

Mary T. Gricus, Ed.D.
Assistant Superintendent

To: District 113A Building Users
From: Mary T. Gricus, Ed.D., Assistant Superintendent *mg*
Date: August 16, 2011
Re: Notification Regarding the Physical Fitness Facility Medical Emergency Response Plan and Automatic External Defibrillator (AED) Availability for 2011-2012

We would like to notify you about our plan for responding to medical emergencies that might occur in our gymnasium or other indoor or outdoor physical fitness facility while your agency/organization is using our facilities. A copy of our AED and Medical Emergency Plan is enclosed for your reference. This plan includes access to an Automatic External Defibrillator (AED) in the following locations in these buildings during operational hours. The AEDs highlighted in bold text will also be available during non-operational hours:

<u>Building</u>	<u>Location of AED</u>
Oakwood School	Gym and nurse's office
River Valley School	Gym and nurse's office
Old Quarry Middle School	Big gym, small gym , fitness center and nurse's office
Transportation/Maintenance	Common area

The AEDs are strategically placed and readily accessible to maximize rapid utilization. District 113A has identified trained AED users who are available only during school hours and after school on-site school activities. Your agency/organization will be responsible for providing a trained AED user during any physical fitness activities that your organization schedules in one of our facilities.

The following information is posted with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. A statement that the AED is to be used only by trained users.
3. Instructions for using an AED.

Per the requirements of District 113A's plan, an Automatic External Defibrillator Incident Report must be filed with the EMS System Resource Hospital following each use of the AED. Blank copies of the report are available at the Lemont Park District and District 113A schools (copy also enclosed). Any person who uses an AED in a District 113A facility should complete the Incident Report and submit the completed report to the District Office, located at 16100 127th Street, Lemont, Illinois, 60439, or fax to 630-243-3005 (attention Assistant Superintendent). Thank you for your cooperation with these important safety procedures.

Automatic External Defibrillator (AED) Incident Report

To be completed by the person who used the AED during the emergency.

Patient Name: _____ Age: _____

Date of Incident: _____ Location of Incident: _____

Patient Identification: Student Staff Parent Other: _____

Describe Incident: _____

Name of Person Who Determined Victim's Unresponsiveness: _____

Name of Person Applying AED: _____

Number of Times Patient Was Defibrillated: _____

Time 9-1-1 Was Called: _____

Patient Vitals Prior to Arrival of EMS: Breathing Yes No

Pulse Yes No

Heart Rhythm: _____

Time EMS Arrived: _____

Patient Vitals after Arrival of EMS: Breathing Yes No

Pulse Yes No

Heart Rhythm: _____

Patient Transported to: _____

List series of events from start of emergency until conclusion (please use back side of form, if needed):

Forward completed incident report to the Assistant Superintendent in the District Office:

16100 127th Street

Lemont, IL 60439

Fax: 630-243-3005

Upon receipt, the Assistant Superintendent/designee shall follow the requirements at

77 Ill. Admin. Code 527.500.

Signature of Person who Administered AED

Date

Address

Telephone

Lemont-Bromberek Combined School District 113A
16100 127th Street
Lemont, Illinois 60439
630-257-2286

Medical Emergency Plan

Submitted to:

Silver Cross Hospital (EMS System Resource Hospital) and
Illinois Department of Public Health

Submitted: July, 2005
Update: April, 2010
August, 2011

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Operational Services

Administrative Procedure:

