

**AUTOMATED EXTERNAL
DEFIBRILLATOR
(AED)
EMERGENCY ACTION PLAN**



TRENTON CATHOLIC ACADEMY

Approved September 2014

TRENTON CATHOLIC ACADEMY

MEDICAL EMERGENCY

GUIDELINES

You must **call 9 1 1** if a person displays or complains of symptoms listed below.

- Unconscious
- Awake but Unresponsive
- Chest pain, sweating, nausea
- Difficulty breathing
- Severe head injury cause loss of consciousness or disorientation
- Allergic reaction: swelling of tongue, mouth, throat and/or lips
- Asthmatic episode: wheezing and short of breath even after taking prescribed inhaler
- Seizures
- Severe bleeding
- Suspected fracture due to a fall
- Illness or severe pain with symptoms listed above

While awaiting EMS staff to arrive:

- Send someone specific to obtain AED (see attached map for locations)
- Begin CPR (see attached)
- Attach AED as prompted
- Stay with individual until trained personnel arrive
- Follow CPR/AED protocol

This is not a complete list of medical emergencies. These guidelines are for the untrained individual so as to guide the individual on beginning emergency procedures.

Simplified Adult BLS

Unresponsive
No breathing or
no normal breathing
(only gasping)

Activate
emergency
response



Get
defibrillator



Start CPR



Check rhythm/
shock if
indicated



Repeat every 2 minutes

Push Hard • Push Fast

Heartsaver® Adult CPR AED



Nelson's
CPR & First Aid Training
(813) 996-6043
Nelsoncpr.com



Tap and shout



Yell for help. Send someone to phone 911 and get an AED

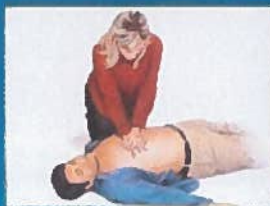


Look for no breathing or only gasping



*Push hard and fast.
Give 30 compressions**

*Open the airway and
give 2 breaths*



*Repeat sets of 30 compressions
and 2 breaths*



*When the AED arrives, turn it ON
and follow the prompts*

- Push down at least 2 inches
- Give at least 100 compressions per minute
- Let the chest come back up to its normal position
- Try not to interrupt compressions for more than a few seconds

TRENTON CATHOLIC ACADEMY
EMERGENCY ACTION PLAN
FOR AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
IN THE SCHOOL SETTING

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**EMERGENCY MEDICAL RESPONSE ACTION PLAN
FOR AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
IN THE SCHOOL SETTING**

1.0 Purpose

This Cardiac Emergency Action Plan (CEAP) has been established in response to Janet's Law, in memory of Janet Zilinski, an 11-year old who died of sudden cardiac arrest. "Janet's Law" requires public schools to have automated external defibrillators (AED's) for youth athletic/school events and to establish certain plans relating to sudden cardiac events. The purpose is to provide direction and detailed procedures for the implementation of Janet's Law in the state of New Jersey regarding the placement and use of Automated External Defibrillators (AED) on school grounds and responding to a sudden cardiac event.

2.0 Applicability & Background

NJ P.L.2012, CHAPTER 51

Approved September 19, 2012 Section 1 states, in part:

- a. beginning on September 1, 2014, the board of education of a NJ public school district and the governing board or chief school administrator of a NJ nonpublic school that includes any of the grades kindergarten through 12 shall ensure that:
 - (1) each public or nonpublic school has an automated external defibrillator, as defined in section 2 of P.L.1999, c.34 (C.2A:62A-24), which is made available in an unlocked location on school property with an appropriate identifying sign. The defibrillator shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the district or nonpublic school are participating. The defibrillator shall be within reasonable proximity of the school athletic field or gymnasium, as applicable;
 - (2) a team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during the athletic event or team practice, is trained in cardio-pulmonary resuscitation and the use of the defibrillator in accordance with the provisions of section 3 of P.L.1999, c.34 (C.2A:62A-25). A school district or nonpublic school shall be deemed to be in compliance with this requirement if a State certified emergency services provider or other certified first responder is on site at the event or practice; and
 - (3) each defibrillator is tested and maintained according to the manufacturer's operational guidelines and notification is provided to the appropriate first aid, ambulance, or rescue squad or other appropriate emergency medical services provider regarding the

defibrillator, the type acquired, and its location in accordance with section 3 of P.L.1999, c.34 (C.2A:62A-25).

- b. A school district or nonpublic school and its employees shall be immune from civil liability in the acquisition and use of defibrillators pursuant to the provisions of section 5 of P.L.1999, c.34 (C.2A:62A-27).

P.L.2012, CHAPTER 51, approved September 19, 2012

Section 2 states, in part:

- a. The board of education of a public school district and the governing body or chief school administrator of a nonpublic school that includes any of the grades kindergarten through 12 shall establish and implement an emergency action plan for responding to a sudden cardiac event including, but not limited to, an event in which the use of an automated external defibrillator may be necessary.

3.0 Responsibilities

The District Superintendent shall be responsible for ensuring that the provisions of this plan are implemented and enforced. It shall be the responsibility of the School Principal, Supervisor of Nursing, School Nurses, AED Program Coordinator and Athletic Department Supervisor to coordinate their efforts to ensure all elements of this program are followed at each applicable school or other location.

