8. **Protocol for School Cardiac Emergency Responders**

Riverdale Elementary School
Cardiac Emergency Response Team PROTOCOL

Sudden cardiac arrest events can vary greatly. Faculty, staff, and Cardiac Emergency Response Team (CERT) members must be prepared to perform the duties outlined below. Immediate action is crucial to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance coverage for high-risk athletic events. The school should also identify the closest appropriate medical facility that is equipped in advanced cardiac care.

Follow these steps in responding to a suspected cardiac emergency:

(a) Recognize the following signs of sudden cardiac arrest and act in the event of one or more of the following:

- The person is not moving, or is unresponsive, or appears to be unconscious.
- The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
- The person appears to be having a seizure or is experiencing convulsion-like activity. (Cardiac arrest victims commonly appear to be having convulsions).
- *Note:* If the person received a blunt blow to the chest, this could cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same.

(b) Facilitate immediate access to professional medical help:

- Call 9-1-1 as soon as you suspect a sudden cardiac arrest. Provide the school address, cross streets, and patient condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side, if possible.) Give the exact location and provide the recommended route for ambulances to enter and exit. Facilitate access to the victim for arriving Emergency Medical Service (EMS) personnel.
- Immediately contact the members of the Cardiac Emergency Response Team.
  - Give the exact location of the emergency. ("Mr. /Ms. ___ Classroom, Room # ___, gym, football field, cafeteria, etc."). Be sure to let EMS know which door to enter. Assign someone to go to that door to wait for and flag down EMS responders and escort them to the exact location of the patient.
- If you are a CERT member, proceed immediately to the scene of the cardiac emergency.
  - The closest team member should retrieve the automated external defibrillator (AED) en route to the scene and leave the AED cabinet door open; the alarm typically signals the AED was taken for use.

(c) Start CPR:

- Begin continuous chest compressions and have someone retrieve the AED.

- Here's how:
  - Press hard and fast in center of chest. Goal is 100 compressions per minute. (Faster than once per second, but slower than twice per second.)
  - Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of 2 inches (or 1/3rd the depth of the chest for children under 8 years old.
  - Follow the 9-1-1 dispatcher's instructions, if provided.

(d) Use the nearest AED:

- When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks.
  - *Note:* The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
- Continue CPR until the patient is responsive or a professional responder arrives and takes over.

(e) Transition care to EMS:

- Transition care to EMS upon arrival so that they can provide advanced life support.

(f) Action to be taken by Office / Administrative Staff:

- Confirm the exact location and the condition of the patient.
- Activate the Cardiac Emergency Response Team and give the exact location if not already done.
- Confirm that the Cardiac Emergency Response Team has responded.
- Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
- Assign a staff member to direct EMS to the scene.
- Perform "Crowd Control" – directing others away from the scene.
- Notify other staff: school nurse, athletic trainer, athletic director, etc.
- Ensure that medical coverage continues to be provided at the athletic event if on-site medical staff accompanies the victim to the hospital.
- Consider delaying class dismissal, recess, or other changes to facilitate CPR and EMS functions.
- Designate people to cover the duties of the CPR responders.
- Copy the patient's emergency information for EMS.
- Notify the patient's emergency contact (parent/guardian, spouse, etc.).
- Notify staff and students when to return to the normal schedule.
- Contact school district administration.

Building Location Information

School Name & Address Riverdale Elementary school
7391 Neshoba Rd. Germantown, TN 38138

School Emergency Phone# *Insert #s for school-hours & after-hours, may be office during school hours*

Cross Streets _____

AED Location Gym A (Main Bldg) **AED Location** Gym B (old bldg).

