

Project ADAM Heart Safe School Program Checklist

A comprehensive program of sudden cardiac arrest preparedness in schools.

This document will serve as your guide through the Heart Safe School program implementation process.

Instructions:

1. Complete and return your initial evaluation to your local Project ADAM affiliate site and they will serve as your partner to guide you through the program. If there is not an affiliate site in your area, we encourage you to utilize our [Project ADAM Resources](#) and contact the National Office for support at projectadam@childrenswi.org.
2. Once all criteria are completed, contact your local Project ADAM affiliate site (if available) to submit necessary documentation to achieve local recognition. Retain a copy in your school files.

Today's Date _____

CPR-AED Site Coordinator or Contact Person: _____

Email: _____ Phone: _____

Name of School: _____ Name of District: _____

Pre-school

Elementary

Middle

High School

Private

Other

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)	Initial Evaluation	Criteria Completed	Progress Notes
AED equipment location(s) on a school campus are clearly marked and make it possible to retrieve an AED, apply pads and deliver a shock (if needed) to an unresponsive victim in under three minutes.			
The AED(s) is checked for performance readiness at least monthly, or per manufacturer's directions and documented each time.			
We keep a first responder kit near or attached to the AED which includes: CPR barrier device, scissors, gloves, razor and towel.			
CARDIAC EMERGENCY RESPONSE TEAM	Initial Evaluation	Criteria Completed	Progress Notes
A CPR-AED Site Coordinator is identified, who oversees the CPR-AED program activities and training.			
There is a designated Cardiac Emergency Response Team comprised of at least 10% of staff or five to 10 people.			

CARDIAC EMERGENCY RESPONSE PLAN	Initial Evaluation	Criteria Completed	Progress Notes
We have a written Cardiac Emergency Response Plan (CERP) that is reviewed annually.			
We have notified local emergency medical services of our CERP as well the creation of a cardiac emergency communication code to notify responders and others in the area that an incident is occurring. Staff located outside always carry a communication device.			
Our school's written Cardiac Emergency Response Plan, including location of school AED(s), has been shared with any outside groups and organizations who utilize our facilities.			
TRAINING/EDUCATION	Initial Evaluation	Criteria Completed	Progress Notes
CPR-AED training for the Cardiac Emergency Response Team is updated at least every two years and there is a system in place to track retraining.			
All faculty and staff know where the AED(s) are located and how to access them.			
All faculty and staff have annual education on sudden cardiac arrest (SCA) awareness, signs and how to recognize SCA. Communication procedures and the school's Cardiac Emergency Response Plan are also shared during this education.			
CARDIAC EMERGENCY RESPONSE DRILLS	Initial Evaluation	Criteria Completed	Progress Notes
We conduct at least one annual cardiac emergency response drill to test our emergency plan and communication. A drill summary checklist is utilized for planning purposes and post-drill review.			
Other comments about your program:			

It is recommended but not required that your program has oversight by a physician medical director. If you have questions, please let us know.

If your AED is used:

- Conduct an incident debrief meeting with the Cardiac Emergency Response Team.
- AED maintenance should occur within 24 hours.

Complete the AED Report Form

- The Project ADAM AED Report Form should be completed and returned to your local Project ADAM affiliate site any time the AED is retrieved and brought to the scene of a possible sudden cardiac arrest.