4.0 Automated External Defibrillator (AED)

4.1. General

- 4.1.1. AED: A portable electronic device that automatically diagnoses potentially life threatening cardiac arrhythmias in patient, and is able to treat them through defibrillation - the application of an electrical shock which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.
- 4.1.2. AEDs are simple to use, provide audio and visual commands and their use is taught in CPR/AED classes available to laypersons as well as professional level rescuers.
- 4.1.3. Effective September 1, 2014, an AED shall be available within reasonable proximity of the school athletic field or gymnasium at which a school-sponsored athletic event or team practice in which pupils of the district are participating, is taking place.

4.2. AED Identification

- 4.2.1. Each AED shall be identified by a unique identifying number.
 - 4.2.1.1. ex: (Unit Number).
- 4.2.2. AED may be:

- 4.2.2.1. *Fixed*: assigned to a specific location within the school/facility.
- 4.2.2.2. Must be easily accessible (unlocked or un-restrained).
- 4.2.2.3. May be located in a clearly marked, unlocked AED cabinet or mounted in another manner that allows ease of access in an emergency.
- 4.2.2.4. Cabinet or mounting may be alarmed with local and/or remote alarm capabilities.
- 4.2.2.5. "Fixed" AEDs shall not be removed from their designated location except in an emergency situation.

If removed for maintenance or repair the cabinet/location shall be clearly marked as "Out of Service" and the next closest location shall be identified.

A portable AED may be temporarily placed in this location.
- 4.2.2.6. *Portable*: For use at locations remote from the building proper or to supplement fixed locations.

Portable AEDs **needed for off-site athletic contests** shall be **signed-out** for use by contacting The Head Athletic Trainer who shall maintain a log of the user, date issued, location, and returned status..

The user while in possession of the AED is responsible for periodically checking the AED unit and supplies as per manufacturer's instructions, and reporting any issues to the Vice Principal of Athletics, Head Athletic Trainer, or School Nurse. Portable AEDs are primarily for use outdoors on practice or playing fields or for other activities not easily supported by "Fixed" AEDs.

Portable AEDs shall be housed in a weather-proof, shock-absorbent carrying case.

Portable AEDs shall be clearly marked with their unique identifying number.
- 4.2.3. "Attachment A" shall list all AEDs in the possession of the school, and as a minimum shall include the AED identification number, location, type (Fixed or Portable) and status (Available for use or Out Of Service). A map shall be affixed to and made a part of "Attachment A" showing the facility's entrances/exits and AED locations. The current "Attachment A" shall be located In the Athletic Office and maintained and updated as needed by the AED Program Coordinator.

- 4.3. AEDs shall be so located as to be within reasonable proximity to the covered event. As much as practical, this shall be within a reasonable response time to retrieve the AED and begin emergency care within 90 seconds.
- 4.4. Location of "fixed" AEDs shall be provided to all staff members each school year by the provision of "Attachment A".

5.0 Designated Staff Responders

- 5.1. Each school shall have no less than five (5) school employees that hold a current CPR/AED certification. This shall include team coaches, licensed athletic trainers or other designated staff members. Additional certified employees shall be provided as necessary to ensure all applicable events are adequately covered.
- 5.2. A team coach shall be present during any athletic event or team practice.
- 5.3. Designated Staff Responders shall hold a current certification in a training program recognized by the NJ Department of Health and Senior Services in cardio-pulmonary resuscitation (CPR) and in the use of an Automated External Defibrillator (AED).
- 5.4. The certification of the Designated Staff Responders shall be reviewed and updated yearly.
- 5.5. "Attachment B" shall be completed and shall list the current Designated Staff Responders, their certification(s), and expiration date of their certification(s).
- 5.6. The Current Year "Attachment B" shall be maintained, held and made available by the AED Program Coordinator and other key personnel as determined by the Program Coordinator.

6.0 Covered Events

- 6.1. An AED must be available, along with a trained designated employee or certified first responder during any school-sponsored athletic event, regardless of the physical location. The AED shall be within a reasonable proximity of the event. Medical experts have determined that a reasonable proximity is a three (3) minute retrieval time from the initial notification of a medical emergency. Factors such as terrain, obstacles and building access locations must be evaluated when determining this reasonable proximity.
- 6.2. For the purposes of this program, this will include all organized school athletics programs, physical education programs, recess activities, intramural games, after school clubs and similar school sponsored events with an athletic component.
- 6.3. When participating in athletic events at an off-site location, the Vice Principal of Athletics will ensure that the hosting site is equipped with an approved,

functioning and maintained AED. If not, a school AED shall be signed out and transported to the off-site location by the athletic coach from the athletic trainer.

- 6.4. For athletic events in which the participants are spread out over a large area, such as cross country and golf, the Athletic Director and team coach will determine the best methods for location of the AED(s) and designated staff responder(s). This will include stationing an AED in the starting/ending location.
- 6.5. Athletic events on school property involving third party groups or individuals are not covered under the provisions of this law.

