

# MI HEARTSafe School Program

## Checklist for Administrators



- Ensure that the school has a written cardiac emergency response plan.**
  - See “Sample Cardiac Emergency Response Plan” and “Sample Cardiac Emergency Response Flow Chart” documents on the MI HEARTSafe Schools website, under *Emergency Response Plan and Drills*.
  - Review cardiac emergency response plan with all staff at least once per year.
- Establish a cardiac emergency response team (CERT).**
  - Utilize volunteers from a variety of sectors and building locations, including teaching, office, security, coaching and custodial staff. Develop a team that is sufficient regardless of staff absences, out-of-building meetings, and time of day.
  - Provide CERT coverage during school hours **AND** during organized after-school activities and sports.
  - Require and support current CPR and AED training of all CERT team members.
- Ensure that at least 10% of staff, 50% of coaches, 100% of varsity head coaches, and P.E. staff have completed CPR/AED certification class.**
  - See “Michigan Department of Education Approved Providers of First Aid and CPR” document on the MI HEARTSafe Schools website, under *CPR and AED Training*.
- Place AEDs in locations that provide accessibility and minimum time to scene of emergency, regardless of location in school or on school grounds.**
  - Contact your local EMS for assistance. See “State of Michigan Local Control Authorities Directory” on the MI HEARTSafe School website, under *Emergency Response Plan and Drills*.
  - Goal of providing an AED to any person identified as needing emergency care **optimally** within 3 minutes.
  - Place signs identifying AED locations at building entrances and other highly visible locations.
  - Maintain and inspect AEDs according to manufacturer’s specifications.
- Conduct at least one cardiac emergency response drill per year.**
  - Focus on identifying signs of sudden cardiac arrest and the American Heart Association’s Chain of Survival: calling 9-1-1 and use of bystander CPR and AED until EMS arrives to provide advanced life support.
  - Record date, location of CPR/AED drill, and the time from emergency recognition to placement of AED.
- Use current MHSAA preparticipation sports screening forms for all athletes.**
  - See “MHSAA Sports Screening” section of MI HEARTSafe Schools website.
- Complete and submit the MI HEARTSafe School application by **May 15th**.**
  - See “MI HEARTSafe School Program” section of MI HEARTSafe Schools Website, bottom of page.