



PLAY FOR PATRICK YOUTH HEART SCREENING HOST SCHOOL GUIDELINES

Thank you for sharing your interest in hosting a Play for Patrick Youth Heart Screening. We have five screens per school year and cannot guarantee if and when we will be available to come to your community. It may take a 12-24 months to schedule/coordinate a heart screen, and we will do everything we can to accommodate you. We primarily hold our screens in the 7 county metro area, and try to move around geographically. Considerations are; availability of physicians, medical technicians and the P4P team. School schedules, holidays, breaks, tournaments, testing, proms, other school events, and of course weather, are factors in deciding dates.

In order to host a successful screening, we will need your assistance by identifying your school Administrator/Principal and four key school contacts. Each of these key school contacts have specific roles. Once you obtain names of the school contacts, please share the specific role/duties as described in the following pages.

The following pages explain the role of the School Administrator/Principal and the roles of four key school contacts.

- Office Administrator
- Parent Representative/Booster Club
- Facilities Manager
- Volunteer Coordinator

It is important to remember, you will need to bring the energy to make this successful. We will supply the process, equipment and expertise, and together we will save lives.

If you have any questions, please contact info@playforpatrick.org

PLAY WITH HEART ❤️ **PLAY FOR PATRICK**



SCHOOL ADMINISTRATOR / PRINCIPAL ROLE:

- Obtain district “sign-off” if necessary to host a youth heart screening in your school.
- Identify and assign names to the four “key contacts” within your school that will oversee specific roles: **Office Administrator, Booster Club/PTA President, Facilities Manager, and Volunteer Coordinator**. These people and their roles are extremely important; They provide a strong foundation for the success of your school youth heart screening.
- Obtain the support for a Play for Patrick youth heart screening from your Athletic Director(s), Teachers, School Counselors, Coaches, Athletic Trainers, Student Council, etc.

OFFICE ADMINISTRATOR ROLE:

- Coordinate with the host school Administrator/Principal to select potential youth heart screening dates. Set up is 5PM-8PM Friday. The Heart screen is 7AM-6PM Saturday. The gym will need to be locked/secure overnight.
- Once a date is confirmed, we will add “SAVE THE DATE” to our website and social media channels.
- Communicate to Staff/Students/Parents the specifics of the event - through district web site, daily school announcements, email, parent communications, coach/athlete communications, etc.
- Volunteer Parking Permit - if a volunteer parking permit is needed, communicate specifics to the Play for Patrick.
- Student Registration - most students will register and select a time for their screening on the playforpatrick.org website. If a student does not have access to a computer, s/he can complete a “paper” registration Heart Health History forms and consent waiver prior to the screening. Play for Patrick will provide the school with these forms upon request.

PARENT REPRESENTATIVE/BOOSTER CLUB ROLE:

- The Parent Representative/Booster Club usually provides the Play for Patrick volunteers a continental breakfast, lunch and afternoon snacks/drinks.
- A “Hospitality Room” is a smaller area close to where the screening takes place. It is where the self-serve continental breakfast and afternoon snacks/drinks are provided.
- Lunch is provided in a larger area in the school. The space should be large enough to serve and seat up to 75-100 volunteers. Lunch is usually served from 11:30AM - 1PM.
- Provide the food, drinks, paper goods, serving dishes, electrical cords etc.
- Set-up and takedown the Hospitality and Lunchrooms on the day of the event.
- The heart screening is usually scheduled for 8am - 4pm. Volunteers will visit the Hospitality room as early as 7:30AM. They visit the Hospitality room throughout the day for snacks/drinks.



FACILITIES MANAGER ROLE:

- Communicate to Play for Patrick contact any building codes or specific requirements
- Assist Play for Patrick contact by providing a “walk-through” of the space(s)
- Assist with opening/locking doors as needed on day prior and day of the event
- Identify hospitality room and lunchroom space and coordinate with Booster/PTA key contact
- Provide Play for Patrick a list of where AEDs are located within the school & athletic fields

MAIN SCREENING AREA EQUIPMENT NEEDED ~ Most host schools use their main gymnasium for the Play for Patrick youth heart screening. We are able to facilitate a screening in most spaces provided.