7.0 Response

7.1 Communication

- 7.1.1. In the event of an emergency, Designated Staff Responders shall be contacted by any available means and shall begin the care of the injured or ill person consistent with their training.
 - 7.1.1.1. Bystanders may be asked to assist in contacting additional personnel.

8.0 Recognition Of An Emergency

- 8.1.1. All staff participating or attending a school-sponsored function are expected to be cognizant of the activities of the participants in the event.
- 8.1.2. In the event that a participant is observed to be in distress due to a medical or traumatic event, the staff member shall assure that the appropriate Designated Staff Responders as identified in this document are alerted to the emergency, that 9-1-1 is activated (if deemed necessary), and assist if needed.
- 8.1.3. Designated Staff Responders shall assure that the injured or ill person is provided the appropriate care, including administration of CPR and application of the Automated External Defibrillator as needed and provided for in their training.
- 8.1.4. All attendees should be afforded the same level of care in the event of injury or illness as those specifically covered by this legislation.

9.0 Assessment/Intervention

- 9.1. The following actions must be performed (see "Attachment C").
 - 9.1.1. Recognize that an emergency situation exists.
 - 9.1.2. Assess situation/scene for safety of responders and bystanders.
 - 9.1.3. Evaluate patient's consciousness, breathing and circulation status and intervene as needed/appropriate in accordance with their training.

- 9.1.3.1. For non-responsive persons immediately activate the Emergency response.

Dial 9 first if calling when using school phone line then 911.

Alert 9-1-1 and on-scene personnel.

Send someone specific for the AED.

- 9.1.3.2. For non-breathing patients.

Alert 9-1-1 and on-scene personnel.

Dial 9 first if calling when using school phone line then 911.

Send someone specific for the AED.

Immediately begin CPR in accordance with provided training.

Patient shall be transported by Ambulance to hospital

- 9.1.4. Apply and use the AED when available and appropriate.

- 9.1.4.1. Follow the AED Voice Prompts for application.

- 9.1.4.2. Follow any additional manufacturer's recommended guidelines for use of the AED.

- 9.1.4.3. Patient shall be transported by Ambulance to hospital

- 9.1.5. Assure prompt transport to medical facility by way of properly staffed Ambulance.

- 9.1.5.1. Do not transport by personal vehicle.

10.0 Post Event Actions

- 10.1. Replace any used AED equipment as recommended.

- 10.1.1. Electrode Pads and other consumable supplies.

- 10.2. Make notification to the AED Program Coordinator regarding AED use.

- 10.2.1. See "Attachment D" and Complete AED incident form.

- 10.3. Inspect the AED for any damage prior to returning to storage.

- 10.4. Provide information to medical director/AED Program Coordinator and Principal.

11.0 Equipment Maintenance Plan

- 11.1. All AEDs placed in service must be inspected at regular intervals in accordance with the manufacturer's guidelines to assure functionality when needed.

12.0 Physician Oversight

- 12.1. The following individual provides medical oversight and assists with quality assurance each time the AED is used.

12.1.1. Physician on Record:

Jeffrey D. Rednor, DO
Rednor-Risi Family Medicine
Washington Boulevard, Suite A
Robbinsville, NJ 08691
Office: 609-448-4353
Fax: 609-448-4558

