

Operational Services

Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED

| Actor | Action | | | | | | | | | | |
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| <p>Executive Director or designee</p> | <p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the “Plan Coordinator.”</p> <p>Plan Coordinators:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>Laura Robinson</u></td> <td style="width: 50%; border: none;"><u>NDSEC Certified School Nurse</u></td> </tr> <tr> <td style="border: none;">Name</td> <td style="border: none;">Position</td> </tr> </table> <p>The Executive Director files this plan with the Dept. of Public Health, Division of EMS & Highway Safety, 422 S. Fifth Street – 3rd Floor, Springfield, IL 62701. Files an updated plan 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 §527.400(a)&(c).</p> <p>Dates plan submitted: <u>November 27, 2012, April 23, 2013</u></p> <p>AED’s are located at Lincoln Academy and the Transition Learning Center (TLC).</p> <p>If the AED becomes inoperable, the Cooperative must replace or repair it within 30 days. Persons using the facility must be notified if an operable AED is not on the premises.</p> <p>Designates each Building Coordinator/Plan Coordinator as the individual who must be notified in the event of a medical emergency.</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: center; border: none;">Building</th> <th style="text-align: center; border: none;">Office Contact</th> </tr> </thead> <tbody> <tr> <td style="border: none;"><u>Lincoln Academy</u></td> <td style="border: none;"><u>Principal & School Nurse</u></td> </tr> <tr> <td style="border: none;"><u>Transition Learning Center (TLC)</u></td> <td style="border: none;"><u>Principal & School Nurse</u></td> </tr> </tbody> </table> <p>Follows the requirements of 77 Ill.Admin.Code §525.500 upon receiving a completed report that an AED was used (4:170-AP6, E2, <i>Automated External Defibrillator Incident Report</i>).</p> | <u>Laura Robinson</u> | <u>NDSEC Certified School Nurse</u> | Name | Position | Building | Office Contact | <u>Lincoln Academy</u> | <u>Principal & School Nurse</u> | <u>Transition Learning Center (TLC)</u> | <u>Principal & School Nurse</u> |
| <u>Laura Robinson</u> | <u>NDSEC Certified School Nurse</u> | | | | | | | | | | |
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| <u>Transition Learning Center (TLC)</u> | <u>Principal & School Nurse</u> | | | | | | | | | | |
| <p>Plan Coordinator</p> | <p>Responsibilities Concerning Emergency Responders All staff members at Lincoln Academy and TLC will be trained emergency responders in CPR and AED use per American Heart Association recommendations.</p> <p>Responsibilities Concerning AED Registration Coordinates with local emergency medical services systems. Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the automated external defibrillator. Cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of the AED.</p> | | | | | | | | | | |

| Actor | Action | | | | | | |
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| | <p>Responsibilities Concerning Location of AED and First Aid Equipment Indoor Facility - Decides, with input from the Building Coordinator 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.</p> <table border="0" data-bbox="467 415 1279 529"> <tr> <td>Facility</td> <td>First Aid & AED Location</td> </tr> <tr> <td><u>Lincoln Academy</u></td> <td><u>Outside of gym in hallway</u></td> </tr> <tr> <td><u>Transition Learning Center (TLC)</u></td> <td><u>South wall next to bathroom</u></td> </tr> </table> <p>Keeps a copy of the AED’s manual with the AED.</p> <p>Responsibilities Concerning Notification and Posting Along with the Building Coordinator, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies.</p> <p>Responsibilities Concerning Training Coordinates, with input from the Building Principal, the training of all Lincoln Academy and TLC staff members in the use of CPR and AED.</p> <p>Responsibilities Concerning Instructions for Responding to Medical Emergencies Along with the Building Coordinator, notifies all facility staff of the location of any AED and the Step-by-Step Emergency Response Plan described below.</p> <p>Responsibilities Concerning Maintenance and Testing of AEDs Ensures that all AEDs are maintained and tested according to manufacturer’s guidelines. Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED.</p> <p>Responsibilities Concerning Posting Notices Coordinates with the Building Coordinator a conspicuous place in the facility to post: (1) the Step-by-Step Emergency Response Plan described below. (2) a notice at the facility’s main entrance stating that an AED is located on the premises.</p> <p>Responsibilities Concerning Helping Staff Respond to Medical Emergencies 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.</p> | Facility | First Aid & AED Location | <u>Lincoln Academy</u> | <u>Outside of gym in hallway</u> | <u>Transition Learning Center (TLC)</u> | <u>South wall next to bathroom</u> |
| Facility | First Aid & AED Location | | | | | | |
| <u>Lincoln Academy</u> | <u>Outside of gym in hallway</u> | | | | | | |
| <u>Transition Learning Center (TLC)</u> | <u>South wall next to bathroom</u> | | | | | | |
| <p>Trained AED User(s) and/or Other Emergency Responder(s)</p> | <p>According to their training, uses 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.</p> <p>According to their training, uses the AED to help restore a normal heart rhythm.</p> <p>Calls 9-1-1 for medical emergencies and whenever an AED is used. Informs the Building Coordinator and Plan Coordinator whenever the AED or other emergency response is used.</p> <p>Whenever an AED is used, cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete a Data Collection and Submission report about the use of the AED.</p> | | | | | | |

Implemented: 10/2012

Updated: 4/2013

Updated: 8/2013

Updated: 10/2014

Updated (names): 12/2016

Updated: 8/2018