin.Code Sec. 527.700(b).

Actor	Action	
Building Principal	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).	
School Nurses	 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). 	
Trained AED Users and/or Other Emergency Responders	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). 	
All Facility Staff Members and Users	 Follow the <i>Step-by-Step Emergency Response Plan</i> described below: 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. 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. Immediately inform the Building Principal or designee of the emergency. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate. 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. When paramedics arrive and assume care of the victim, the emergency 	

Actor	Action
	 responder or other staff person notifies the victim's parent/guardian or relative. 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. 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