13.0 Annual Notifications

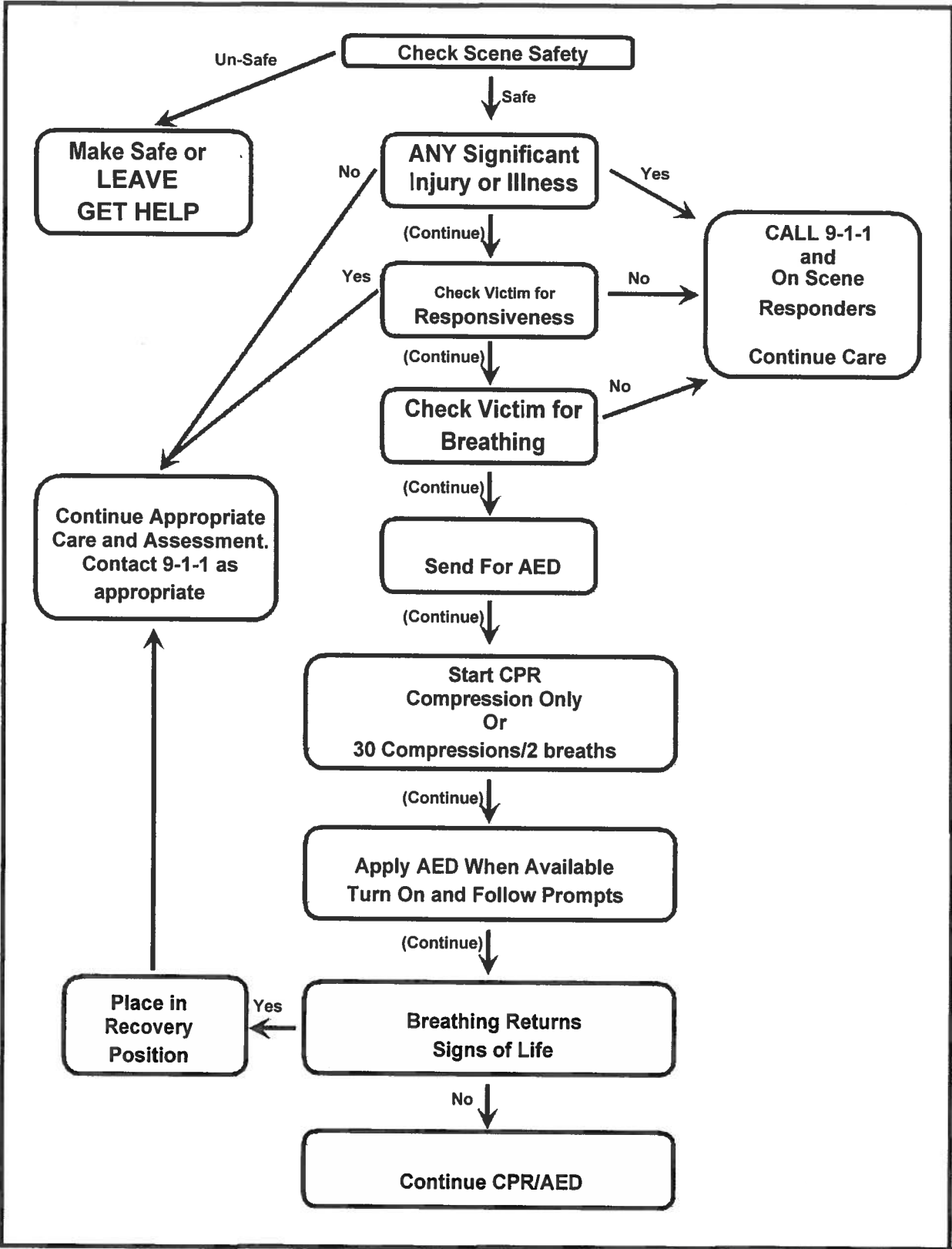
- 13.1. The AED Program Director or designated representative shall on an annual basis notify in writing the local ambulance/rescue squad(s) of the presence of AED's on school property. This shall include the number, types and locations of the AEDs. Attachment G may be used for this purpose. You may also provide Attachment A as part of this letter. Note that depending on the location of the school buildings, multiple ambulance squads may need to be notified.

14.0 Attachments

- 14.1. Attachment A: Location of AEDs.
- 14.2. Attachment B: Designated Staff Responders. (Posted in Upper/Lower Schools)
- 14.3. Attachment C: Assessment/Intervention Flow Chart.
- 14.4. Attachment D: Notification Form of AED Use
- 14.5. Attachment E: Monthly AED Maintenance/Inspection checklist.
- 14.6. Attachment F: Notification letter to local Police Department.
- 14.7. Attachment G: Emergency Action Plan Annual Review
- 14.8. Attachment H: Copy of Janet's Law
- 14.9. Attachment I: Walking Guide To AED Upper and Lower School
- 14.10. Attachment J. AED locations
- 14.11. Attachment K. Map of TCA with locations noted

Attachment C Emergency Care Flow Chart

Emergency Care Flow Chart



ATTACHMENT D
Notification of AED Use
911-REPORTING FORM

School: **Trenton Catholic Academy** Date of Incident: ____/____/____

Location of incident: _____ Time of incident: _____

Time 911 called: _____ by whom? _____

Time CPR Started: _____ Time AED Attached: _____ # times shock delivered _____

Description of Injury/Condition:

Cardiac Arrest Witnesses: _____

Name of EMS Responding _____

Name of Facility Patient transported: _____

Time transported to hospital: _____ am/pm

Patient Outcome prior to hospital transport: Return of spontaneous circulation? Yes No

Patient Information

Name: _____ DOB: ____/____/____

Address: _____ City: _____ State _____ Phone: _____

Known Allergies/Medical Conditions/Medications:

Family Notified: YES NO Who was notified? _____

Other Treatment rendered: _____

Person completing this form must sign/date and print name and title.
Submit immediately to AED Coordinator at school.

Responder Signature and Title: _____ DATE: _____

PRINT Responder name and title _____

ATTACHMENT E

TRENTON CATHOLIC ACADEMY

**Lower School AED Operator's Checklist
Cardiac Science POWERHEART G3 Plus 9390**

Serial Number _____ Model Number _____

School Year _____	AED Unit Rescue Ready light ON	Adult Electrodes connected Exp 9/201	Infant Child Reducer electrode pad present Exp 7/2016	Supplies present: 1 spare adult pads 1 Pediatric pad Hand towel Scissors/gloves Razor/face mask Alcohol wipes	AED cabinet alarmed	Corrective Action/Remarks	Inspector Initials
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
JANUARY							
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							

Inspector Signature/Initials _____

Inspector Signature/Initials _____

ATTACHMENT F

LETTER FOR LOCAL POLICE DEPARTMENT

Date: _____

**James W. Collins, Chief of Police
Hamilton Police Division
1270 Whitehorse-Mercerville Road
Hamilton, NJ 08619**

Re: Trenton Catholic Academy = Automated External Defibrillation (AED)

Dear Chief Collins:

In following regulations regarding Janet's Law and in accordance with P.L. 1999, c.34 and P.L. 2012, c.51, this letter is to inform you that Trenton Catholic Academy Upper School located at 175 Leonard Avenue and Trenton Catholic Lower School located at 177 Leonard Avenue has the required automated external defibrillators (AED) on the property.

