

Potomac Grade School - Cardiac Response Plan

Step-by-Step Emergency Response Plan

1. **Call 911.** Immediately notify the school office. Provide 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.
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. School personnel will take charge of the emergency. If a school administrator is available, they will take charge or assign the responder). This person will apply first aid, CPR, and/or the AED, as appropriate.
5. When paramedics arrive and assume care of the person, the emergency responder or other staff member notifies their parent/guardian or relative.
6. If an AED was used, the person using it 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. If appropriate, a supervising staff member completes an accident report.

CPR Directions

1. 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 at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old).
2. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.)

AED Directions

1. 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.
2. Follow the AEDs 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. Be familiar with your school's AED and if you will need to press the shock button or if it will deliver automatically.

Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.

3. Minimize interruptions of compressions when placing AED pads to the patient's bare chest.
4. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate persons doing compression to avoid fatigue