

Cassopolis Public Schools

Administrative Guidelines

8452.01 - CARDIAC EMERGENCY RESPONSE PLAN

For all Responders (Staff, Faculty, Cardiac Emergency Response Team, Etc.)

Sudden cardiac arrest can vary greatly. All faculty, staff and Cardiac Emergency Response Team members must be prepared to perform duties. Early action is crucial to successfully treating a cardiac arrest. If a person collapses, do not move the patient unless the scene is safe.

Perform the following five (5) steps:

A. Early Recognition of Cardiac Arrest

1. Person is not moving, or is unresponsive or unconscious
2. Person is not breathing normally (irregular breaths, gasping or gurgling, not breathing)
3. Seizure or convulsion-like activity may also occur

B. Early Call to 911 and Alert within School

1. Call 911 as soon as a potentially life-threatening event is recognized.
Provide school address, cross streets, patient condition, remain on phone with 911
2. **Call school emergency number request (e.g., "Code CPR")**
Give exact location (e.g., teacher's name, room number, gym, etc.)
3. **All Cardiac Emergency Response Team members proceed immediately to the scene of the emergency.**
 - a. The closest team member retrieves the AED in route to the scene.
 - b. Leave the AED cabinet door open.

C. Early CPR

1. If CPR/AED trained, **begin CPR/AED** as per training, have the defibrillator (AED) brought to the scene.
2. If not CPR/AED trained, **begin Hands Only CPR** until CPR trained response team or a responder arrives.
 - a. Press hard and fast in center of chest

- b. The 911 operator may give you directions for CPR and AED use

D. **Early Defibrillation**

1. When the AED arrives, attach pads to patient, use the AED following the instructions.
The AED will ONLY deliver a shock if it is needed; if NO shock is needed, NO shock is delivered.
2. Continue CPR until patient is responsive or EMS responder arrives.

E. **Early Advanced Life Support**

Office Staff

1. Confirm the **exact** location and the condition of the patient
2. May repeat page to activate the Cardiac Emergency Response Team and give the exact location
3. Confirm that the Cardiac Emergency Response Team has responded to the scene
4. Confirm that 911 was called, if not - call 911 **IMMEDIATELY**
5. Assign a staff member to direct EMS to the scene
6. Perform "crowd control" - direct others away from the scene
7. Notify other staff, such as athletic director
8. Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions
9. Designate people to cover the duties of the CPR responders
10. Copy the patient's emergency information for EMS
11. Notify the patient's emergency contact (e.g., parent, guardian, etc.)
12. Notify staff and students when to return to normal schedule
13. Contact the District Administration

Approved 12/14/15