The location of both the Upper School and the Lower School AED's are in clearly marked cabinets with directional signs to assist emergency personnel and both AED's are accessible at all times. The AED's are overseen by the Safety Coordinator, Mr. John Petrillo and the Athletic Trainer, Ms. Crystal Perlman. We have an emergency action plan in place and we have enclosed walking directions.

As always, the level of cooperation between the Hamilton School District and the Hamilton Police Department is appreciated.

Thank you for your assistance in this and other matters of mutual concern.

Sincerely,

AED Coordinator

Trenton Catholic Academy

Enclosure

ATTACHMENT G

Emergency Acton Plan for Cardiac Arrest and AED Annual Review

In accordance with MJ P.L. 2012 c. 51, this AED Emergency Action Plan shall be reviewed by the AED Coordinator or designee once a school year purposes of reviewing and updating the content of the plan and updating the list of CPR/AED Certified Personnel. Any changes to the plan must be communicated to all staff responders and staff members. Attach all changes and rationale to change to this page.

DATE	REVIEWER	CHANGES ATTACHED? Y/N	STAFF NOTIFIED? EMAIL / MEETING
11/4/14	DiBari, RN	N	Meeting

§§1-3 - C.18A:40-41a to 18A:40-41c

P.L.2012, CHAPTER 51, *approved September 19, 2012*

Assembly Committee Substitute for
Assembly, No. 1608

1 **AN ACT** concerning sudden cardiac events and schools and
2 supplementing Title 18A of the New Jersey Statutes.

3
4 **BE IT ENACTED** *by the Senate and General Assembly of the State*
5 *of New Jersey:*

6
7 1. a. Notwithstanding the provisions of any law, rule, or
8 regulation to the contrary, beginning on September 1, 2014, the
9 board of education of a public school district and the governing
10 board or chief school administrator of a nonpublic school that
11 includes any of the grades kindergarten through 12 shall ensure
12 that:

13 (1) each public or nonpublic school has an automated external
14 defibrillator, as defined in section 2 of P.L.1999, c.34 (C.2A:62A-
15 24), which is made available in an unlocked location on school
16 property with an appropriate identifying sign. The defibrillator
17 shall be accessible during the school day and any other time when a
18 school-sponsored athletic event or team practice is taking place in
19 which pupils of the district or nonpublic school are participating.
20 The defibrillator shall be within reasonable proximity of the school
21 athletic field or gymnasium, as applicable;

22 (2) a team coach, licensed athletic trainer, or other designated
23 staff member if there is no coach or licensed athletic trainer, who is
24 present during the athletic event or team practice, is trained in
25 cardio-pulmonary resuscitation and the use of the defibrillator in
26 accordance with the provisions of section 3 of P.L.1999, c.34
27 (C.2A:62A-25). A school district or nonpublic school shall be
28 deemed to be in compliance with this requirement if a State-
29 certified emergency services provider or other certified first
30 responder is on site at the event or practice; and

31 (3) each defibrillator is tested and maintained according to the
32 manufacturer's operational guidelines and notification is provided to
33 the appropriate first aid, ambulance, or rescue squad or other
34 appropriate emergency medical services provider regarding the
35 defibrillator, the type acquired, and its location in accordance with
36 section 3 of P.L.1999, c.34 (C.2A:62A-25).

37 b. A school district or nonpublic school and its employees shall
38 be immune from civil liability in the acquisition and use of
39 defibrillators pursuant to the provisions of section 5 of P.L.1999,
40 c.34 (C.2A:62A-27).

ACS for A1608

2

1 2. a. The board of education of a public school district and the
2 governing body or chief school administrator of a nonpublic school
3 that includes any of the grades kindergarten through 12 shall
4 establish and implement an emergency action plan for responding to
5 a sudden cardiac event including, but not limited to, an event in
6 which the use of an automated external defibrillator may be
7 necessary.

8 b. The emergency action plan shall be consistent with the
9 provisions of section 1 of this act and also, at minimum, include the
10 following:

11 (1) a list of no less than five school employees, team coaches, or
12 licensed athletic trainers who hold current certifications from the
13 American Red Cross, American Heart Association, or other training
14 program recognized by the Department of Health and Senior
15 Services, in cardio-pulmonary resuscitation and in the use of a
16 defibrillator. The list shall be updated, as necessary, at least once in
17 each semester of the school year; and

18 (2) detailed procedures on responding to a sudden cardiac event
19 including, but not limited to, the identification of the persons in the
20 school who will be responsible for: responding to the person
21 experiencing the sudden cardiac event, calling 911, starting cardio-
22 pulmonary resuscitation, retrieving and using the defibrillator, and
23 assisting emergency responders in getting to the individual
24 experiencing the sudden cardiac event.

