

Planning your CPR/AED training requires patience and organization. There are a number of options to ensure staff know the basic steps of CPR and how to use an AED.

Project ADAM recommends the following types of Project ADAM and CPR/AED training for staff and students within the school setting:

Cardiac Emergency Response Team Training

This team is comprised of at least 10% of the school's staff at least 10% of the school's staff (or about 5 to 10 people) people, who will respond in the event a cardiac emergency occurs and participate in regular cardiac emergency response (AED) drills. CPR/AED certification is the preferred training for this team. If certification is not feasible, the bare minimum requirement is that every member on the team have annual Hands Only CPR/AED training with observed compression practice. For additional CPR/AED training curriculum and videos, visit texaschildrens.org/projectadam.

Project ADAM All Staff Training

All school staff should receive Project ADAM awareness training annually. This ensures anyone in the building has the knowledge to identify what a sudden cardiac arrest is, can locate the AED within the building, activate the emergency response system and notify the school's response team.

➤ Relevant Document: **All Staff Orientation**

Consider the following options to implement routine training for staff:

1. Training a CPR/AED Instructor(s) for the district
 - This is the best option for maintaining training cost effectively. This can save money in the long run as you re-new certifications or train new responders without hiring an outside source.
 - Often, a school staff member (school nurse, athletic director, athletic trainer or physical education teacher) is a trained instructor through the American Heart Association (AHA) or American Red Cross (ARC).
2. Local CPR/AED Certification
 - Local Fire Departments, hospitals, community colleges or vendors may offer CPR/AED training options in the school setting.
3. Hands-Only CPR/AED Education
 - This is a low/no cost option to train or refresh staff on CPR and AED basics if certification is not feasible. Observed compression practice is recommended even when training all school staff. A certification card is not acquired with this option.

General Training Considerations:

The cost of training staff and community members will depend on several factors:

- Who is providing training?
- Certification vs. Hands Only CPR/AED training
- Materials needed (manikin, mouth barriers, AED training device, training manuals, certification cards, etc.)
- Do we pay our staff/substitutes for their time?

Organizing your training:

- Plan to hold more than one training or certification class to ensure participation. Class size can be at the discretion of the instructor or trainer.
- You will need a computer, internet access, screen and projecting capability with sound or DVD capability, and a large room (cafeteria, gym, conference room) for your training.
- Incentives help increase participation. If the participants are volunteering to be trained, consider providing food and beverages during the training, as well as gift cards or a small stipend for participants. Training may be mandated for school staff, although this is not always the case. Discuss your options with school administration or funders beforehand.

Training Maintenance Tips:

- Depending on the training organization, (AHA, ARC, ASHI or NSC), you will recertify your cardiac emergency response team annually or every two years. Create a plan to schedule these trainings in advance so you can remain current with your CPR/AED trainings.
- As your program changes and/or grows, so will the need for additional trained responders. Periodic updates to trained staff are necessary if you:
 1. Experience staff turnover
 2. Add additional AEDs at your school
 3. Change the CPR/AED training curriculum
 4. Make CPR/AED training a requirement for new employees in your school

Student Training:

CPR Legislation is being implemented in states across the nation requiring all high school students to learn CPR and how to use an AED prior to high school graduation. Although the legislation is unique within each state, Project ADAM recommends students receive hands-on practice doing chest compressions on a manikin and hands-on practice with an AED trainer.