

Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility

The following operations implement Board policy 4:170, *Safety*, requiring a plan for responding to medical emergencies at an indoor 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.

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<p>Superintendent</p>	<p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the "Plan Coordinator."</p> <p>Dawn Green, Director of Secondary Education, shall serve as the district's Plan Coordinator.</p> <p>Files this plan with the Department of Public Health, Division of EMS & Highway Safety, 525 W. Jefferson St., Springfield, IL 62761. 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. Sec. 527.400(c).</p> <p>This plan was initially filed with the Department of Public Health, Division of EMS & Highway Safety on June 28, 2005. Dates of necessary updates will be recorded in the text of this procedure as they occur.</p> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing AEDs.</p> <p>According to 210 ILCS 74/50, a district with 4 or fewer indoor physical fitness facilities must have at least one such facility equipped with an AED by July 1, 2006; its second facility by July 1, 2007; its third facility by July 1, 2008; and its fourth facility by July 1, 2009. A district with more than 4 indoor physical fitness facilities must have 25% of those facilities equipped with an AED by July 1, 2006; 50% of those facilities by July 1, 2007; 75% of those facilities by July 1, 2008; and 100% of those facilities in compliance by July 1, 2009. If the AED becomes inoperable, the district must replace or repair it within 45 days. 210 ILCS 74/50; Sec. 527.600(a).</p> <p>Designates each principal or facility director as the individual who must be notified in the event of a medical emergency. Sec. 527.400(a).</p> <table border="0" data-bbox="516 1556 1453 1818"> <thead> <tr> <th data-bbox="516 1556 971 1583"><u>Facility</u></th> <th data-bbox="971 1556 1453 1583"><u>Office Contact</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="516 1633 971 1661">Brigham Elementary School</td> <td data-bbox="971 1633 1453 1661">Geoff Schoonover</td> </tr> <tr> <td data-bbox="516 1671 971 1698">Carlock Elementary School</td> <td data-bbox="971 1671 1453 1698">Shelly Erickson</td> </tr> <tr> <td data-bbox="516 1709 971 1736">Fairview Elementary School</td> <td data-bbox="971 1709 1453 1736">James Shaw</td> </tr> <tr> <td data-bbox="516 1747 971 1774">Fox Creek Elementary School</td> <td data-bbox="971 1747 1453 1774">Mark Robinson</td> </tr> <tr> <td data-bbox="516 1785 971 1812">Glenn Elementary School</td> <td data-bbox="971 1785 1453 1812">Diana Coombs</td> </tr> </tbody> </table>	<u>Facility</u>	<u>Office Contact</u>	Brigham Elementary School	Geoff Schoonover	Carlock Elementary School	Shelly Erickson	Fairview Elementary School	James Shaw	Fox Creek Elementary School	Mark Robinson	Glenn Elementary School	Diana Coombs
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<p>Superintendent</p>	<p>Upon receiving a completed report that an AED was used (a Unit 5 Accident Form and Post Event Checklist will be completed for each AED use), makes arrangements to send or fax these reports to the McLean County Area EMS System. The McLean County Area EMS System will also download event information from the used AED. The McLean County Area EMS System may be contacted by phone at 309.827.4348. Sec. 527.500(a).</p> <p>Local hospitals providing service to Unit 5 schools and facilities include BroMenn Regional Medical Center and OSF St. Joseph Medical Center.</p>																																										

