

Cardiac Emergency Response Plan

This plan sets out how your school will respond if a student, staff member or visitor goes into cardiac arrest. It works alongside your fire and lockdown procedures. Complete it once, then review it each school year.

OUR SCHOOL

SCHOOL NAME	SCHOOL BOARD
ADDRESS	MAIN OFFICE PHONE
COMPLETED BY	DATE COMPLETED
	NEXT REVIEW DATE

AED LOCATIONS

An automated external defibrillator (AED) analyzes the heart rhythm and delivers a shock only when one is needed. It gives spoken instructions throughout and will not shock a person who does not require it.

LOCATION IN THE BUILDING	HOURS ACCESSIBLE	LAST INSPECTED
1		
2		
3		

Can an AED reach any part of the school, including the gym and the field, within 3 minutes?

YES ☐ NO ☐

If no, what needs to change immediately?

AED placement standards. Never locked in an office. Mounted at eye level, clearly signed and visible from a main corridor, and accessible whenever the building is in use, including evenings and weekends. Everyone who supervises students should know where the nearest unit is.

STAFF TRAINED IN CPR AND AED USE

In a cardiac emergency, the first trained adult to reach the person begins CPR. No one waits for a name on this list. The list exists so you know who is certified and where they are stationed during the day.

NAME	POSITION	PRIMARY WORK AREA	CERTIFICATION EXPIRES

Identify coverage gaps. Read down the "primary work area" column. Is a certified adult close to the gym, the yard at recess, each wing of the building, the portables and after-school activities?

If not, what needs to change immediately?

Staff certified in CPR and AED use: _____ of _____. Recommended minimum is 5 certified staff, or 10 percent of staff.

RECOGNIZING CARDIAC ARREST

Unresponsive

Does not react when shouted at or shaken

+

Not breathing normally

Not breathing, or only gasping

Brief seizure-like movements are common in cardiac arrest and are frequently mistaken for a seizure. If you are not certain, treat it as cardiac arrest. Beginning CPR on someone who did not need it is far less dangerous than waiting.

IMMEDIATE RESPONSE

The first trained adult to reach the person begins. Do not wait for a designated responder.

1 Call 911 and send for help.

Give the school address and direct paramedics to the nearest entrance. Stay on the line.

2 Send one person for the nearest AED.

Point at that person and say their name out loud. Do not go yourself if you are performing CPR.

3 Begin CPR immediately.

Push hard and fast in the centre of the chest, 100 to 120 compressions per minute, roughly twice a second. Do not stop to check for a pulse. Do not place the person in the recovery position.

4 Apply the AED as soon as it arrives.

Turn it on and follow the spoken prompts. It will not deliver a shock to a person who does not need one.

5 Continue until paramedics take over.

If enough people are present, change the person performing compressions every two minutes.

At the same time. Clear other students from the area, hold the entrance open for paramedics, and send someone to the office for the student's emergency medical information.

RESPONSE BY LOCATION

Response times and available staff differ outside the main building. Decide now who is normally present and which AED is closest.

PLACE	CERTIFIED STAFF NORMALLY PRESENT	NEAREST AED	NOTES
Gym and change rooms			
Field, track or outdoor courts			
Playground and yard at recess			
Bus loop and parking lot			
Evenings, weekends and community use			
Off-site trips and tournaments			

ASSIGNED RESPONSIBILITIES

None of these take place during an emergency. They happen before it and after it, and they are routinely missed unless one person is named for each.

RESPONSIBILITY	NAME	BACKUP PERSON
Maintains this plan and runs the annual drill		
Inspects each AED monthly and logs the date		
Maintains the training record and tracks certification expiry		
Notifies the family		
Manages communication with staff, families and media		
Arranges debriefing and support for everyone involved		
Documents the incident and revises this plan		

In the first 48 hours after an incident. Download the AED event data and replace the used pads. Record the date, time, location, who responded and what was done. Review this plan within two weeks and revise anything that did not work.

AT THE BEGINNING OF EVERY SCHOOL YEAR

- | | |
|---|--|
| ☐ Review this plan and update every name on it | ☐ Run one timed drill. Target: CPR started and the AED applied within 3 minutes |
| ☐ Confirm every certification is still current | ☐ Send the updated plan to your local paramedic service and register your AEDs |
| ☐ Walk the building and confirm each AED is where this plan records it | ☐ Brief new staff, supply teachers and coaches on AED locations |

REVIEW AND SIGN-OFF

REVIEWED BY	POSITION	DATE
SHARED WITH PARAMEDIC SERVICE ON	DATE OF LAST DRILL	NEXT REVIEW DATE

NOTES

This template is a starting point, not a replacement for your school board's policy or local medical direction. Requirements for AED registration and staff certification vary by province and by board. Confirm the details with your board and your local paramedic service.