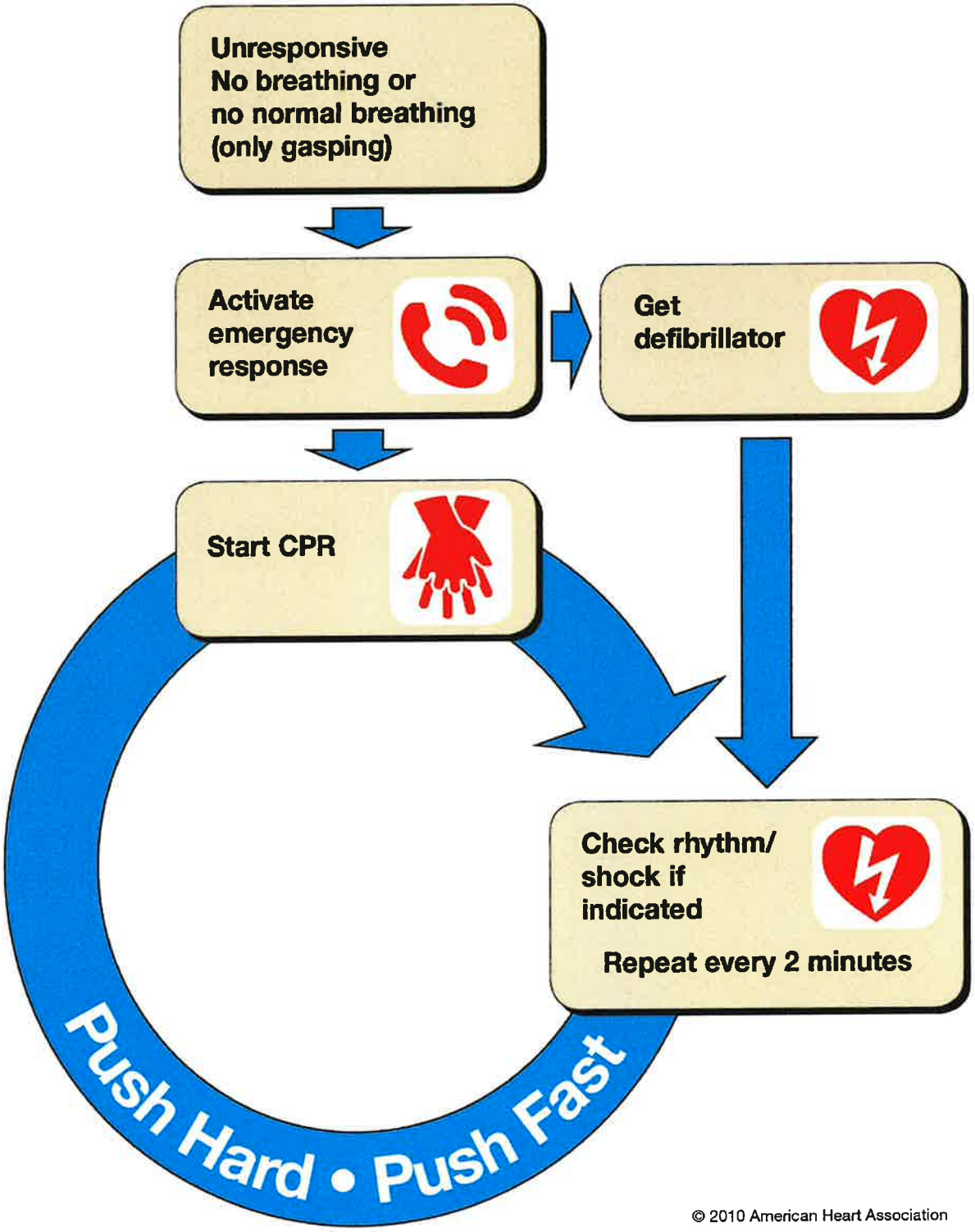
AED Location Cafeteria (Main Bldg) **AED Location** _____

AED Location 2nd Floor (Main Bldg) **AED Location** _____
*Near Teacher's Lounge

(School District Name)

CARDIAC EMERGENCY RESPONSE TEAM PROTOCOL

Simplified Adult BLS



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Germantown Municipal School District

Monitoring: Review: Annually, in April	Descriptor Term: **Emergency Planning**	Descriptor Code: 3.202	Issued Date: 11/30/21 05/07/18
		Rescinds: 3.202	Issued: 07/11/16

The Superintendent shall be responsible for developing, and acquiring Board approval of a Comprehensive District-Wide School Safety Plan and Building-level School Safety Plan (hereinafter "the Safety Plans") regarding crisis intervention, emergency response and emergency management. The Safety Plans shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

FIRE AND SAFETY DRILLS

Each GMSD Principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.

Each GMSD Principal shall ensure that three (3) additional safety drills are given during the school year. Two of these drills will cover earthquakes. One drill may cover inclement weather, or other emergency drills that do not require full evacuation. A record of all drills, including the time and date, shall be kept in each school's office.

ARMED INTRUDER DRILLS

Each GMSD Principal shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.

AED/CPR DRILLS

The GMSD Coordinated school Health Specialist shall schedule an annual AED training for all school personnel. The Principal for each GMSD school shall conduct an annual CPR drill and AED drill for students and employees so that students and employees are aware of the steps that must be taken if an event should occur that requires the use of CPR and/or an AED.

FIRE EXTINGUISHERS

Each school's Plant Manager shall regularly check the quantity, locations, and conditions of fire extinguishers.

MEDICAL EMERGENCIES/PANDEMIC

In the event of medical emergencies, such as a pandemic outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection.

Legal References

T.C.A. 49-2-122
T.C.A. 49-6-804
T.C.A. 49-6-807
T.C.A. 49-6-1208
T.C.A. 68-102-137(b)
T.C.A. 68-102-137(f)