

Operational Services

Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED

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 Ill. Dept. of Public Health (IDPH) Rules, Title 77, 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. 77 Ill.Admin.Code Part 527.

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 <i>Plan Coordinator</i>. 0F</p> <p>Plan Coordinator:</p> <table data-bbox="565 856 1166 930"> <tr> <td data-bbox="565 856 852 892"><u>Steve Stein</u></td> <td data-bbox="943 856 1166 892"><u>Superintendent</u></td> </tr> <tr> <td data-bbox="565 892 852 930">Name</td> <td data-bbox="943 892 1166 930">Position</td> </tr> </table> <p>Files this plan with the IDPH, Division of EMS & Highway Safety, 500 E. Monroe - 8thP Floor, Springfield, IL 62701. File an updated plan 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. 77 Ill.Admin.Code §527.400(a) and (c).</p> <p>Dates plan submitted:</p> <table data-bbox="565 1276 1425 1381"> <tr> <td data-bbox="565 1276 946 1312">_____</td> <td data-bbox="1040 1276 1425 1312">_____</td> </tr> <tr> <td data-bbox="565 1312 946 1348">_____</td> <td data-bbox="1040 1312 1425 1348">_____</td> </tr> <tr> <td data-bbox="565 1348 946 1381">_____</td> <td data-bbox="1040 1348 1425 1381">_____</td> </tr> </table> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing and maintenance of AEDs. See 210 ILCS 74/50 for compliance date schedule(s).</p> <p>If the AED becomes inoperable, the district must replace or repair it within 10 days. Persons using the facility must be notified if an operable AED is not on the premises. The AED shall be mobile and accessible at all times when the AED is operable. 77 Ill.Admin.Code §527.600.</p>	<u>Steve Stein</u>	<u>Superintendent</u>	Name	Position	_____	_____	_____	_____	_____	_____
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	<p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. 1F 77 Ill.Admin.Code §527.400(a).</p> <table border="0" data-bbox="565 365 1425 611"> <thead> <tr> <th data-bbox="565 365 1036 401">Building</th> <th data-bbox="1036 365 1425 401">Office Contact</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 407 946 443"><u>Connor Shaw Center</u></td> <td data-bbox="1036 407 1425 443"><u>Brandon Owens</u></td> </tr> <tr> <td data-bbox="565 449 946 485"><u>Peotone Elementary</u></td> <td data-bbox="1036 449 1425 485"><u>Carole Zurales</u></td> </tr> <tr> <td data-bbox="565 491 946 527"><u>Peotone Intermediate Center</u></td> <td data-bbox="1036 491 1425 527"><u>Jennifer Tekiela</u></td> </tr> <tr> <td data-bbox="565 533 946 569"><u>Peotone Junior High School</u></td> <td data-bbox="1036 533 1425 569"><u>Scott Wenzel</u></td> </tr> <tr> <td data-bbox="565 575 946 611"><u>Peotone High School</u></td> <td data-bbox="1036 575 1425 611"><u>Jason Spang</u></td> </tr> </tbody> </table> <p>Follows the requirements of 77 Ill.Admin.Code §525.500 upon receiving a completed report that an AED was used. Cooperates to provide information that may be necessary for non-transport vehicle (defined at 77 Ill. Admin. Code §515.825) in compliance with 77 Ill. Admin. Code §515.350 (requires documentation of all medical care provided and a report to the EMS System within 24 hours for the EMS System to review) and provides information to IDPH upon request.</p>	Building	Office Contact	<u>Connor Shaw Center</u>	<u>Brandon Owens</u>	<u>Peotone Elementary</u>	<u>Carole Zurales</u>	<u>Peotone Intermediate Center</u>	<u>Jennifer Tekiela</u>	<u>Peotone Junior High School</u>	<u>Scott Wenzel</u>	<u>Peotone High School</u>	<u>Jason Spang</u>										