ITEM	# NEEDED	NOTES
Tables - rectangular	28	All stations. Prefer 6 foot rectangular tables.
Chairs	125	All stations
Garbage Cans	6 Large	All stations
Garbage Cans	10 Small	Echocardiogram Stations
Volunteer Parking On-site	100-150 spaces	Notify P4P if volunteer parking permits are needed
Privacy window/door coverings - Tape & Paper	As needed	Cover windows on doors accessible to the gym for privacy. Lock doors for privacy if applicable
Do Not Disturb signs	As needed	Do Not Disturb signs for any locked gym doors

HOSPITALITY ROOM EQUIPMENT NEEDS:

- Your school Booster Club/PTA President is your contact for planning
- The Hospitality Room can be a smaller room located close to the gym/screening area.
- The Lunch space should be large enough to serve and seat 75-100 volunteers

#	ITEM	# NEEDED	NOTES
1	Tables - serving food	Per Booster Club	Buffet style for food/beverages
2	Tables - seating	75-100	For volunteers and school staff/Boosters
3	Extension cords	TBD	
4	Garbage Cans	2	



VOLUNTEER COORDINATOR ROLE:

The key to a successful screening is dependent upon volunteer support. Each Play for Patrick screening requires 50-75 volunteers to screen ~250 students. The volunteers needed are medically trained and non-medical. We have a small core group of Play for Patrick volunteers that may volunteer at your screening. Please keep in mind, without the sufficient number of volunteers, the number of the students screened may need to be decreased.

- Coordinate with the Booster Club/PTA and recruit parent volunteers to oversee the Hospitality Room, to clean eating area and replenish food/beverage as needed throughout the day of event.

VOLUNTEER SHIFTS (shift times may vary depending on time of your school screening)

- 4 hours - generally 8AM -12PM and 12- 4PM
- 8 hour/Full Day - 8AM - 4PM
- Hospitality Room - shifts may vary but will cover from 7:00AM - 3:30PM
- Lunch - 11:30AM - 1PM

NON-MEDICAL ROLES

VOLUNTEER CHECK-IN STATION

Welcome volunteers at the Check-in table

STUDENT CHECK-IN STATION

Welcome students, verify completed paperwork

HEIGHT/WEIGHT STATION

Measure & record height & weight

ECG DATA ENTRY

Work beside ECG Tech. Complete simple data entry of medical history into a computer screen

CPR/AED STATION (INSTRUCTORS AND HELPERS)

CPR Instructors and Helpers are needed to teach students/parents bystander CPR/AED use

CHECK-OUT STATION

Receive/organize final screening paperwork from students, provide educational pamphlets/materials

POST SCREENING CLEAN-UP & TAKE DOWN

Post screening - assist with take-down/clean-up

MEDICAL-ONLY ROLES

BLOOD PRESSURE STATION

Takes & records blood pressure from both arms

ECG STATION TECH

Conduct ECG screenings and record/print results

COACH

Instruct ECG techs & ECG data entry volunteers on ECG processes. Guide students through screening, answer questions, provide support, fill volunteer spots as needed

MN LICENSED

CARDIAC ECHO TECHNICIAN & STUDENTS

Complete a limited cardiac echocardiogram. A Cardiologist will be available to consult with the Echo Tech if needed

PHYSICIAN/ADVANCE PRACTICE PROVIDER (APP)/MEDICAL & APP STUDENTS

Assess student heart sounds, review student medical history forms or review normal cardiac test results with students & family, abnormal results will have cardiology & physician back-up & supervision



A STUDENT'S GUIDE TO WHAT TO EXPECT AT A PLAY FOR PATRICK HEART SCREENING

You will go through a series of 9 "stations" to complete your heart screening. None of these tests will hurt you or cause pain. The entire heart screening process and CPR/AED training will take 45-60 minutes to complete.

