

Operational Services

Medical Emergencies and Automated External Defibrillators: Administrative Procedures and Medical Emergency Plan

Introduction

The procedures set forth herein were developed pursuant to the *Physical Fitness Facility Medical Emergency Preparedness Act*, 210 ILCS 74/1 et seq. (“Emergency Preparedness Act”), the *Illinois Automated External Defibrillator Act*, 410 ILCS 4/1 et seq. (“AED Act”) and rules and regulations promulgated by the Illinois Department of Public Health, 77 Ill. Adm. Code 525.100 et seq., 77 Ill. Adm. Code 527.100 et seq. The procedures are intended to govern responses to medical emergencies and the use of AEDs in indoor physical fitness facilities operated by the District.

A. Indoor Physical Fitness Facility

1. A physical fitness facility includes any indoor establishment that meets all of the following requirements:
 - a. Is owned or operated by, among other entities, a public elementary or secondary school;
 - b. Is supervised by one or more persons, other than maintenance or security personnel, employed by the District for the purpose of directly supervising the physical fitness activities taking place at an indoor physical fitness facility;
 - c. Serves a total of 100 or more individuals. (In calculating the number of individuals served by a facility, the greater of the seating capacity; the capacity of the facility under applicable fire code, pool, or similar standards, shall be included in the final determination); and
 - d. Is a swimming pool; stadium; athletic field; track and field facility; tennis court; basketball court; volleyball court; aerobics studio; dance studio; boxing gym; martial-arts or self-defense studio; wrestling gym; weight-lifting facility; treadmill or stationary bicycle facility; velodrome; racquetball court; gymnastics facility; or any other indoor establishment focusing primarily on cardiovascular exertion where participants engage in relatively continuous active physical exercise that uses large muscle groups and that substantially increases the heart rate.

B. Medical Emergency Plan

1. In the case of a medical emergency, which means the occurrence of a 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 requires urgent or unscheduled medical care, the following procedures should be followed:
 - a. A supervisor of the activity will immediately call 911 for medical emergencies, including each time an Automated External Defibrillator (“AED”) is used;
 - b. The trained AED user on site will immediately evaluate the person with a medical emergency to determine if the use of an AED is warranted;
 - c. Based on his/her training, if the trained AED user determines that use of the AED is warranted, he/she will proceed to use the AED in accordance with his/her training;
 - d. The facility staff shall take reasonable measures to ensure that the AED is operated only by trained AED users for the intended purposes of the AED. This provision should not be construed to prohibit, however, the use of the AED by other than facility staff in the event of a medical emergency requiring the use of an AED.

2. The following are office contacts for the specific facility staff to be notified in the event of a medical emergency:

Jay Tiede, Superintendent	630-783-5154, 630-330-2199
Paul Windsor, Principal	630-783-5104, 630-330-0414
Kim Rice, Asst. Principal	630-783-5103, 630-330-2202
Martha Smith, Principal	630-783-5152, 630-330-2201
Janeise Schultz, Principal	630-783-5203, 630-330-2203
3. A copy of this Plan shall be filed with the Illinois Department of Public Health.
4. This Plan will be updated with the Illinois Department of Public Health after a change in a District indoor physical fitness facility required to have an AED that affects the ability to comply with a medical emergency such as, but not limited to, facility closure for more than 45-days, an inoperable AED for more than 45-days, or lack of trained staff for more than 45-days.

C. Location and Maintenance of AEDs

1. Each District's indoor physical fitness facility is required to have an AED pursuant to the Emergency Preparedness Act and its implementing regulations shall be equipped with at least one AED meeting the requirements of the Act and its implementing regulations, within the time established by the Act and its regulations.
2. The District will stall AEDs by the dates specified in the Physical Fitness Facility Medical Emergency Preparedness Act and its regulations. Relocation of an existing AED will be determined by the Superintendent or his/her designee.
3. AEDs will be placed and stored in a location so as to maximize availability to all areas of an indoor physical fitness facility and to minimize response time. The location(s) of the 3 AED(s) are as follows:

Lakeview Jr. High	Lobby outside the gym
Elizabeth Ide School	South hallway outside gym
Prairieview School	Hallway adjacent to gym
4. AED(s) will be accessible and mobile at all times.
5. The District will have posted at the main entrance of each physical fitness facility required to have an AED notice stating that an AED is located on the premises.
6. AEDs will be placed and stored in a wall cabinet with an alarm system sufficient to alert to device removal and will be highly visible. The cabinet will be equipped with the AED maintenance and testing manual.
7. An additional copy of the maintenance and testing manual for each of the District's AEDs will be available in the principal's office in the building where the physical fitness facility is located.
8. The District will ensure that each AED is maintained and tested according to the manufacturer's guidelines.
9. The Superintendent or his/her designee will designate one individual at each indoor physical fitness facility to conduct regular tests of each AED located in the facility. The individual will maintain documentation related to the testing. At a minimum, the documentation will include the date and type of testing and the signature of the individual performing the testing.

D. Trained AED Users

1. Physical fitness facility staff will be trained in cardiopulmonary resuscitation and the use of an AED when the facility acquires an AED according to the compliance dates of the Physical Fitness Facility Emergency Preparedness Act. The facility must have at least one trained AED user on staff at all times, and also must ensure that appropriate numbers of facility staff and applicable supervisors are trained to avoid lapses in compliance with the Physical Facility Emergency Preparedness Act.
2. AED(s) shall only be operated by a trained AED user which includes:

- a. A person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross, American Heart Association or other recognized training; or
- b. A person who is licensed to practice medicine in all of its branches in Illinois.
3. Each member of the facility staff will be trained on the location of each AED and the requirements of the facility's Medical Emergency Plan. Third party operators and authorized users of the facility will also be informed, by postings or other notifications, of each AED and the Medical Emergency Plan.
4. The Superintendent or his/her designee will devise a plan for training District personnel in the use of AEDs which may include: health services personnel, activities personnel, physical education teachers, coaches, athletic trainers, deans, hall monitors, locker room attendants and administration.
5. The Superintendent or his/her designee will also ensure that all trained AED users are timely re-certified, as required by the Illinois Department of Public Health's Automated External Defibrillator Code, 77 Ill. Adm. Code 525.400, which requires re-certification every two years.

E. Local Emergency Medical Services Systems

1. The District will ensure that each AED is registered with an Emergency Medical Services ("EMS") System Resource Hospital in the vicinity which is Good Samaritan Hospital located at 3825 Highland Avenue, Downers Grove, IL 60515, 630-275-5878.
2. Such registration will include:
 - a. a list of trained users at each facility; and
 - b. a copy of the manufacturer's guidelines for maintenance and training, and documentation confirming that these guidelines were met as established.
3. The District will ensure that it notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED in each District indoor physical fitness facility.

F. Reporting of Use

1. In the event that an AED is used in a District indoor physical fitness facility, the use will be reported to the EMS System Resource Hospital by the Building Principal or his/her designee. These reports will be faxed or mailed on a monthly basis to the local EMS System Resource Hospital by the Superintendent or his/her designee. The report will include:
 - a. the date of the incident;
 - b. the time of the incident;
 - c. the name of the person who determined the patient's unresponsiveness;
 - d. the time that 911 was called;
 - e. the initial heart rhythm;
 - f. the number of times the patient was defibrillated;
 - g. the name of the person who defibrillated the patient;
 - h. the final rhythm at the time of arrival of the first response vehicle;
 - i. breathing, yes or no;
 - j. pulse, yes or no

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