

Heart Safe School Designation Checkpoints

Project S.A.V.E. provides schools with materials and support as they work through obtaining Heart Safe School designation. The following document is a guide outlining the documentation and/or training needed to complete the criteria/checkpoints identified on the [Heart Safe School Checklist](#).

Checkpoint 1: Choose a Site Coordinator

- This person is the dedicated contact person responsible for completing the checklist, establishing and maintaining a functional program, and reaching out to [Project S.A.V.E.](#) for assistance.
- Full-time school nurses, athletic trainers, health educators or assistant principals are all great options for the site coordinator.
- It is recommended that the site coordinator attend or view the Heart Safe School Webinar for program details.

Checkpoint 2: Create a Cardiac Emergency Response Team (CERT)

- Create a designated team within your school, comprised of at least 5 to 10 people—or 10% of the school's staff—that will respond in the event of a cardiac emergency by activating the chain of survival. Team members should be dispersed throughout the campus to ensure adequate coverage.
- CERT responsibilities:
 - Maintain up-to-date CPR/AED training.
 - Participate in at least one cardiac emergency response drill annually.
 - Commit to regular meetings with the team to improve response and communication.
- Team members may include:

<ul style="list-style-type: none"> • School nurse • Athletic trainer • Athletic director • Students 	<ul style="list-style-type: none"> • Coach • Teacher • Parent
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Checkpoint 3: Create a Cardiac Emergency Response Plan (CERP)

- A Cardiac Emergency Response Plan (CERP) is a written document that establishes specific action steps to carry out a cardiac emergency during the school day and for after-school activities and sports events.
- You can modify the below pre-existing CERPs and adapt for your school or create your own. There is no right or wrong CERP, as long as the necessary steps are covered.
- Contact [Project S.A.V.E.](#) for help creating your CERP if needed.
 - [Cardiac Emergency Response Plan \(CERP\): Full version, appropriate for a school policy and procedure manual](#)
 - Cardiac Emergency Response Plan (CERP): Abbreviated versions, for quick reference or visually posting your response plan:
 - [Abbreviated CERP example 1](#)
 - [Abbreviated CERP example 2](#)
 - [Abbreviated CERP example 3](#)
 - [Abbreviated CERP example 4](#)

Checkpoint 4: Provide training/education for staff

- If your Cardiac Emergency Response Team (CERT) needs CPR/AED training, please contact [Project S.A.V.E.](#) to schedule.
- CPR/AED training for Cardiac Emergency Response Team (CERT) is required to be updated every two years.
- Ensure a system is in place to track retraining. Project S.A.V.E. does not track or manage renewals for staff.
- All faculty and staff should have annual education on sudden cardiac arrest (SCA) awareness, signs and how to recognize SCA.
 - Show all school faculty and staff this CPR awareness [video](#).

Checkpoint 5: Check your AED locations

- All AED(s) should be accessible from any part of the building/campus, making it possible to deliver a shock (if needed) to an unresponsive victim within 2 to 3 minutes.
- All AED(s) should have clear signage. When posting signs, think as if you were a visitor who has never been to your school. Could you follow the signage down the hallways to locate the AED(s) in your school in the event of an emergency?
- The AED(s) should be checked monthly or per manufacturer's directions and documented each time.
- Keep a first responder kit attached or near the AED that includes:
 - CPR barrier device
 - Gloves
 - Scissors
 - Razor
 - Towel

Checkpoint 6: Cardiac Emergency Response Drill

- Refer to the [Cardiac Emergency Response Drill form](#).
- Conduct at least one annual cardiac emergency response drill to test the emergency plan and communication.
 - Ensure chain of survival was followed, including early recognition of cardiac arrest, early call to 911, early CPR, early use of AED and early EMS advanced life support. (Drill does not require calling 911 or EMS arrival.)
 - Debrief with the team after the drill to discuss what went right and areas to improve.

Once Checkpoints 1 through 6 have been completed, ensure the [online checklist](#) has been submitted and keep a copy for your records.

Important notes:

- Anytime the AED is used, complete and submit the [AED Incident Report Form](#).
- Immediately following the event, an individual should coordinate obtaining data from the AED. Contact [Project S.A.V.E.](#) immediately if any barriers exist in retrieving this data.
- AED maintenance should occur within 24 hours.
- Project S.A.V.E. will replace your AED pads free of charge.