

## Operational Services

### Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility

The following operations implement School Board policy 4:170, *Safety*, requiring a plan for responding to medical emergencies at a 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.” Any definitions of terms found in this Act and IDPH implementing Rules are used as the definitions of those terms in this Procedure.

Actor	Action																
<p>Superintendent or designee</p>	<p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the “Plan Coordinator.”</p> <p>Plan Coordinator:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><u>Laurel O’Brien</u></td> <td style="width: 50%; border: none;"><u>Director of Student Services</u></td> </tr> <tr> <td style="border: none;">Name</td> <td style="border: none;">Position</td> </tr> </table> <p>Files this plan with the Dept. of Public Health, Division of EMS &amp; 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).</p> <p>Dates plan submitted:</p> <p style="text-align: center;">_____ January 14, 2010 _____</p> <p>_____</p> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing new AEDs. 201 ILCS 74/50</p> <p>If the AED becomes inoperable, the district must replace or repair it within 30 days. Person using the facilities must be notified if an operable AED is not on the premises. 210 ILCS 74/50; Sec. 527.600(a).</p> <p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. Sec. 527.400(a).</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border: none;">Building</th> <th style="text-align: left; border: none;">Office Contact</th> </tr> </thead> <tbody> <tr> <td style="border: none;"><u>Abraham Lincoln –Sarah Rodriguez</u></td> <td style="border: none;"><u>630-534-6475</u></td> </tr> <tr> <td style="border: none;"><u>Benjamin Franklin-Jeff Burke</u></td> <td style="border: none;"><u>630-534-6480</u></td> </tr> <tr> <td style="border: none;"><u>Churchill – Rachel Solomo</u></td> <td style="border: none;"><u>630-534-6485</u></td> </tr> <tr> <td style="border: none;"><u>Forest Glen – Scott Klespitz</u></td> <td style="border: none;"><u>630-534-6490</u></td> </tr> <tr> <td style="border: none;"><u>Hadley Jr. High- Steve Diveley</u></td> <td style="border: none;"><u>630-534-6450</u></td> </tr> </tbody> </table> <p>Upon receiving a completed report that an AED was used (4:170-AP6, E2, <i>Automatic External Defibrillator Incident Report</i>), notifies the EMS System Resource Hospital in accordance with Sec. 527.500(a).</p>	<u>Laurel O’Brien</u>	<u>Director of Student Services</u>	Name	Position	Building	Office Contact	<u>Abraham Lincoln –Sarah Rodriguez</u>	<u>630-534-6475</u>	<u>Benjamin Franklin-Jeff Burke</u>	<u>630-534-6480</u>	<u>Churchill – Rachel Solomo</u>	<u>630-534-6485</u>	<u>Forest Glen – Scott Klespitz</u>	<u>630-534-6490</u>	<u>Hadley Jr. High- Steve Diveley</u>	<u>630-534-6450</u>
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<p>Plan Coordinator</p>	<p><b>Responsibilities Concerning Emergency Responders</b></p> <p>With the Building Principal, identify all staff members who, through their education or training, are appropriate emergency responders for specific facilities. If possible, train all emergency responders, CPR, and AED users.</p> <table border="0"> <tr> <td style="padding-right: 40px;">Facility</td> <td>Emergency Response Providers</td> </tr> <tr> <td><u>Abraham Lincoln</u></td> <td><u>Donna Feaster, RN. and Nancy Connolly, RN</u></td> </tr> <tr> <td><u>Benjamin Franklin</u></td> <td><u>Maureen Walgren, RN. and Nancy Connolly, RN</u></td> </tr> <tr> <td><u>Churchill</u></td> <td><u>Rachel Seifert, RN. and Alysha Dharani, RN.</u></td> </tr> <tr> <td><u>Forest Glen</u></td> <td><u>Jennifer Ledet, RN and Nancy Connolly, RN.</u></td> </tr> <tr> <td><u>Hadley Jr. High</u></td> <td><u>Stephanie Andraws, RN and Alysha Dharani, RN</u></td> </tr> </table> <p><b>Responsibilities Concerning AED Users</b></p> <p>Determines the appropriate number of trained AED users and anticipated rescuers or users needed for each facility equipped with an AED. Each facility with an AED must have at least one trained AED user on staff and present during all physical fitness activities and take reasonable measures to ensure that anticipated rescuers or users are trained. Sec. 527.800(a).</p> <p>Working with the Building Principal, identifies trained AED users and requests that other appropriate staff members and anticipated rescuers or users become trained.</p> <table border="0"> <tr> <td style="padding-right: 40px;">Facility</td> <td>Trained AED Users</td> </tr> <tr> <td></td> <td style="text-align: center;"><b><u>Attached</u></b></td> </tr> </table> <p><b>Responsibilities Concerning AED Registration</b></p> <p>Registers the AED with the EMS System Resource Hospital listed above. Sec. 527.500(b).</p> <p>Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of AED. Sec. 527.500(c).</p> <p>Provides a list of trained users at each building equipped with an AED to the Resource Hospital. Sec. 527.500(b)(1).</p>	Facility	Emergency Response Providers	<u>Abraham Lincoln</u>	<u>Donna Feaster, RN. and Nancy Connolly, RN</u>	<u>Benjamin Franklin</u>	<u>Maureen Walgren, RN. and Nancy Connolly, RN</u>	<u>Churchill</u>	<u>Rachel Seifert, RN. and Alysha Dharani, RN.</u>	<u>Forest Glen</u>	<u>Jennifer Ledet, RN and Nancy Connolly, RN.</u>	<u>Hadley Jr. High</u>	<u>Stephanie Andraws, RN and Alysha Dharani, RN</u>	Facility	Trained AED Users		<b><u>Attached</u></b>
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	<p>Cooperates with requests from the Resource Hospital for manufacturer’s guidelines for maintenance and training. Sec. 527.500(b)(2).</p> <p><b>Responsibilities Concerning Location of AED and Other First Aid Equipment</b></p> <p><b>Indoor Facility</b> - Decides, with input from the Building 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).</p> <p><b>Outdoor Facility</b> - Ensures: (1) the AED is placed within 300 feet of the outdoor facility in an open building that has marked directions to the AED at its entrances, or (2) that when no building within 300 feet of the outdoor facility exists, the person responsible for supervising the activity has the AED available at the outdoor facility during the event or activity.</p>																

