

# Oak Ridge Schools

## Office of the Superintendent



### **Administrative Procedure 3.202 (B) AED / CPR / Cardiac Emergency Response Plan (CERP) Training Procedures**

## **AED Training, Planning, Notification, and Maintenance Procedure**

**Physician Responsibilities:** The overseeing physician will act as a resource for ORS School Nurses (or school designees). The physician will not actually have on-site responsibilities. The on-site Nurse (or school designee) will ensure that all the following AED orders and procedures are followed.

**Indications:** Unresponsive victims with no pulse or signs of circulation. For patients who appear over age 8, weighing more than 55-pound, adult AED settings should be used. Unresponsive pediatric victims with no pulse or signs of circulation that appear to be under the age of 8 and/or weighing under 55 pounds, pediatric settings should be used.

**Location:** Per TCA 49-2-122: All public schools must have at least one (1) AED within the school. The location/placement of AEDS in each school must be readily available, not in a location that could be locked during any time that students, parents or school employees are present. The location(s) will be logged by the school nurse, or school designee.

**Accessibility:** AEDs shall be identified by signage and accessible during the school day. If a school serves grades nine through twelve (9-12), the AED shall also be accessible during all school youth athletic activities. The AED shall be located on-site of the school youth athletic activity or placed and made available in an unlocked location on school property that allows for the AED to be used within three (3) minutes of a sudden cardiac arrest event.

**Maintenance and Compliance:** To ensure the devices are in optimal operating condition, testing and maintenance will be completed and recorded by the school nurse (or school designee) monthly and as needed to maintain compliance with all manufacture and state requirements. All AED compliance reports will be turned into the Nursing Coordinator, or designee, yearly. AEDs placed in schools shall be registered with local emergency medical services providers as required by TCA 68-140-403(2) and 68-140-404(6).

**Cardiac Emergency Response Team/School Safety Team:** Each school will establish a cardiac emergency response team that is responsible for developing and carrying out the cardiac emergency response plan, including the response protocols each team is responsible for implementing and overseeing in a sudden cardiac arrest event.

**AED Training:** All staff will be trained on proper AED use and notified of AED locations at the beginning of each school year.

**CPR Training:** District wide CPR Training will be offered annually. All Cardiac Emergency Response Plan (CERP)/Safety Team members must be CPR certified. A list of current CPR Certified Staff will be updated annually and maintained at school administration.

**AED Annual Drill:** Every school will annually conduct two Cardiac Emergency Response Drills (CERD) and complete the Cardiac Emergency Response Drill Checklist. These checklists will be turned into the School Nursing Coordinator, or designee.

- Conduct one CERD within the first month of school without students present. The recommendation is to have the drill in a central location where all staff can observe the safety team respond to the drill. This ensures everyone can observe the emergency response team in action.
- Conduct one CERD while students are present by the end of the first 9 weeks.

**AED Post Incident Reporting:** In the event an AED is used, the School Nurse Coordinator, Coordinated School Health Coordinator, Executive Director of Student Services and Executive Director of School Leadership must be informed. Post incident reporting must be completed and submitted to appropriate parties. AED Supplies must be replaced as needed based on usage.

**AED Usage Procedure:**

1. Determine unresponsiveness: confirm absence of pulse and respirations
2. Activate EMS by calling 911
3. One rescuer should begin CPR
4. Have another person retrieve an AED
5. Turn on AED
6. Apply the pads to bare chest; shave with razor if hair is present on chest.
  - a. Dry chest if wet due to water immersion or sweat, remove patient from water source
7. Follow the AED voice prompts/commands
  - a. If shock is indicated:
    - i. Push shock button if instructed to do so - make sure no one is touching the patient
    - ii. Follow AED voice prompts and resume CPR.
  - b. If shock is not indicated:
    - i. Check for a pulse or signs of circulation, resume CPR if no pulse or signs of circulation are present.
8. Continue until first responders or ambulance arrives and relieves you or until spontaneous circulation or signs of circulation returns (continue to monitor)
9. Reassess: After 2 minutes of CPR, the AED will instruct the rescuer to stop CPR.
  - a. If shock is indicated, the AED will prompt for repeat shock and resume CPR
  - b. If no shock is indicated and there is no pulse or signs of circulation, then continue CPR
10. If the victim regains a pulse or signs of circulation, turn the victim to their side and remain with the victim until EMS arrives. Constantly reassess pulse or signs of circulation and return of respiratory effort.

**Level 1 Medical Alert Response using Raptor**

If a Level 1 Medical Alert is activated in Raptor, an announcement will be made on the Raptor app and a text will be sent along with an email.

\*\*\*The building sirens, alarms and flashing computer alerts will NOT go off in a Level 1 Medical Alert.\*\*\*

1. The person finding the victim will call the office to initiate the emergency response/safety team. The person with the victim will begin providing care while waiting for the safety team to arrive. This person may call 911, if needed.
2. The office will initiate the safety team response by announcing over the intercom that the school is in a Level 1 Medical Alert, making sure to include the location of the emergency in the announcement. The office will need to announce the location of the emergency more than once to ensure all safety team members heard the message. The office may call 911, if warranted.
3. The safety team will respond to the emergency. A member of the safety team on the emergency site will initiate a Level 1 Medical Alert on Raptor and put the location in the chat. A member of the safety team on the scene will call 911, if warranted.
4. Whoever calls 911 will put that "911 has been called" in the school level chat.
5. An administrator will put in the admin chat or the staff chat (principal discretion) on Raptor a brief description of the event to alert district and office staff. This should not include any identifying information about the student.

\*Principals and the Executive Director or School Leadership will need to update IT as to a list of people they would like to be in each school's admin chat on Raptor. This could include office staff, nursing

staff, but must include SAB Directors, the Nursing Coordinator and the Coordinated School Health Coordinator.

6. The safety team will continue to provide care for the victim until help (EMS or other trained medical staff) arrives. A member of the safety team will meet EMS, if needed.

Note – Should a school decide to go into a Level 1 Medical Alert and administrators decide to let part of the school building move about the building (Example: a medical emergency is taking place in the Glenwood Clinic but is safe for students to use restrooms or exchange classes within their pod, the clinic will be closed.) Staff should not send other students to the clinic without administrators' approval during a medical emergency because the nurse will be responding to the emergency.