

## **Lemont-Bromberek Combined School District 113A**

# **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 Director of Student Services.
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 enter.
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 4611, and will submit a report of the incident to the District 113A Director of Student Services (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 Director of Student Services (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.

**Updated: 4/2010**