	<p>Facility</p> <p style="text-align: center;">First Aid &amp; AED Location <b><u>Attached</u></b></p> <p>Keeps a copy of the AED’s manual with the AED. Sec. 527.700(b).</p> <p><b>Responsibilities Concerning Notification and Posting</b> Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. Sec. 527.800(b).</p> <p><b>Responsibilities Concerning Training</b> Coordinates, with input from the Building Principal, the training of: (1) all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs, and (2) any non-employee coaches, instructors or other similarly situated anticipated rescuers or users. Sec. 527.800(a) and 210 ILCS 74/15(b-5) and (b-10).</p> <p><b>Responsibilities Concerning Instructions for Responding to Medical Emergencies</b> Along with the Building Principal, notifies all facility staff of the location of any AEDs and the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.800(b).</p> <p>Coordinates, along with the Building Principal, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.800(b).</p> <p><b>Responsibilities Concerning Maintenance and Testing of AEDs</b> Ensures that all AEDs are maintained and tested according to manufacturer’s guidelines. Sec. 527.700(a).</p> <p>Maintains a record of the applicable maintenance and training at the facility. Sec. 527.500(b)(2).</p> <p>Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. Sec. 527.700(b).</p>
Building Principal	<p>In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff members who are emergency responders, and (2) the <i>Step-by-Step Emergency Response Plan</i> described below. Sec. 527.400(a).</p> <p>Posts a notice at the school’s main entrance stating that an AED is located on the premises. Sec. 527.600(a).</p> <p>Receives notice in the event of a medical emergency. Sec. 527.400(a).</p>
School Nurses	<p>Along with the Plan Coordinator, help staff members understand the instructions for responding to medical emergencies.</p> <p>These instructions must provide that the AED should 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).</p>
Trained AED Users and/or Other Emergency Responders	<p>According to their training, use appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of</p>

	<p>medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care. Sec. 527.400(a).</p> <p>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).</p> <p>Calls 9-1-1 for medical emergencies and whenever an AED is used. Sec. 527.400(b); Sec. 527.500(a).</p> <p>Informs the Building Principal whenever the AED or other emergency response is used. Sec. 527.400(a).</p> <p>Whenever an AED is used, cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete a Data Collection and Submission report about the use of the AED in accordance with Illinois Administrative Code</p>
All Facility Staff Members and Users	<p>Follow the <i>Step-by-Step Emergency Response Plan</i> described below:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. Immediately inform the Building Principal or designee of the emergency.</li> <li>4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.</li> <li>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.</li> <li>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.</li> <li>7. If an AED was used, cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete a Data Collection and Submission report about the use of the AED in accordance with Illinois Administrative Code. If appropriate, a supervising staff member completes an accident report.</li> <li>8. 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.</li> </ol>

