



Wetzel County Schools
Cardiac Emergency Response Plan

1. Location of AEDs in schools.

All schools in Wetzel County Schools have Automated External Defibrillators (AED)s. All permanently placed AEDs are stored in unlocked cabinets accessible to all staff, students and visitors during hours that the school buildings are open. AEDs are clearly labeled and are properly equipped with pads, and AED rescue/ prep kit. AEDs shall be in the possession of the coach or athletic trainer during all practices and contests. Portable AEDs are to be utilized for all practices or games which are not being held inside the building, this may include the softball field, track or football field.

Hundred Heritage School 3490 Hornet Highway Hundred , WV 26575	#1 Commons area on 1 st floor #2 Second floor outside teachers lounge #3 Third floor beside counselors office #4 Portable sports AED- stored in nurse's office
Magnolia High School 601 Maple Ave New Martinsville WV 26155	#1 Main Floor in the commons area #2 Second Floor near room 201 just off balcony #3 MHS Field House – Football field #4 portable sports AED – stored in nurse's office #5 Portable sports AED – stored in nurse's office
New Martinsville School 20 East Benjamin Dr. New Martinsville WV 26155	#1 Main Gym #2 Outside little gym in pre k-k #3 7/8 Library Area # 4 Portable sports AED stored in nurse's office
Paden City Elementary 510 North 2 nd Ave Paden City WV 26159	#1 Main Hallway #2 Downstairs in Cafeteria #3 Outside gymnasium doors near bathroom
Short Line School 9817 Shortline Highway Reader WV 26167	#1 Gym Area #2 Hallway 4/5 near water fountains #3 Portable sports AED- stored in nurse's office
Valley High School 44 Lumberjack Lane Pine Grove WV 26149	#1 Commons Area #2 Top of stairs on 2 nd floor #3 Football Field House # 4 Portable sports AED- stored in nurse's office # 5 Portable sports AED- stored in nurse's office

2. **Authorization to Use AEDs:** Any trained school staff and members of the public who are trained in cardiopulmonary resuscitation CPR/AED may utilize the AED during a cardiac emergency.

The school nurse shall oversee AED maintenance and checks as specified by the manufacturer.

3. **Individual Sport Cardiac Response Plans:**

- Each coach is required to develop an Emergency Action Plan (EAP) for beginning CPR for their sport annually. This guideline is set forth by the West Virginia Secondary School Activities Commission. This EAP will discuss how the sports teams will assign responsibility for summoning emergency assistance in the case of an emergency.
- No student may participate in an athletic activity until the student has submitted to a designated school official, an acknowledgement form signed by both the student and the guardian stating that they both have received and reviewed a copy of the cardiac emergency response plan developed by the school and posted on its webpage. A completed Acknowledgement Form shall be submitted each school year in which the student participates in an athletic activity.

4. **CPR/ AED Procedure**

In the event of an unresponsive individual on any school campus or facility:

1. Check the scene for safety
2. Verify unconsciousness
3. Activate 911 and give dispatcher location
4. Use appropriate personal protective equipment
5. Verify no breathing present
6. Perform CPR
7. When AED arrives, begin AED application
8. Continue CPR/AED until EMS arrives and assumes responsibility for medical care

5. **Post use Procedure:**

In the event of a cardiac emergency, after the event the coach or athletic trainer will notify the building administrator and school nurse. The user of the AED will supply any data from the rescue to the school nurse. An accident report form will be completed and submitted to the building administrator. The school nurse will clean AED and restock supplies.

Act Now. Save a Life.

Follow these steps to take action.

