



2018 Clinch Avenue
Knoxville, Tennessee 37916

Heart Safe School Designation Checklist

A comprehensive school program for prevention of sudden cardiac death.

Instructions: this tool is used as an initial assessment of your school. Please fill out one checklist per school and return to your Project ADAM Program Coordinator.

Name of school: _____

Name of District: _____

Elementary school Middle school High school Private Other:

Student enrollment: _____

CPR-AED site coordinator or contact person: _____

Email: _____ Phone: _____ Main school phone: _____

Number of staff trained as CPR-AED rescuers: _____

PROGRAM QUALITY	YES	NO	NEED	COMMENTS
A CPR-AED site coordinator is identified, who oversees the CPR-AED program activities and training.				
The placement of the AED(s) makes it accessible from any part of the building or campus within 2-3 minutes.				
AED(s) have clear signage.				
There is a designated cardiac emergency response team comprised of at least 10% of staff or 5-10 people.				
CPR-AED training for the cardiac emergency response team is updated annually (for every 2 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 awareness training on sudden cardiac arrest (warning signs, recognition, communication procedures, other staff roles, etc.) and our school's cardiac emergency response plan.				

PROGRAM QUALITY	YES	NO	NEED HELP	COMMENTS
All faculty and staff have annual awareness training on sudden cardiac arrest (warning signs, recognition, communication procedures, other staff roles, etc.) and our school's cardiac emergency response plan.				
We have a cardiac emergency communication code (overhead page or other) to notify responders and others in the area that an incident is occurring. Staff outside always carry a communication device.				
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.				
We conduct at least one annual cardiac emergency response drill (AED drill) to test our emergency plan and communication.				
We have a written cardiac emergency response plan that is reviewed annually.				
Local emergency medical services have been notified of our CPR-AED program.				
Our school's written cardiac emergency response plan has been shared with extracurricular activities and community groups who utilize our school campus.				
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.

Once all criteria are met:

Please have your school administrator sign at the bottom and email this checklist to your Project ADAM Program Coordinator and he/she can assist you in processing Project ADAM Heart Safe School Designation.

I hereby attest that the above statements are true and correct to the best of my knowledge.

School Administrator: _____ Date: _____

(A copy should be returned to Project ADAM and a copy retained in school files with the CPR-AED site coordinator).

If your AED is used:

- Conduct an incident debrief meeting with the cardiac emergency response team.
- AED maintenance should occur within 24 hours.
- The school incident form should be completed and returned to your Project ADAM Program Coordinator.

Project ADAM Program Coordinator, Becky Miller, Community Coordinator, East Tennessee Children's Hospital

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