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

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

Actor	Action								
<p>Superintendent 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 Coordinator:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Dr. Mary T. Gricus</td> <td style="width: 40%;">Assistant Superintendent</td> </tr> <tr> <td style="text-align: center;">Name</td> <td style="text-align: center;">Position</td> </tr> </table> <p>Files this plan with the Dept. of Public Health, Division of EMS & Highway Safety, 500 E. Monroe - 8th Floor, Springfield, IL 62701. 77 Ill.Admin.Code §527.400(a). 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(c).</p> <p>Dates plan submitted:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;"><u>August 5, 2005</u></td> <td style="width: 50%;"><u>April 29, 2010</u></td> </tr> <tr> <td><u>August 24, 2011</u></td> <td>_____</td> </tr> </table> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing AEDs. 210 ILCS 74/50.</p> <p>Indoor Facility - Every district must have all applicable facilities equipped with an AED.</p> <p>Outdoor Facility - A district with 4 or fewer physical fitness facilities must have at least one such facility in compliance; its second facility by July 1, 2010; its third facility by July 1, 2011; and its fourth facility by July 1, 2012. A district with more than 4 physical fitness facilities must have 25% of those facilities in compliance; 50% by July 1, 2010; 75% by July 1, 2011; and 100% by July 1, 2012.</p> <p>If the AED becomes inoperable, the district must replace or repair it within the applicable time frame in 77 Ill.Admin.Code §527.600.</p>	Dr. Mary T. Gricus	Assistant Superintendent	Name	Position	<u>August 5, 2005</u>	<u>April 29, 2010</u>	<u>August 24, 2011</u>	_____
Dr. Mary T. Gricus	Assistant Superintendent								
Name	Position								
<u>August 5, 2005</u>	<u>April 29, 2010</u>								
<u>August 24, 2011</u>	_____								

Actor	Action												
	<p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. 1 77 Ill.Admin.Code §527.400(a).</p> <table border="0"> <thead> <tr> <th data-bbox="565 325 669 357">Building</th> <th data-bbox="906 325 1079 357">Office Contact</th> <th data-bbox="1253 373 1382 405"></th> </tr> </thead> <tbody> <tr> <td data-bbox="565 367 764 399">Oakwood School</td> <td data-bbox="906 367 1203 399">630-257-2286, press "1"</td> <td data-bbox="1253 373 1382 405">Cathy Slee</td> </tr> <tr> <td data-bbox="565 409 802 441">River Valley School</td> <td data-bbox="906 409 1203 441">630-257-2286, press "2"</td> <td data-bbox="1253 415 1414 447">Debby Lynch</td> </tr> <tr> <td data-bbox="565 451 878 483">Old Quarry Middle School</td> <td data-bbox="906 451 1203 483">630-257-2286, press "4"</td> <td data-bbox="1253 457 1382 489">Bill Caron</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>	Building	Office Contact		Oakwood School	630-257-2286, press "1"	Cathy Slee	River Valley School	630-257-2286, press "2"	Debby Lynch	Old Quarry Middle School	630-257-2286, press "4"	Bill Caron
Building	Office Contact												
Oakwood School	630-257-2286, press "1"	Cathy Slee											
River Valley School	630-257-2286, press "2"	Debby Lynch											
Old Quarry Middle School	630-257-2286, press "4"	Bill Caron											