26 3. The State Board of Education, in consultation with the
27 Commissioner of Health and Senior Services, and in accordance
28 with the "Administrative Procedure Act," P.L.1968, c.410
29 (C.52:14B-1 et seq.), shall adopt rules and regulations as may be
30 necessary to implement the provisions of this act. 31

32 4. This act shall take effect immediately. 33
34
35

37 "Janet's Law"; requires public and nonpublic schools to have
38 automated external defibrillators and to establish emergency action
39 plans for responding to sudden cardiac events.

Attachment I
TRENTON CATHOLIC ACADEMY
Walking Guide to Upper School AED

**UPPER SCHOOL WALKING GUIDE TO AED
FROM UPPER SCHOOL ENTRANCE**

1. Enter Main Doors to the Upper School from Leonard Avenue;
2. Observe directional signs on walls and stairwell;
3. Follow directional signs in main foyer
4. Proceed left up two flights of stairs.
5. Observe location signs;
6. AED cabinet above water fountains at top of second floor steps just outside of Room 200 and Dean of Students office.

**UPPER SCHOOL WALKING GUIDE TO AED
FROM LOWER SCHOOL ENTRANCE**

1. Enter Main Doors to the Lower School from the school parking lot at end of driveway Leonard Avenue and near Kuser Park/Track field.
2. Turn right in foyer just outside Reception Office;
3. Proceed straight down the hallway past the Library and Chapel;
4. Enter foyer in Upper School and turn right;
5. Follow directional signs up two flights of stairs;
6. Observe location signs;
7. AED cabinet above water fountains at top of second floor steps just outside of Room 200 and Dean of Students office.