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Plan Coordinator	<p>Responsibilities Concerning Emergency Responders</p> <p>With the Building Principal, identifies all staff members who, through their education or training, are appropriate emergency responders for specific facilities. If possible, train all emergency responders in CPR and AED use.</p> <table border="0" data-bbox="565 1157 1458 1608"> <thead> <tr> <th data-bbox="565 1157 1036 1192">Facility</th> <th data-bbox="1036 1157 1458 1192">Emergency Response Providers</th> </tr> </thead> <tbody> <tr> <td data-bbox="565 1199 946 1234"><u>Connor Shaw Center</u></td> <td data-bbox="1036 1199 1425 1234"><u>Kim Blair</u></td> </tr> <tr> <td data-bbox="565 1241 946 1276"><u>Connor Shaw Center</u></td> <td data-bbox="1036 1241 1425 1276"><u>Heather Hoskins</u></td> </tr> <tr> <td data-bbox="565 1283 946 1318"><u>Peotone Elementary</u></td> <td data-bbox="1036 1283 1425 1318"><u>Sam Sexton</u></td> </tr> <tr> <td data-bbox="565 1325 946 1360"><u>Peotone Elementary</u></td> <td data-bbox="1036 1325 1425 1360"><u>Andrea Hasse</u></td> </tr> <tr> <td data-bbox="565 1367 946 1402"><u>Peotone Intermediate Center</u></td> <td data-bbox="1036 1367 1425 1402"><u>Rebecca LeFevers</u></td> </tr> <tr> <td data-bbox="565 1409 946 1444"><u>Peotone Intermediate Center</u></td> <td data-bbox="1036 1409 1425 1444"><u>Jim Wedic</u></td> </tr> <tr> <td data-bbox="565 1451 946 1486"><u>Peotone Junior High School</u></td> <td data-bbox="1036 1451 1425 1486"><u>Wendy Bean</u></td> </tr> <tr> <td data-bbox="565 1493 946 1528"><u>Peotone Junior High School</u></td> <td data-bbox="1036 1493 1425 1528"><u>Shawn Sobotka</u></td> </tr> <tr> <td data-bbox="565 1535 946 1570"><u>Peotone High School</u></td> <td data-bbox="1036 1535 1425 1570"><u>Amy Adamow</u></td> </tr> <tr> <td data-bbox="565 1577 946 1612"><u>Peotone High School</u></td> <td data-bbox="1036 1577 1425 1612"><u>Steve Strough</u></td> </tr> </tbody> </table>	Facility	Emergency Response Providers	<u>Connor Shaw Center</u>	<u>Kim Blair</u>	<u>Connor Shaw Center</u>	<u>Heather Hoskins</u>	<u>Peotone Elementary</u>	<u>Sam Sexton</u>	<u>Peotone Elementary</u>	<u>Andrea Hasse</u>	<u>Peotone Intermediate Center</u>	<u>Rebecca LeFevers</u>	<u>Peotone Intermediate Center</u>	<u>Jim Wedic</u>	<u>Peotone Junior High School</u>	<u>Wendy Bean</u>	<u>Peotone Junior High School</u>	<u>Shawn Sobotka</u>	<u>Peotone High School</u>	<u>Amy Adamow</u>	<u>Peotone High School</u>	<u>Steve Strough</u>
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	<p>Responsibilities Concerning AED Users</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 during staffed business hours (210 ILCS 74/15 and 77 Ill.Admin.Code §527.600) and take reasonable measures to ensure that anticipated rescuers or users are trained pursuant to 410 ILCS 4/15 and 77 Ill.Admin.Code §527.800.</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="1" data-bbox="560 640 1425 1129"> <thead> <tr> <th data-bbox="560 640 1079 672">Facility</th> <th data-bbox="1079 640 1425 672">Trained AED Users</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 682 1079 714">Connor Shaw Center</td> <td data-bbox="1079 682 1425 714">Brandon Owens</td> </tr> <tr> <td data-bbox="560 724 1079 756">Connor Shaw Center</td> <td data-bbox="1079 724 1425 756">Adrian Fulgencio</td> </tr> <tr> <td data-bbox="560 766 1079 798">Connor Shaw Center</td> <td data-bbox="1079 766 1425 798">Melinda White</td> </tr> <tr> <td data-bbox="560 808 1079 840">Peotone Elementary</td> <td data-bbox="1079 808 1425 840">Amy Deutche</td> </tr> <tr> <td data-bbox="560 850 1079 882">Peotone Elementary</td> <td data-bbox="1079 850 1425 882">Gina Stanley</td> </tr> <tr> <td data-bbox="560 892 1079 924">Peotone Intermediate Center</td> <td data-bbox="1079 892 1425 924">Jennifer Tekiela</td> </tr> <tr> <td data-bbox="560 934 1079 966">Peotone Intermediate Center</td> <td data-bbox="1079 