

*Automatic External Defibrillator* Administrative Procedure  
**Plan for Responding to a  
Medical Emergency at an Indoor Physical Fitness Facility**

\_\_\_\_\_ **Lutheran Church and/or School**

The following operational procedures fulfill the requirement of preparing a plan for responding to medical emergencies at an indoor 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.” See link for complete procedures <http://www.idph.state.il.us/rulesregs/77-527second.pdf>. Any definitions of terms found in this Act and IDPH implementing Rules are used as the definitions of those terms in this Procedure.

**SCHOOL PRINCIPAL OR DESIGNEE**

- Appoints a staff member to coordinate the operations in this procedure who will be known as the “AED Plan Coordinator.”

AED Plan Coordinator:

\_\_\_\_\_

*Name*

\_\_\_\_\_

*Position*

- Files this plan with the Dept. of Public Health, Division of EMS & Highway Safety, 525 W. Jefferson St., Springfield, IL 62761. Sec. 527.400(a). The plan must be updated 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. Sec. 527.400(c).

Dates plan submitted: \_\_\_\_\_

- Decides, with input from the Plan Coordinator, the schedule for purchasing an AED or AEDs.
- Designates individual who must be notified in the event of a medical emergency. Sec. 527.400(a).

Designated Individual

Office Contact

- Upon receiving a completed report that an AED was used (*Automatic External Defibrillator Incident Report*), sends or faxes it to the EMS System Resource Hospital. Sec. 527.500(a).

EMS System Resource Hospital: \_\_\_\_\_

**AED PLAN COORDINATOR**

Works with the Principal to identify staff members to be trained as AED Users. If possible, all AED Users should be trained in AED use and trained in CPR. Each facility with an AED must have at least one trained AED User on staff at all times. Sec. 527.800(a).

Trained AED Users:

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**Responsibilities Concerning AED Registration**

Register the AED with the EMS System Resource Hospital listed above. Sec. 527.500(b).

Notify an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the AED. Sec. 527.500(c).

Provide a list of trained AED Users at each building equipped with an AED to the Resource Hospital. Sec. 527.500(b)(1).

Cooperate with requests from the Resource Hospital for manufacturer’s guidelines for maintenance and training. Sec. 527.500(b)(2).

**Responsibilities Concerning Location of AED and Other First Aid Equipment**

Decide with input from the 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. Sec. 527.600(a).

Keep a copy of the AED Manual with the AED. Sec. 527.700(b).

**Responsibilities Concerning Notification and Posting**

Notify all staff members of the location of any AED as well as the instructions for responding to medical emergencies. Sec. 527.800(b).

**Responsibilities Concerning Instructions for Responding to Medical Emergencies**

Coordinate the posting of the Step-by-Step Emergency Response Plan described below. Sec. 527.800(b).

### **Responsibilities Concerning Maintenance and Testing of AEDs**

Ensure that all AEDs are maintained and tested according to manufacturer's guidelines. Sec. 527.700(a).

Maintain a record of the applicable maintenance and training at the facility. Sec. 527.500(b)(2).

Keep a copy of the Maintenance and Testing Manual at the facility and keep a copy of the Manual with the AED. Sec. 527.700(b).

### **BUILDING ADMINISTRATION**

- In a conspicuous place in the physical fitness facility, post: (1) the list of all staff members who are emergency responders, and (2) the Step-by-Step Emergency Response Plan described below. Sec. 527.400(a).
- Post a notice at the school's main entrance stating that an AED is located on the premises. Sec. 527.600(a).
- Receive notice in the event of a medical emergency. Sec. 527.400(a).

### **PARISH NURSE**

- Along with the Plan Coordinator, help staff members understand the instructions for responding to medical emergencies.
- These instructions must provide that the AED is to 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. Sec. 527.800(c).

### **TRAINED AED USERS**

- According to their training, use appropriate AED Users 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. Sec. 527.400(a).
- According to their training, use the AED to help restore a normal heart rhythm when a person's heart is not beating properly. Sec. 527.400(a).
- Call 9-1-1 for medical emergencies and whenever an AED is used. Sec. 527.400(b).
- Inform the Principal whenever the AED or other emergency response is used. Sec. 527.400(a).
- Whenever an AED is used, complete the *Automatic External Defibrillator Incident Report*, and forward it to the Principal so that it can be sent or faxed to the EMS System Resource Hospital. Sec. 527.500(a).

## **ALL FACILITY STAFF MEMBERS AND USERS**

### **Step-by-Step Emergency Response Plan**

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

1. Immediately notify an AED User in the building. 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 is to 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 Principal or Designee of the emergency.
4. The AED User will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.
5. If necessary, the AED User instructs someone to call 9-1-1, providing the location in the building and which door to use to enter. 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 AED User or other staff person notifies the victim's parent/guardian or relative.
7. If an AED was used, the person using it completes the *Automatic External Defibrillator Incident Report*. If appropriate, a supervising staff member completes an accident report.
8. If an adult refuses treatment, the AED User documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.

**Sample - Automatic External Defibrillator Incident Report**

*To be completed by the person who used the AED*

Patient Name: \_\_\_\_\_ Age: \_\_\_\_\_

Patient identification:  Student  Parent  Other: \_\_\_\_\_

Describe incident: \_\_\_\_\_  
\_\_\_\_\_

Name of first responder: \_\_\_\_\_

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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Forward completed Incident Report to the school principal. Upon receipt the school principal or designee shall send or fax this Incident Report to the EMS System Resource Hospital.*

\_\_\_\_\_  
Signature of Person who administered AED

\_\_\_\_\_  
Date

**Sample - Ministry Staff AED Notification Letter**

*Send on letterhead*

Date:

To: Staff members

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

We would like to notify you about our plan for responding to medical emergencies that might occur in our gymnasium or other indoor physical fitness facility. This plan includes access to an Automatic External Defibrillator (AED) in the following building location(s):

| Building | Location |
|----------|----------|
| _____    | _____    |
| _____    | _____    |
| _____    | _____    |

The AEDs are strategically placed and readily accessible to predetermined AED Users to maximize rapid utilization. The AED is available during school hours and after school during on-site school activities. The predetermined AED Users those who have received AED and CPR training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file with the school principal.

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.

Please contact me if you would like information on becoming a trained AED User. We appreciate your support.

Attachments: Step-by-Step Emergency Response Plan