Check-off each station ♥ after you have been to it to keep track of the stations you have completed. The stations are listed in the order that you should follow.

- ♥ **1. CHECK-IN STATION** - When you arrive, you will go to the Check-in Station. Once we receive all your paperwork and verify that it is all complete, you will receive a clipboard with your paperwork, and you will go ahead to the Blood Pressure Station.
- ♥ **2. BLOOD PRESSURE STATION** - You will sit down and have your blood pressure taken on both of your arms. Blood pressure is the pressure of the circulating blood against the walls of the blood vessels. Once your blood pressure is taken and recorded, boys and girls will separate for further screening.

At this point in the screening process, Girls and Boys will separate. Girls will go to the GIRLS side of the gym, and they will remove their shirt/bra and change into a paper examination gown in the designated "changing room tent". Boys will go to the BOYS side of the gym, and they will remove their shirt to continue the screening process. No parents are allowed in the screening tent areas.

- ♥ **3. HEIGHT & WEIGHT STATION**, - your height and weight will be taken. Next, you will continue to the ECG Station.
- ♥ **4. ECG (Electrocardiogram) STATION** - An electrocardiogram is a test used to check your heart. Each beat of your heart is triggered by an electrical impulse normally generated from special cells in your heart. An electrocardiogram (ECG) records these electrical signals as they travel through your heart. Your doctor can use an electrocardiogram to look for patterns among these heartbeats and rhythms. An ECG is a painless test that takes about 30 seconds. You will lay on a table and our professional staff will apply ECG stickers on your chest, arms and legs. Wires will be hooked up to these stickers. These wires connect to an ECG machine. Female volunteers will provide ECG's to the girls. **PRIVACY WILL BE MAINTAINED AT ALL TIMES FOR GIRLS**

♥ **5. ECHOCARDIOGRAM STATION** - An echocardiogram is a test that uses sound waves to produce images of your heart. This commonly used test allows your doctor to see how your heart is beating and pumping blood. Your doctor can use the images from an echocardiogram to find various abnormalities in the heart muscle and valves. The ultrasound technician will put ultrasound gel on your chest and use an ultrasound probe to view your heart by placing it on your chest. Images of your heart will appear on the ultrasound monitor. Female volunteers will provide Echocardiograms to the girls. After the ultrasound is complete, you will be instructed to change back into your clothing and then continue to the CPR/AED Station.

♥ **6. CPR/AED STATION** - You and your parent (if present) will have the opportunity to visit the CPR/AED education station during the screening process to learn or review "hands only" CPR and how to use a basic Automated External Defibrillator (AED). After your training, you will continue to the MD Consultation Station which is located in the middle of the gym in between the Boys & Girls tents.

♥ **7. MD CONSULTATION** - Once the tests are completed, you and your parent (if present) will meet with a Physician/Advanced Practice Provider. Your tests will be reviewed, and you will have the opportunity to ask questions about your heart screening. In the event that your test(s) indicate further physician follow up, a Play for Patrick representative, Cardiologist and School Administrator/Counselor will assist you with contacting your parent(s) to discuss the results and recommended follow up.

♥ **8. CHECK-OUT STATION** - After you have reviewed all of your results, you will proceed to the Check-out station. There you will hand in your paperwork and clip-board to the volunteer staff. You will take home a copy of your screening results.

The screening tests performed during the Play for Patrick Youth Heart Screening are NOT meant to be comprehensive or diagnostic quality. They are NOT a substitute for medical evaluation and professional care. Screening tests, by definition, are not able or meant to find all cardiovascular conditions that pose risk to athletes. Even with negative testing, there is still a possibility that an undiagnosed cardiac condition could exist and cause harm.

Thank you for taking part in the Play for Patrick Youth Heart Screen!

PLAY WITH HEART ♥ PLAY FOR PATRICK