Plan Coordinator	<p>Responsibilities Concerning Emergency Responders</p> <p>With the Building Principal, identifies all staff members who, through their education or training, are appropriate emergency responders for specific facilities. If possible, train all emergency responders in CPR and AED use.</p> <table border="0"> <thead> <tr> <th data-bbox="565 835 652 867">Facility</th> <th data-bbox="893 835 1268 867">Emergency Response Providers</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 877 764 909">Oakwood School</td> <td data-bbox="893 877 1370 951">Registered nurse, PE teachers, principal, assistant principal</td> </tr> <tr> <td data-bbox="565 961 802 993">River Valley School</td> <td data-bbox="893 961 1360 993">Registered nurse, PE teachers, principal</td> </tr> <tr> <td data-bbox="565 1003 873 1035">Old Quarry Middle School</td> <td data-bbox="893 1003 1354 1077">Registered nurse, PE teachers, coaches, principal, assistant principal</td> </tr> <tr> <td data-bbox="565 1087 846 1119">Transportation Building</td> <td data-bbox="893 1087 1343 1119">Bus drivers, trained maintenance staff</td> </tr> </tbody> </table> <p>Responsibilities Concerning AED Users</p> <p>Determines the appropriate number of trained AED users and anticipated rescuers or users needed for each facility equipped with an AED. Each facility with an AED must have at least one trained AED user on staff during staffed business hours (210 ILCS 74/15, amended by P.A. 96-748) and take reasonable measures to ensure that anticipated rescuers or users are trained pursuant to 410 ILCS 4/15 and 77 Ill.Admin.Code §527.800.</p> <p>Working with the Building Principal, identifies trained AED users and requests that other appropriate staff members and anticipated rescuers or users become trained.</p> <table border="0"> <thead> <tr> <th data-bbox="565 1528 652 1560">Facility</th> <th data-bbox="943 1528 1175 1560">Trained AED Users</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="565 1570 1446 1602">See Lists of Emergency Responders and Trained AED Users (attached)</td> </tr> </tbody> </table>	Facility	Emergency Response Providers	Oakwood School	Registered nurse, PE teachers, principal, assistant principal	River Valley School	Registered nurse, PE teachers, principal	Old Quarry Middle School	Registered nurse, PE teachers, coaches, principal, assistant principal	Transportation Building	Bus drivers, trained maintenance staff	Facility	Trained AED Users	See Lists of Emergency Responders and Trained AED Users (attached)	
Facility	Emergency Response Providers														
Oakwood School	Registered nurse, PE teachers, principal, assistant principal														
River Valley School	Registered nurse, PE teachers, principal														
Old Quarry Middle School	Registered nurse, PE teachers, coaches, principal, assistant principal														
Transportation Building	Bus drivers, trained maintenance staff														
Facility	Trained AED Users														
See Lists of Emergency Responders and Trained AED Users (attached)															

Responsibilities Concerning AED Registration

Coordinates with local emergency medical services systems. 77 Ill.Admin.Code §527.500.

Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the automated external defibrillator (410 ILCS 4/20(b); 77 Ill.Admin.Code §527.500).

Makes any other required notifications in accordance with 77 Ill.Admin.Code §527.500.

Responsibilities Concerning Location of AED and Other First Aid Equipment

Indoor Facility - Decides, with input from the Building Principal 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. 77 Ill.Admin.Code §527.600.

Outdoor Facility - Ensures: (1) the AED is placed within 300 feet of the outdoor facility in an open building that has marked directions to the AED at its entrances, or (2) that when no building within 300 feet of the outdoor facility exists, the person responsible for supervising the activity has the AED available at the outdoor facility during the event or activity. 77 Ill.Admin.Code §527.600.

Facility	First Aid & AED Location
Oakwood School	Nurse’s office, gym
River Valley School	Nurse’s office, gym
Old Quarry Middle School	Nurse’s office, big gym, small gym, fitness center (portable units available in activities office)
Trans/Maint Building	Common Area

Keeps a copy of the AED’s manual with the AED. 77 Ill.Admin.Code §527.700(b).

Responsibilities Concerning Notification and Posting

Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. 77 Ill.Admin.Code §527.800(b).

Responsibilities Concerning Training

Coordinates, with input from the Building Principal, the training of: (1) all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs, and (2) any non-employee coaches, instructors or other similarly situated anticipated rescuers or users. 77 Ill.Admin.Code §527.800 and 210 ILCS 74/15(b-5) and (b-10).

Responsibilities Concerning Instructions for Responding to Medical Emergencies

Along with the Building Principal, notifies all facility staff of the location of any AEDs and the *Step-by-Step Emergency Response Plan* described below. 77 Ill.Admin.Code §527.800(b).