<p>Plan Coordinator</p>	<p>Responsibilities Concerning Emergency Responders Working with the principal or facility director, identifies all staff members who, through their education or training, are appropriate emergency responders for specific buildings. If possible, all emergency responders should be trained AED users.</p> <p>Principals and facility directors shall be responsible for maintaining a current, easily accessible list of the emergency responders working in their facility. This list, as well as a copy of the Step-by-Step Emergency Response Plan, shall be posted in a conspicuous place in the physical fitness or public area of the facility.</p> <p>Responsibilities Concerning AED Users Determines the appropriate number of trained AED users needed for each building equipped with an AED. Each facility with an AED must have at least one trained AED user on staff at all times. Sec. 527.800(a). Working with the principal or facility director, identifies trained AED users and requests that other appropriate staff members become trained.</p> <p>Principals and facility directors shall be responsible for maintaining a current, easily accessible list of the trained AED users working in their facility. This list, as well as a copy of the Step-by-Step Emergency Response Plan, shall be posted in a conspicuous place in the physical fitness or public area of the facility.</p> <p>Responsibilities Concerning AED Registration Registers the AED with the McLean County Area EMS System. Sec. 527.500(b). Notifies an agent of the McLean County Area EMS System of the existence, location, and type of the AED. Sec. 527.500(c). Provides a list of trained users at each building equipped with an AED to the McLean County Area EMS System. Sec. 527.500(b)(1). Cooperates with requests from the McLean County Area EMS System for manufacturer's guidelines for maintenance and training. Sec. 527.500(b)(2).</p> <p>Responsibilities Concerning Location of AED and Other First Aid Equipment Decides, with input from the principal or facility director, 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. Sec. 527.600(a).</p> <p>Principals and facility directors shall be responsible for maintaining a current, easily accessible list of emergency responders and trained AED users working in their facility. This list, as well as a copy of the Step-by-Step Emergency Response Plan shall be posted in a conspicuous place in the physical fitness or public area of the facility.</p> <p>AEDs are located as follows:</p> <table border="0"> <thead> <tr> <th><u>Facility</u></th> <th><u>AED Location</u></th> </tr> </thead> <tbody> <tr> <td>Brigham Elementary School</td> <td>Outside of gym</td> </tr> <tr> <td>Carlock Elementary School</td> <td>Gym</td> </tr> <tr> <td>Fairview Elementary School</td> <td>East Gym</td> </tr> <tr> <td>Fox Creek Elementary School</td> <td>Gym</td> </tr> <tr> <td>Glenn Elementary School</td> <td>Gym</td> </tr> </tbody> </table>	<u>Facility</u>	<u>AED Location</u>	Brigham Elementary School	Outside of gym	Carlock Elementary School	Gym	Fairview Elementary School	East Gym	Fox Creek Elementary School	Gym	Glenn Elementary School	Gym
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	<u>Facility</u>	<u>AED Location</u>
	Grove Elementary School	Gym/multipurpose room area
	Hoose Elementary School	Outside the main office
	Hudson Elementary School	Gym
	Northpoint Elementary School	Ramp leading to north gym
	Oakdale Elementary School	West gym
	Parkside Elementary School	Gym
	Pepper Ridge Elementary School	Outside of gym
	Prairieland Elementary School	Gym/multipurpose room hallway
	Sugar Creek Elementary School	Gym
	Towanda Elementary School	Gym
	Chiddix Junior High School	Entryway
	Kingsley Junior High School	Neuman Gym
	Parkside Junior High School	Gym
	Normal Community High School	Pool & atrium area
	Normal Community West High School	Atrium
	Unit Office	Central meeting area
	Eugene Field Special Services Center	Kitchen pantry
	Warehouse	Central east-west hallway
	Transportation	Short north-south hallway
	Eagle Road Resource Center	Staff room
	Keeps a copy of the AED's manual with the AED. Sec. 527.700(b).	
	Responsibilities Concerning Notification and Posting	
	Along with the principal or facility director, notifies all staff members of the location of any AED as well as the instructions for responding to medical emergencies. Sec. 527.800(b).	
	Responsibilities Concerning Training	
	Coordinates, with input from the principal or facility director, the training of all staff members who regularly supervise students in physical fitness facility in the use of CPR and, if appropriate, AED. Sec. 527.800(a).	
	Responsibilities Concerning Instructions for Responding to Medical Emergencies	
	Along with the principal or facility director, notifies all facility staff on the location of any AED and the Step-by-Step Emergency Response Plan described below. Sec. 527.800(b).	
	Coordinates, along with the principal or facility director, the posting of the Step-by-Step Emergency Response Plan described below. Sec. 527.800(b).	
	Responsibilities Concerning Maintenance and Testing of AEDs	
	Ensures that all AEDs are maintained and tested according to manufacturer's guidelines. Sec. 527.700(a).	
	Maintains a record of the applicable maintenance and training at the facility. Sec. 527.500(b)(2).	
	Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with the AED. Sec. 527.700(b).	

Principal or Facility Director	<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 Step-by-Step Emergency Response Plan described below. Sec. 527.400(a).</p> <p>Posts a notice at the facility's main entrance stating that an AED is located on the premises. Sec. 527.600(a).</p> <p>Receives notice in the event of a medical emergency. Sec. 527.400(a).</p>
School Nurses	<p>Along with the Plan Coordinator, help staff members understand the instructions for responding to medical emergencies.</p> <p>These instructions must provide that the AED is to 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. Sec. 527.800(c).</p>
Trained AED Users and/or Other Emergency Responders	<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. Sec. 527.400(a).</p> <p>According to their training, use the AED to help restore a normal heart rhythm when a person's heart is not beating properly. Sec. 527.400(a).</p> <p>Calls 9-1-1 for medical emergencies and whenever an AED is used. Sec. 527.400(b).</p> <p>Notifies the principal or facility director whenever the AED or other emergency response is used. Sec. 527.400(a).</p> <p>Whenever an AED is used, completes a Unit 5 Accident Form and Post Event Checklist and forwards them to the Superintendent so that they can be sent or faxed to the McLean County Area EMS System. Sec. 527.500(a).</p>
All Facility Staff Members and Users	<p>Follow the Step-by-Step Emergency Response Plan 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 is to 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 principal, facility director, or designee of the emergency. 4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or AED, as appropriate. 5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which door to use to enter. 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 responder or other staff person notifies the victim's parent/guardian or relative. 7. If an AED was used, the person using it completes a Unit 5 Accident Form and Post Event Checklist. 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.