934 1425 966">Jim Wedic</td> </tr> <tr> <td data-bbox="560 976 1079 1008">Peotone Junior High School</td> <td data-bbox="1079 976 1425 1008">Shawn Sobotka</td> </tr> <tr> <td data-bbox="560 1018 1079 1050">Peotone Junior High School</td> <td data-bbox="1079 1018 1425 1050">Kay Bryant</td> </tr> <tr> <td data-bbox="560 1060 1079 1092">Peotone High School</td> <td data-bbox="1079 1060 1425 1092">Kerry O'Connell</td> </tr> <tr> <td data-bbox="560 1102 1079 1134">Peotone High School</td> <td data-bbox="1079 1102 1425 1134">Steve Strough</td> </tr> </tbody> </table> <p>Responsibilities Concerning AED Registration</p> <p>Coordinates with local emergency medical services systems. 77 Ill.Admin.Code §527.500.</p> <p>Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the automated external defibrillator. 410 ILCS 4/20(b) and 77 Ill.Admin.Code §527.500.</p> <p>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 (77 Ill.Admin.Code §515.350). 77 Ill.Admin.Code §525.500.</p> <p>Responsibilities Concerning Location of AED and Other First Aid Equipment</p> <p>Indoor Facility - 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. 77 Ill.Admin.Code §527.600.</p> <p>Outdoor Facility - Ensures that the AED is placed within 300 feet of the outdoor facility in an open building with unimpeded access that has marked directions to the location of the AED at</p>	Facility	Trained AED Users	Connor Shaw Center	Brandon Owens	Connor Shaw Center	Adrian Fulgencio	Connor Shaw Center	Melinda White	Peotone Elementary	Amy Deutche	Peotone Elementary	Gina Stanley	Peotone Intermediate Center	Jennifer Tekiela	Peotone Intermediate Center	Jim Wedic	Peotone Junior High School	Shawn Sobotka	Peotone Junior High School	Kay Bryant	Peotone High School	Kerry O'Connell	Peotone High School	Steve Strough
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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. 77 Ill.Admin.Code §527.400(a).</p> <p>Posts a notice at the facility's main entrance stating that an AED is located on the premises.</p> <p>Receives notice in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</p>
School Nurse(s)	<p>Along with the Plan Coordinator, helps 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. 77 Ill.Admin.Code §527.800(c).</p>
Trained AED User(s) and/or Other Emergency Responder(s)	<p>According to their training, uses 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 medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care. 77 Ill.Admin.Code §527.400(a).</p> <p>According to their training, uses the AED to help restore a normal heart rhythm. 77 Ill.Admin.Code §527.400(a).</p> <p>Calls 911 for medical emergencies and whenever an AED is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Informs the Building Principal whenever the AED or other emergency response is used. 77 Ill.Admin.Code §527.400(b).</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 (77 Ill.Admin.Code §515.350). 77 Ill.Admin.Code §525.500.</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"> 1. Immediately notify the building's emergency responder(s) whose contact information is posted in the facility. 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 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 Building Principal or designee of the emergency. 4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.

Actor	Action
	<ol style="list-style-type: none"> <li data-bbox="565 254 1450 380">5. 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. <li data-bbox="565 390 1419 478">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 data-bbox="565 489 1450 678">7. 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. <li data-bbox="565 688 1419 779">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.

Updated: 03-15-2023