	<p>Coordinates, along with the Building Principal, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</p> <p>Responsibilities Concerning Maintenance and Testing of AEDs</p> <p>Ensures that all AEDs are maintained and tested according to manufacturer's guidelines. 77 Ill.Admin.Code §527.700(a).</p> <p>Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. 77 Ill.Admin.Code §527.700(b).</p>
Building Principal	<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 <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.400(a).</p> <p>Posts a notice at the facility's main entrance stating that an AED is located on the premises.</p> <p>Receives notice in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</p>
School Nurse(s)	<p>Along with the Plan Coordinator, helps staff members understand the instructions for responding to medical emergencies.</p> <p>These 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. 77 Ill.Admin.Code §527.800(c).</p>
Trained AED User(s) and/or Other Emergency Responder(s)	<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. 77 Ill.Admin.Code §527.400(a).</p> <p>According to their training, uses the AED to help restore a normal heart rhythm when a person's heart is not beating properly. 77 Ill.Admin.Code §527.400(a).</p> <p>Calls 9-1-1 for medical emergencies and whenever an AED is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Informs the Building Principal whenever the AED or other emergency response is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Whenever an AED is used, completes 4:170-AP6, E2, <i>Automated External Defibrillator Incident Report</i>, and forwards it to the Assistant Superintendent for compliance with the requirements of 77 Ill.Admin.Code §525.500(a).</p>
All Facility Staff Members and Users	<p>During school hours, follow the <i>Step-by-Step Emergency Response Plan</i> 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 should 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 Building Principal or designee of the emergency. 4. The emergency responder will take charge of the emergency. This person

	<p>will apply first aid, CPR, and/or the AED, as appropriate.</p> <ol style="list-style-type: none"> 5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which entrance to use. 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 the <i>Automated External Defibrillator Incident Report</i>, 4:170-AP6, E2, and sends the completed form to the Assistant Superintendent. If appropriate, a supervising staff member completes an accident report. 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. <p>During AFTER school hours, follow the <i>Step-by-Step Emergency Response Plan</i> described below:</p> <ol style="list-style-type: none"> 1. Person in charge sends someone to obtain an AED and call 911. Provide the age and gender of the patient, the suspected problem, location in or around the building and which door to use to enter building. 2. AEDs are located in the nurse's office and gym(s) in all schools. 3. A trained AED user (if available) will administer first aid, CPR and/or AED, as appropriate. The emergency responder will take charge of the emergency and remain with the patient until the arrival of EMS. 4. The person in charge will send someone to the designated entrance door to meet EMS and direct them to the emergency situation. 5. When EMS arrives and assumes care of the victim, the person in charge will contact the patient's parent/relative to provide an update on the status of the patient and information about transport by EMS to ER. Person in charge will notify the District Office regarding the incident: 630-257-2286, extension 4617, and will submit a report of the incident to the District 113A Assistant Superintendent (district office). 6. If an AED was used, the person who used it will complete the <i>Automatic External Defibrillator Incident Report</i> and submit the completed form to the District 113A Assistant Superintendent (district office). 7. If an adult refuses treatment, the person in charge will document the refusal and, if possible, ask the adult to sign a statement stating that he or she refused treatment.
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Actor	Action
Physical Education Teachers, Coaches and Other Supervisors of Physical Fitness Activities	<ol style="list-style-type: none"> <li data-bbox="561 289 1474 485">1. During all indoor physical activities, ensures that an AED is readily available within a reasonable distance of the activity. For outdoor activities, ensures that there is unimpeded access to a building (within 300 feet) which houses an AED. It is the responsibility of the designated staff member to measure the distance from the building to the location of the outdoor activity. <li data-bbox="561 537 1474 1041">2. During all outdoor physical activities that take place more than 300 feet from an open District 113A facility or open park district facility housing an AED, carries an AED and a radio or cell phone to ensure that emergency response can be implemented at the outdoor location. This includes, but is not limited to: outdoor physical education classes, extracurricular sporting events (e.g., practices, games, warm-ups, tournaments) and recess. The AED selected should be from a building location that is not currently in use for another physical activity. The staff member using the AED must leave a written notice on the AED box indicating the temporary location of the AED and the time that it will be returned to its regular location. Blank forms for this purpose can be found in the AED box. The AED must be returned to its usual location immediately upon the completion of the activity. Note: Old Quarry Middle School has several portable units available for check-out from the activities office. <li data-bbox="561 1094 1474 1524">3. When District 113A students participate in school-sponsored curricular or extracurricular physical activities off of District 113A property, the staff member from District 113A who is supervising said students is responsible for verifying that the off-site location has a working AED available. If no such AED is available, the District 113A supervising staff member will make arrangements with the school's nurse or principal to carry one of District 113A's AEDs to the activity. The staff member using the AED must leave a written notice on the AED box indicating the temporary location of the AED and the time that it will be returned to its regular location. Blank forms for this purpose can be found in the AED box. The AED must be returned to its usual location immediately upon the actor's return to the district. Note: Old Quarry Middle School has several portable units available for check-out from the activities office. <li data-bbox="561 1577 1317 1640">4. Ensure that substitute teachers/coaches are informed of these requirements.

