

## Operational Services

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

The following operations implement 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								
Executive Director or designee	<p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the <i>Plan Coordinator</i>.</p> <p><b>Plan Coordinator:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"><u>Claudette Johnson</u> Name</td><td style="width: 50%; vertical-align: top;"><u>Nurse</u> Position</td></tr> </table> <p>The Executive Director files this plan with the IDPH, Division of EMS &amp; Highway Safety, 500 E. Monroe – 8<sup>th</sup> Floor, Springfield, IL 62701. Files 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: <u>November 27, 2012, April 23, 2013</u></p> <p><b>AED's are located at Lincoln Academy and the Transition Learning Center (TLC).</b></p> <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 style="padding-left: 40px;">If the AED becomes inoperable, the Cooperative 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> <p>Designates each Building Coordinator/Plan Coordinator as the individual who must be notified in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"><b>Building</b></td><td style="width: 50%; text-align: center;"><b>Office Contact</b></td></tr> <tr> <td style="vertical-align: top;"><u>Lincoln Academy</u></td><td style="vertical-align: top;"><u>Principal &amp; Nurse</u></td></tr> <tr> <td style="vertical-align: top;"><u>Transition Learning Center (TLC)</u></td><td style="vertical-align: top;"><u>Principal &amp; Nurse</u></td></tr> </table>	<u>Claudette Johnson</u> Name	<u>Nurse</u> Position	<b>Building</b>	<b>Office Contact</b>	<u>Lincoln Academy</u>	<u>Principal &amp; Nurse</u>	<u>Transition Learning Center (TLC)</u>	<u>Principal &amp; Nurse</u>
<u>Claudette Johnson</u> Name	<u>Nurse</u> Position								
<b>Building</b>	<b>Office Contact</b>								
<u>Lincoln Academy</u>	<u>Principal &amp; Nurse</u>								
<u>Transition Learning Center (TLC)</u>	<u>Principal &amp; Nurse</u>								

Actor	Action						
	<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>						
Plan Coordinator	<p><b>Responsibilities Concerning Emergency Responders</b> All staff members at Lincoln Academy and TLC will be trained emergency responders in CPR and AED use per American Heart Association recommendations.</p> <p><b>Responsibilities Concerning AED Registration</b> 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 §52.500.</p> <p><b>Responsibilities Concerning Location of AED and First Aid Equipment</b> <b>Indoor Facility</b> - Decides, with input from the Building Coordinator 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> <table border="0"> <tr> <td><b>Facility</b></td><td><b>First Aid &amp; AED Location</b></td></tr> <tr> <td><u>Lincoln Academy</u></td><td><u>Outside of gym in hallway</u></td></tr> <tr> <td><u>Transition Learning Center (TLC)</u></td><td><u>South wall next to bathroom</u></td></tr> </table> <p>Keeps a copy of the AED's manual with the AED. 77 Ill.Admin. Code §527.700(b).</p> <p><b>Responsibilities Concerning Notification and Posting</b> Along with the Building Coordinator, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. 77 Ill.Admin.Code §527.800(b).</p> <p><b>Responsibilities Concerning Training</b> Coordinates, with input from the Building Coordinator, the training of all Lincoln Academy and TLC staff members in the use of CPR and the AED. 77 Ill.Admin.Code §527.800 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 Coordinator, notifies all facility staff of the location of any AEDs and the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</p>	<b>Facility</b>	<b>First Aid &amp; AED Location</b>	<u>Lincoln Academy</u>	<u>Outside of gym in hallway</u>	<u>Transition Learning Center (TLC)</u>	<u>South wall next to bathroom</u>
<b>Facility</b>	<b>First Aid &amp; AED Location</b>						
<u>Lincoln Academy</u>	<u>Outside of gym in hallway</u>						
<u>Transition Learning Center (TLC)</u>	<u>South wall next to bathroom</u>						

Actor	Action
	<p>Coordinates, along with the Building Coordinator, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</p> <p><b>Responsibilities Concerning Maintenance and Testing of AEDs</b></p> <p>Ensures that all AEDs are maintained and tested according to manufacturer's guidelines. 77 Ill.Admin.Code §527.700(a).</p> <p>Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. 77 Ill.Admin.Code §527.700(b).</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 Coordinator and Plan Coordinator 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>

Implemented: 10/2012

Updated: 4/2013

Updated: 8/2013

Updated: 10/2014

Updated (names): 12/2016

Updated: 8/2018

Updated: 5/2019

Updated (names): 3/2021