

# *Pikeland Community Unit School District No. 10*

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To: Staff members/Community Members

Re: Notification to School Staff of the Physical Fitness Facility Medical Emergency Response Instructions and AED Availability

Pikeland CUSD #10 would like to notify you about our plan for responding to medical emergencies that might occur in physical fitness facilities located on a school campus. This plan includes access to an Automated External Defibrillator (AED) in the following locations in these facilities:

Facility	Location
Pittsfield High School	Cafeteria
Pittsfield Community School	Cafeteria
South Elementary	Main Hallway

The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AED is 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 school nurses and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training).

The following information is posted with each AED:

1. Instructions to immediately call 911 and instructions for emergency care.
2. Instructions for using an AED.

Follow the Step-by-Step Emergency Response Plan described below:

1. If possible, immediately inform the Building Principal or designee of the emergency. The emergency responder will take charge of the emergency. In the event district supervision is not available call 911. Under life and death circumstances call 911 without delay.
2. Bring the first aid equipment and AED to the emergency scene. The AED should be operated 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. If necessary, the emergency responder instructs someone to call 911, 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.

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4. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim's parent/guardian or relative.
5. 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.
6. If an adult refuses treatment, the emergency responder documents the refusal.

Name of Contact Person/Designee for Requested Event:

Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

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