Appendix A

AED Incident Report

Automatic External Defibrillator (AED) Incident Report

To be completed by the person who used the AED during the emergency.

Patient Name: _____ Age: _____

Date of Incident: _____ Location of Incident: _____

Patient Identification: Student Staff Parent Other: _____

Describe Incident: _____

Name of Person Who Determined Victim's Unresponsiveness: _____

Name of Person Applying AED: _____

Number of Times Patient Was Defibrillated: _____

Time 9-1-1 Was Called: _____

Patient Vitals Prior to Arrival of EMS: Breathing Yes No

Pulse Yes No

Heart Rhythm: _____

Time EMS Arrived: _____

Patient Vitals after Arrival of EMS: Breathing Yes No

Pulse Yes No

Heart Rhythm: _____

Patient Transported to: _____

List series of events from start of emergency until conclusion (please use back side of form, if needed):

Forward completed incident report to the Assistant Superintendent in the District Office:

16100 127th Street

Lemont, IL 60439

Fax: 630-243-3005

Upon receipt, the Assistant Superintendent/designee shall follow the requirements at

77 Ill. Admin. Code 527.500.

Signature of Person who Administered AED

Date

Address

Telephone

Appendix B

AED Registration Record

Appendix C

AED Trained Users

**(current list posted with
each AED)**

Emergency Responders and Trained Users for Automatic External Defibrillators (AEDs)

Old Quarry Middle School

Location of AEDs in Facility:

Nurse's office

Small gym

Big gym

Fitness center

Office of the Activities Director (3 portable AEDs)

Emergency Responders: Staff trained in first aid, CPR and AED use

Name	Position	Telephone Extension
Carole Altmann	DHH	4340
William Caron	Principal	4101
Lynne Halper	Nurse	4102
Brian Holdman	P.E. Teacher	4147
Dennis Kennedy	P.E. Teacher	4247
Marci Pierce	P.E. Teacher	4246
Shawn Ryan	Teacher	4302
Diane Stateman	P.E. Teacher	4146
Jack Williams	Teacher	4360

Emergency Responders and Trained Users for Automatic External Defibrillators (AEDs)

Oakwood School

Location of AEDs in Facility:

Nurse's office

Gym

Emergency Responders: Staff trained in first aid, CPR and AED use

Name	Position	Telephone Extension
Denise Ciciura	P.E. Teacher	2211
Jasmin Donnelly	Occupational Therapist	1373
Melanie Earnest	Nurse	1102
Donna Koetz	Health Assistant	1111
Mehl, Ken	P.E. Teacher	2210
Kristin Picciola	Teacher	1359
Joanne Policht	Assistant Principal	1103
Sue Scott	Teacher	1383
Cathy Slee	Principal	1101

River Valley School (attached facility)

Location of AEDs in Facility:

Nurse's office

Gym

Emergency Responders: Staff trained in first aid, CPR and AED use

Name	Position	Telephone Extension
Jasmin Donnelly	Occupational Therapist	1373
Debbie Dvorak	Nurse	2102
Debby Lynch	Principal	2101
Nancy Malnar	P.E. Teacher	2216
Mary Staudt	Teacher	2340

Emergency Responders and Trained Users for Automatic External Defibrillators (AEDs)

River Valley School

Location of AEDs in Facility:

Nurse's office

Gym

Emergency Responders: Staff trained in first aid, CPR and AED use

Name	Position	Telephone Extension
Jasmin Donnelly	Occupational Therapist	1373
Debbie Dvorak	Nurse	2102
Debby Lynch	Principal	2101
Nancy Malnar	P.E. Teacher	2216
Mary Staudt	Teacher	2340

