**Script for Staff or School Orientation**

**Introduction:**

This is a template that can be modified for any school. This presentation lasts approximately 20 minutes. You will need a computer, internet access and a projector or screen.

**Frequency:**

Conducted annually or on an as needed basis with new staff.

**Learning Objectives:**

1. Explain SCA and share statistics in incidence and survival rate
2. Introduce staff to school’s particular AED(s) and location(s)
3. Introduce members of the school’s Cardiac Emergency Response Team
4. Review the school process of Cardiac Emergency Response Plan and Drills

**Sample Script to Meet Objectives**

We have been working towards implementing/updating a Cardiac Emergency Response Plan, or CERP, at our school to be prepared, given sudden cardiac arrest is the leading cause of death on school campuses and the #1 killer of student athletes.

Our partner in this effort is Parent Heart Watch and their Get Charged Up! program.

The CERP was developed by a national American Heart Association task force of 12 health and safety organizations, including Parent Heart Watch, the National Association of School Nurses, the American Association of School Administrators, the National Athletic Trainer’s Association, the Society of Health and Physical Educators (SHAPE America), and the American Academy of Pediatrics.

The plan consists of five elements:

1. Forming a Cardiac Emergency Response Team

We have established a Cardiac Emergency Response Team and a plan in the event of a SCA. Part of this plan is that the entire staff is aware of the procedure. (Ask response team to stand.)

This team gets CPR/AED certified and helps us develop, drill and evaluate our plan annually. To be clear, this is NOT the only group who can respond to a cardiac emergency – the CERP is set up so that an entire school campus understands how to respond. Whether or not you are on the “team,” you are responsible in some way. There is a critical five-minute window during which an SCA victim must get CPR and hopefully an AED. Given the average national arrival time for EMS is six to 12 minutes, we all need to be prepared to take life-saving measures.

2. Documenting a Plan

- Describe your school’s specific response procedure including items such as:

* A staff member or parent witnesses SCA and calls 911 (or designates a bystander to call)
* Same person calls office staff who uses identified code name to direct response team to scene
* Bystander has already started hands-only CPR (team member may take over)
* Bystander or team member retrieves and uses the AED
* Team member directs emergency medical services to the scene

If you are not a team member, you will keep your students in their classroom and stay out of the hallways. If your classroom is near a team member, you will make sure their students are supervised so the team member can attend to the victim. All staff should make every effort to protect the privacy and dignity of the victim, while also protecting their students from the trauma of such an incident.

All other personnel should clear the area and should take care to keep students away from the victim and out of the hallways. When EMS has left the premises, the front office should notify the staff with an overhead announcement: “Staff may resume normal activities at this time.”

This plan becomes a part of our school Emergency Response Plan and keeps this important issue on our radar even when staff changes. You all have a copy of this plan.

3. Proper Installation and Maintenance of our new AED

AED stands for *Automated External Defibrillator*. The AED(s) at our school is located \_\_\_\_\_\_\_\_\_\_\_\_\_\_. An AED is the ONLY way to restart a heart. CPR can be a bridge to life until the AED arrives, but CPR alone will not restart the heart. Our AED/s are stored in an unlocked cabinet.

(If your cabinet has an alarm, note that it is not connected to EMS, but is for your notification. If the AED is retrieved in an emergency, we recommend letting the alarm sound until the team has responded.

CPR/AED Demonstration:

- Have a training manikin to show what hands-only CPR looks like

- Demonstrate briefly how to turn the school AED on and locate the pads for adult and children

- Explain that your AED is meant to be used by people on campus. It cannot hurt anyone and will only deliver a shock if necessary. It should not be feared. The AED will walk you through the steps.

4. Cardiac Emergency Response Drill

Like fire drills, you never really know if everyone understands what to do until you practice them. Our drill will/has taken place on INSERT DATE and is an exercise that helps us to measure our preparedness and strengthen weaknesses.

5. Communication with School Community

We have notified our entire community so everyone understands they can save a life by being ready to perform the following steps:

Text

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There’s usually not much warning with a SCA. Often these victims are the picture of health and they suddenly drop. Those who collapse shortly after being struck in the chest by a firm projectile/direct hit may also go into SCA, so the same protocol applies.

You can find these sudden cardiac arrest resources on our website, in your packet (NAME THE PLACE)

Any questions?