

Heart Safe School Checklist

Name of School:

Name of District:

ES: MS: HS: Private:

CPR-AED Program Coordinator:

Email:

Phone number:

How long have you had your CPR-AED program?

What brand AED(s) do you use?

Number of staff trained as CPR-AED rescuers?

Training: Am. Heart Red Cross ASHI Other

We have had to use our AED: Yes No

Please complete this checklist for the current program in your school (one form per school):

Program Quality	Yes	No	Need Help	Comments
A program coordinator is identified, who oversees the CPR-AED program activities.				
School has an AED on campus.				
The placement of the AED(s) makes it accessible from any part of the building or campus within 2 minutes (fast round-trip walk by staff transporting to victim when emergency is announced).				
AED(s) have clear signage.				
There is a designated cardiac emergency response team comprised of at least 10% of staff or approximately 5-10 people.				
CPR-AED training is updated: annually or every 2 years				
There is a system in place to track CPR-AED training, and identify those who require retraining or practice (including budget or plan for retraining).				
All faculty and staff know where the AEDs are located and how to access them.				
All faculty and staff have had awareness training on sudden cardiac arrest (warning signs, recognition, communication procedures, other staff roles, etc.) Project ADAM can provide a script or scheduled awareness trainings, 10-20 minutes at a staff meeting is sufficient.				
We have a communication code (overhead page or other) to notify responders and others in the area that an incident is occurring. Teachers outside with students always carry a communication device.				

Program Quality	Yes	No	Need Help	Comments
The AED device is checked monthly, or per manufacturer's directions.				
An AED maintenance check is documented each time in writing.				
We keep a CPR barrier device, scissors, gloves, razor, and towel in a case or pack near or attached to the AED.				
We hold at least one annual Cardiac Emergency Response Drill (AED Drill) to test our emergency plan, communication and emergency responders.				
We have a written plan and protocol for AED use in the school.				
Local EMS has been notified about the specifics of our program.				
California student athletes must have completed pre-participation physical form and can be found here: http://www.ucdmc.ucdavis.edu/children/clinical_services/ProjectADAM/documents.html				
If a device is used for sports events or after school activities, there is a written emergency response plan for when and how it is to be used (i.e. for offsite events or if more than one event is occurring at a time).				
The following items are not required, but we would like to know if they are in place.				
We have a physician medical director (Check one: local or with AED company)				
This school has a certified CPR instructor on staff (not required, but helps maintain the program more inexpensively.)				
Students in our school are taught CPR and AED instruction in the grade or class. (not required, but an important addition to the curriculum)				
Other community groups that use the school building regularly have been made aware of our AED program, location of devices, etc.				
If High School level, students are taught CPR and AED instruction prior to graduation.				
Other comments about your program:				

Would you like to be added to our Project ADAM e-news:

Yes

No

Email:

Please mail, email or fax this checklist to:

Project ADAM Administrator

Pediatric Heart Center

UC Davis Children's Hospital

2315 Stockton Blvd #7133

Sacramento, CA 95817

Email: hs-projectadam@ucdavis.edu

Fax: 916-734-0424

Please call 916-734-2460 if you have any questions about your program or any of these requirements to be a UC Davis Project ADAM Heart Safe School. When your program has been evaluated as complete, we will notify you with presentation of a framed certificate and add your school to the 'community' of UC Davis Project ADAM.