Reviewed: April 23, 2012,

Adopted: February 01, 2010

Revisions Posted: May 14, 2012, December 19, 2016, February 2020

**Glen Ellyn School District 41**  
**4-170AP5-CPR-AED staff trained as of April 2019**

<b>Name</b>	<b>School</b>	<b>Position</b>	<b>Certification Date</b>	<b>Recertification Needed</b>	
Backart, Lisa	Hadley	Parapro	4/18/2019	4/2021	
Barker, Brent	Churchill	PE	3/22/2019	3/2021	
Carlson, Brooke	Hadley	Parapro	4/18/2019	4/2021	
Connolly, Nancy	Multi School	Nurse	3/22/2019	3/2021	
Costello, Colleen	Hadley	Admin Asst	3/22/2019	3/2021	
Dharani, Alysha	Hadley/Church	Nurse	1/2019	1/2022	
Dixon, Scott	Hadley	PE	4/18/2019	4/2021	
Erschen, Heather	Hadley	Admin Asst	3/22/2019	3/2021	
Fader, Sheri	Hadley	Teacher	4/18/2019	4/2021	
Feaster, Donna	Abraham Lincoln	Nurse	3/22/2019	3/2021	
Greifenkamp, Carol	Hadley	Parapro	4/18/2019	4/2021	
Katarzynski, Mary Lou	Churchill	PE	3/22/2019	3/2021	
Krawczyk, Hannah	Hadley	Parapro	4/18/2019	4/2021	
Lacosse, Kim		PE	3/22/2019	3/2021	
Laureano, Marialena	Churchill	Parapro	11/22/2019	11/2021	
Ledet, Jen	Forest Glen	Nurse	3/22/2019	3/2021	
Lee, Elizabeth	Hadley	PE	4/18/2019	4/2021	
McCausland, Ian	Ben Franklin	PE	3/22/2019	3/2021	
Meier, Rosa	Hadley	Parapro	4/18/2019	4/2021	
Menendez, Dana	Abraham Lincoln	PE	3/22/2019	3/2021	
Moroni, Erin	Hadley	Parapro	4/18/2019	4/2021	
Norton, Kerry	Abraham Lincoln	PE	3/22/2019	3/2021	
Odom, Julie	Hadley	PE	4/18/2019	4/2021	
Ortega, Camille	Churchill	Parapro	11/22/2019	11/2021	
Payne, Dawn	Ben Franklin	PE	3/22/2019	3/2021	
Reppe, Nancy	Churchill	Parapro	11/22/2019	11/2021	
Ritter, Allison	Hadley	Health	4/18/2019	4/2021	
Ryan, Deb	Hadley	Parapro	4/18/2019	4/2021	
Sanders, Laurie	Hadley	Parapro	4/18/2019	4/2021	
Seelinger, Dustin	Hadley	Parapro	4/18/2019	4/2021	
Seifert, Rachel	Churchill	Nurse	1/2019	1/2022	
Szajkovichs, Sam	Forest Glen	PE	4/18/2019	4/2021	
Vichio, Maria	Hadley	Parapro	4/18/2019	4/2021	
Walgren, Maureen	Ben Franklin	Nurse	3/2018	3/2020	
Welch, Judy	Hadley	Parapro	4/18/2019	4/2021	Instructor Certification
Winkelmann, Derek	Hadley	PE	4/18/2019	4/2021	Instructor Certification
Winters, Danielle	Hadley	SpEd Teacher	4/18/2019	4/2021	

# **GLEN ELLYN SCHOOL DISTRICT 41**

## **LOCATIONS FOR AEDS:**

### **Abraham Lincoln**

Wall Mount AED- Near door 4 and 8 top of the stairs.

Portable AED –located in the new gym storage room

### **Ben Franklin**

Wall Mount AED- in the hallway leading to the big gym across from the girl's bathroom

Portable AED - located in the office of the gym teachers -big gym

### **Churchill**

Wall Mount AED- in the main vestibule by door #1

Portable AED –Outside the MPR entrance.

### **Forest Glen**

Wall Mount AED- outside of the New Gym (MPR) near the restrooms .

Wall Mount AED -Outside RM 128. Near Door #6

### **Hadley**

Wall Mount AED- Outside entrance to the auditorium

Wall Mount AED\_ - East entrance to Gym A

Portable AED – in the Nurse office, PE takes unit when they are outside for games/events

### **Central Services Office**

Wall Mount AED – Board Room, moving to main hallway outside Tech office

2/22/2010

Updated: 04/23/2012 ,February 2020