Oakwood School (attached facility)

Location of AEDs in Facility:

Nurse's office

Gym

Emergency Responders: Staff trained in first aid, CPR and AED use

Name	Position	Telephone Extension
Denise Ciciura	P.E. Teacher	2211
Jasmin Donnelly	Occupational Therapist	1373
Melanie Earnest	Nurse	1102
Donna Koetz	Health Assistant	1111
Ken Mehl	P.E. Teacher	2210
Kristin Picciola	Teacher	1359
Joanne Policht	Assistant Principal	1103
Sue Scott	Teacher	1383
Cathy Slee	Principal	1101

Lemont-Bromberek Combined School District 113A

Emergency Responders and Trained Users for Automatic External Defibrillators (AEDs)

Transportation/Maintenance Building

Location of AED in Facility:

Common area

Emergency Responders: Staff trained in first aid, CPR and AED use

Name	Position	Telephone Extension
Pam Mazurek	Director of Operations	2803
Mike Shick	Maintenance	2800

Appendix D

Maintenance Records

Automatic External Defibrillator (AED) Maintenance Record

The school's registered nurse is responsible for daily, monthly and post-use checks of the AED machines located in the building. Problems with an AED will be reported to the Plan Coordinator, Mary T. Gricus, Assistant Superintendent.

Daily visual checks of the AEDs must be completed as part of the nurse's daily routine. All monthly and post-use checks must be recorded in the chart below. The completed chart must be submitted to the Plan Coordinator by the last day of each school year.

Building: Oakwood

Nurse: Melanie Earnest

School Year: 2011-2012

Unit Location:

Nurse's office, serial #34274463

Monthly Inspection

Instruction	Recommended Corrective Action	Date							
1. Check readiness display for: OK indicator CHARGE-PAK indicator ATTENTION indicator WRENCH indicator	None. Replace CHARGE-PAK and QUIK-PAK electrode packet. Refer to operating instructions. Contact authorized service personnel.	Initial							
2. Check "Use By" date on QUIK-PAK electrode packet.	Replace electrode packet and CHARGE-PAK if date passed.	Initial							
3. Check additional supplies.	Replenish as needed.	Initial							
4. Check defibrillator for: Damage or cracks Foreign substances	Contact authorized service personnel. Clean the device.	Initial							
5. Other:		Initial							

Post-Use Procedure Record

Date of Event	Date Post-Use Procedure Completed*	Comments

*Per manufacturer's guidelines in Section 5 of Medtronic Operating Instruction Manual (Note: Do NOT use bleach.)

Appendix E

AED Locations by Facility

Lemont-Bromberek Combined School District 113A

Automatic External Defibrillators Inventory

Updated August, 2011

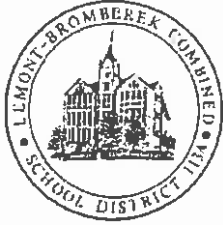
Manufacturer: Medtronic
Model: Lifepak CR Plus

Building	Location	Serial #	Purchase Date	Notes	Replacement Unit May, 2006	Notes	Replacement Unit June, 2008
Oakwood	Nurse's office	33231740	July, 2005	Recalled Jan. 2006	34239530	Recalled Sept. 2007	34274463
	Gym	33231721	July, 2005	Recalled Jan. 2006	34239525	Recalled Sept. 2007	34037059
River Valley	Nurse's office	33459498	July, 2005	Recalled Jan. 2006	34239524	Recalled Sept. 2007	34239664
	Gym: Shared w/Oakwood		July, 2005				