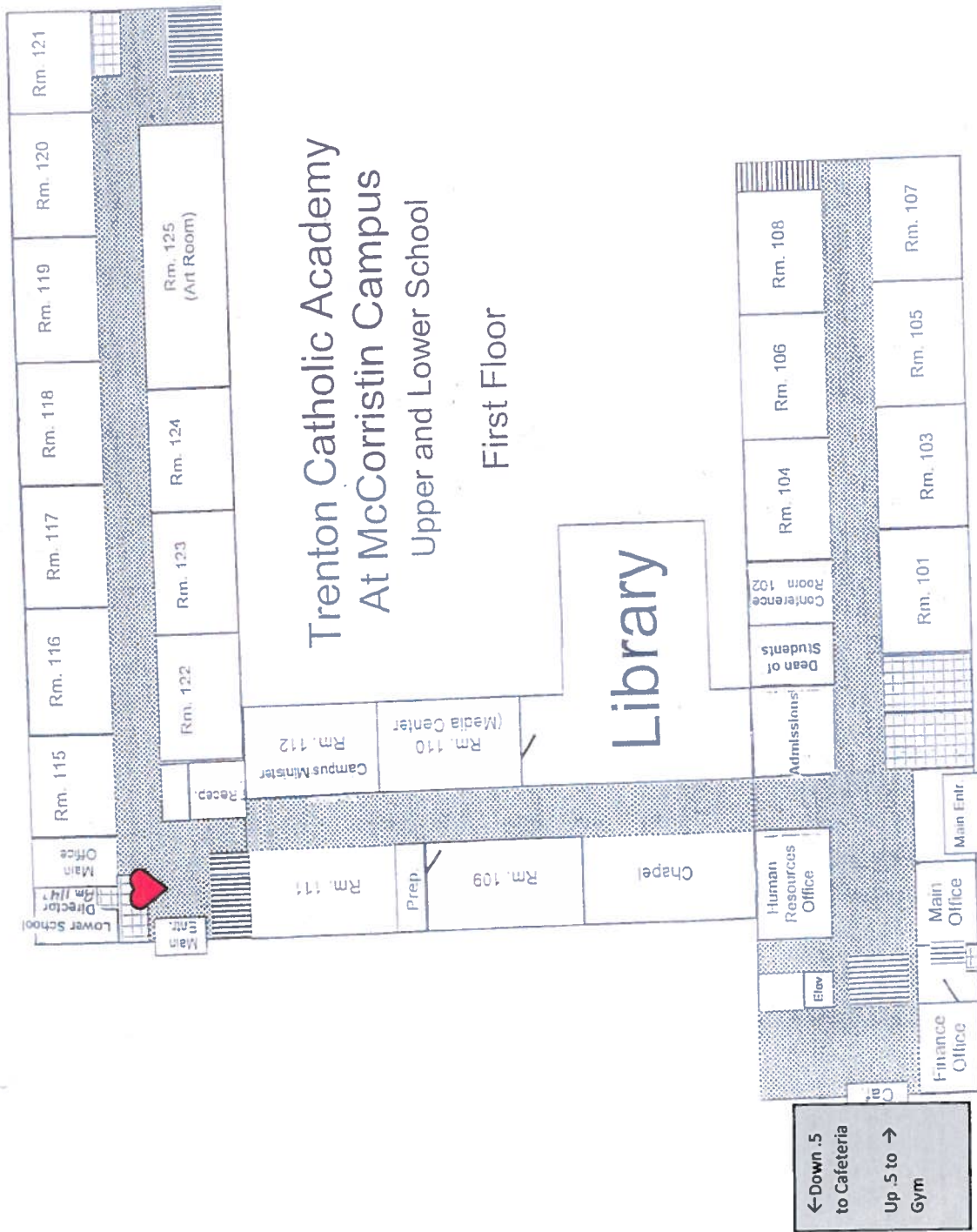
**LOWER SCHOOL WALKING GUIDE TO AED
FROM UPPER SCHOOL ENTRANCE**

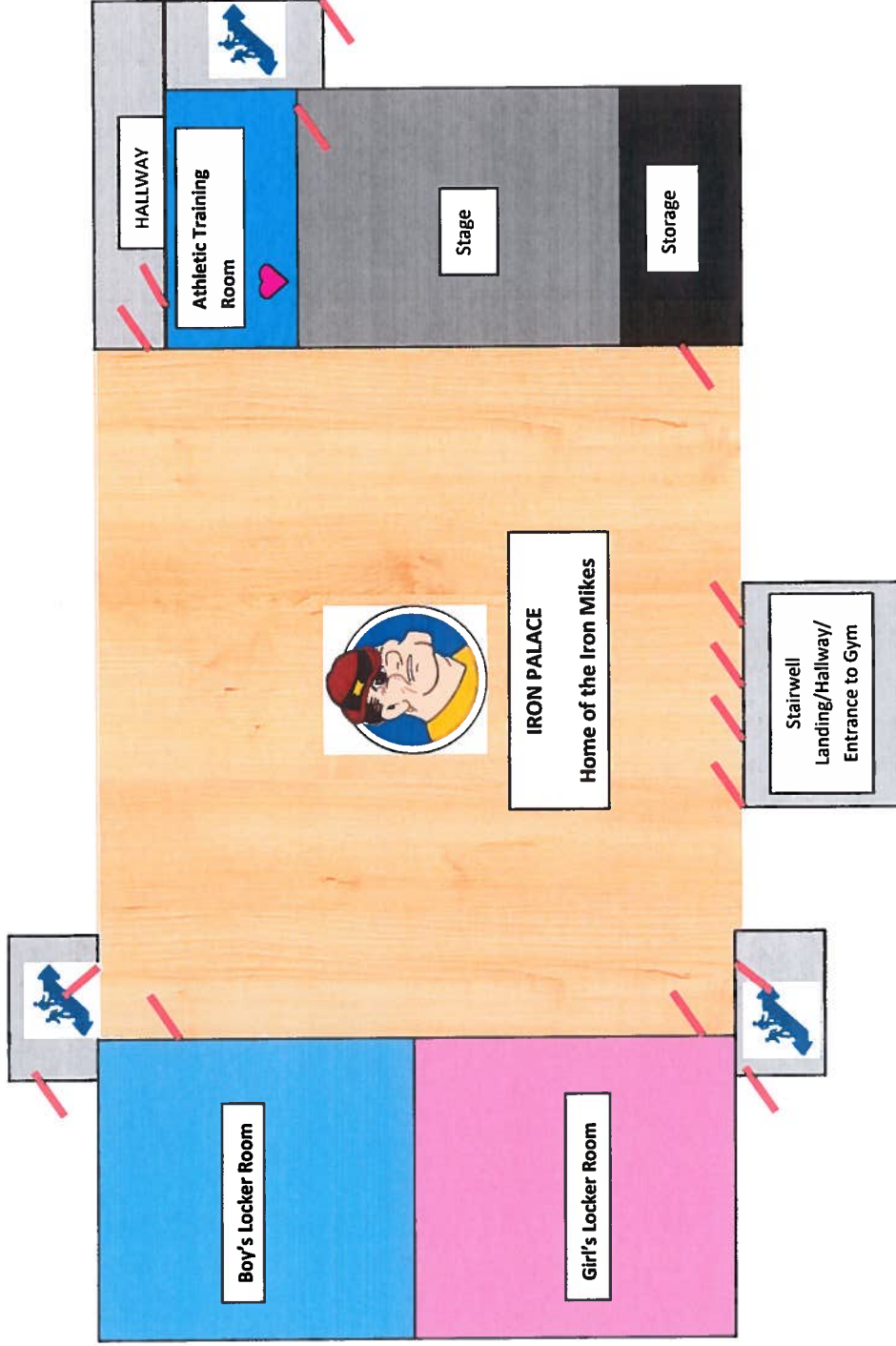
1. Enter Main Doors to the Upper School from Leonard Avenue;
2. Proceed straight down the hallway past the Chapel and the Library;
3. Proceed through the doorway to the Lower School Foyer
4. Observe location signs and AED Cabinet on wall in Foyer outside Reception Office;

**LOWER SCHOOL WALKING GUIDE TO AED
FROM LOWER SCHOOL ENTRANCE**

1. Enter Main Doors to the Lower School from the school parking lot at end of Leonard Ave driveway and near Kuser Park/Track field
2. Observe AED directional signs
3. Go through two Main Doors
4. Observe AED Cabinet on wall in foyer;