Old Quarry	Nurse's office	33231656	July, 2005	Recalled Jan. 2006	34239528	Recalled Sept. 2007	34071372
	Small gym	33459492	July, 2005	Recalled Jan. 2006	34239533	Recalled Sept. 2007	34035553
	Big gym	33403457	July, 2005	Recalled Jan. 2006	34239527	Recalled Sept. 2007	34044911
	Fitness center	33459547	July, 2005	Recalled Jan. 2006	34239526	Recalled Sept. 2007	34021098
	Activities office	33459484	July, 2005	Recalled Jan. 2006	34239532	Recalled Sept. 2007	34229226
	Activities office	33459554	July, 2005	Recalled Jan. 2006	34239534	Recalled Sept. 2007	34191793
	Activities office	34975749	Dec, 2006				
Trans/Maint Building	Common area	33459504	July, 2005	Recalled Jan. 2006	34239529	Recalled Sept. 2007	34021015

Appendix F

Staff Notifications



Mary T. Gricus, Ed.D.
Assistant Superintendent

Medical Emergency Response Plan and Automatic External Defibrillators

Date: August 19, 2011
To: All Employees of District 113A
From: Mary T. Gricus, Ed.D.
Assistant Superintendent
Re: Notification to School Staff of the Physical Fitness Facility Medical Emergency Response Instructions and AED Availability

We would like to notify you about our plan for responding to medical emergencies that might occur in our physical fitness facilities. A copy of the step-by-step emergency response plan can be found on the reverse side of this memo. This plan includes access to an Automatic External Defibrillator (AED) in the following locations in these facilities:

<u>Building</u>	<u>Location of AEDs</u>
Oakwood School	Nurse's office, gym
River Valley School	Nurse's office, gym
Old Quarry Middle School	Nurse's office, big gym, small gym, fitness center, activities office
Transportation/Maintenance	Common area

The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AEDs are available during school hours and after school during any activity or program organized by the school and supervised by a school employee. The predetermined AED users are the district's registered nurses, physical education teachers, coaches, building administrators and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file with the Assistant Superintendent's office. Any anticipated rescuers or users should now also be trained and certified.

The following information is posted with each AED:

1. Instructions to immediately call 9-1-1 and instructions for emergency care.
2. Names and telephone extensions of all trained AED users in the facility.
3. Instructions for using an AED.

Please contact me if you anticipate that your duties make you more likely to use an AED; you should become trained and certified. It is important to note that the Physical Fitness Facility Medical Emergency Preparedness Act and the Local Governmental and Governmental Employees Tort Immunity Act protect staff members from liability. Thank you for your support.

Please see reverse side: *Step-by-Step Emergency Response Plan, 4:170-AP6*

Step-by-Step Response Plan for Medical Emergencies

During SCHOOL HOURS:

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 should 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 Building Principal or designee of the emergency.
4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.
5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which entrance to use. 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 the *Automated External Defibrillator Incident Report*, 4:170-AP6, E2, and sends the completed form to the Assistant Superintendent.
8. If appropriate, a supervising staff member completes an accident report.
9. 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.

During AFTER SCHOOL HOURS:

1. Person in charge sends someone to obtain an AED and call 911. Provide the age and gender of the patient, the suspected problem, location in or around the building and which door to use to enter building.
2. AEDs are located in the nurse's office and gym(s) in all schools.
3. A trained AED user (if available) will administer first aid, CPR and/or AED, as appropriate. The emergency responder will take charge of the emergency and remain with the patient until the arrival of EMS.
4. The person in charge will send someone to the designated entrance door to meet EMS and direct them to the emergency situation.
5. When EMS arrives and assumes care of the victim, the person in charge will contact the patient's parent/relative to provide an update on the status of the patient and information about transport by EMS to ER. Person in charge will notify the District Office regarding the incident: 630-257-2286, extension 4617, and will submit a report of the incident to the District 113A Assistant Superintendent (district office).
6. If an AED was used, the person who used it will complete the *Automatic External Defibrillator Incident Report* and submit the completed form to the District 113A Assistant Superintendent (district office).
7. If an adult refuses treatment, the person in charge will document the refusal and, if possible, ask the adult to sign a statement stating that he or she refused treatment.

SAFETY NOTICE



**Automated External Defibrillator (AED)
Available in This Facility During
Regular Hours of Operation:**

**Nurse's Office
Cafeteria
Gym**

**Contact School Office
for Information**

Lemont-Bromberek Combined School District 113A