ATTACHMENT J





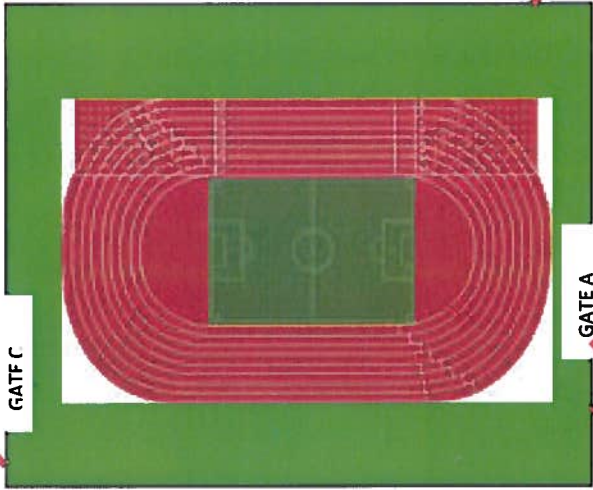
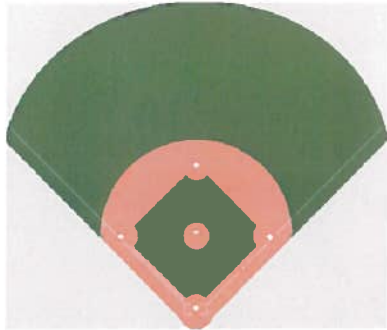
— = EXIT

 = STAIRWELL

 = PORTABLE AED
FOR ATHLETIC
FIELDS

TRENTON CATHOLIC ACADEMY
1.5 FLOOR – CAFETERIA/GYM WING

ATTACHMENT J



GATE C

MONSIGNOR MICHAEL P. MCCORRISTON FILED

- = PARKING LOT
- = SCHOOL BUILDING
- = AED
- = PORTABLE AED FOR ATHLETIC FIELDS
- = EXITS

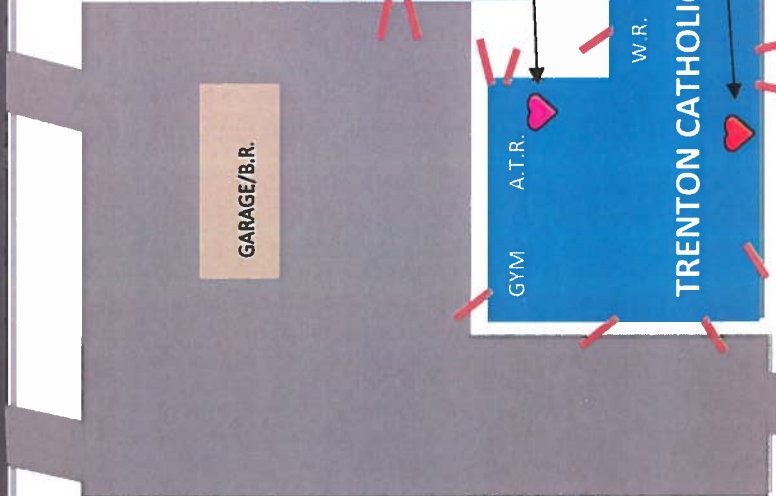
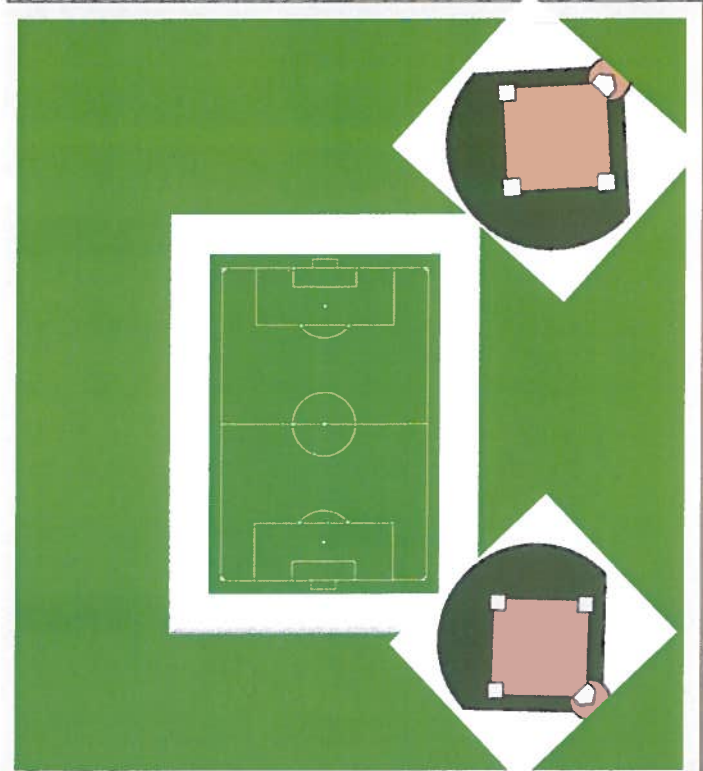
KUSER FARM PARK →

GATE B

← FERRANTE LANE →

GATE A

← KUSER ROAD →



AED in the main entrance to the Lower School

AED in the Athletic Training Room

AED in the upstairs hallway in the Upper School

← LEONARD AVE →