

Preparing for the Course Checklist

Preparation step	Check when completed
2 weeks before the course	
Read this entire facilitator guide.	
Watch the CPR in Schools With First Aid course videos.	
• CPR in Schools (14 required videos, 2 optional videos)	
• First Aid in Schools (14 optional videos)	
Determine which of the following optional items you will use in your class:	
• Interactive web-based app	
• First aid videos	
• Pretest and posttest	
• Class handouts	
1 week before the course	
Confirm room or other space reservations.	
Confirm technology or material reservations if needed.	
Provide students with the parent letter for their parent or guardian to review.	
• Download the letter from the course website: heart.org/LearnCPRinSchoolsFirstAid .	
• Fill in the date, name of the teacher or facilitator, and contact information.	
• Print the letter or share it digitally through your school's communication system.	
Tell students to wear comfortable clothes on the day of CPR training.	
If using the interactive web-based app, familiarize yourself with the activity. Connect the app to the Internet to display it on the main screen in your classroom.	
• For the best experience, check that each student has a smartphone, tablet, or laptop with Internet connectivity and camera access. Students can also share devices in groups of 2 or 3, or you can complete the activity without any devices.	
• Before class, check with students about whether their personal devices have parental restrictions that may prevent them from using the device in class, and have backup devices available.	
• Identify school policies and procedures for using tablets or smartphones in the classroom. Pay attention to your school's policy on camera access.	
Confirm that all equipment is available and in good working order.	
Inflate the Mini Anne® Plus manikins by using the hand pump provided.	
• Inflate until the manikin material looks smooth (approximately 9-10 pumps). Do not inflate the manikins by mouth or with an air compressor.	
• If you notice that a manikin has a leak or is not working properly, have a plan for how you will group your students with the remaining manikins so that everyone can practice their CPR skills.	
Locate the AED trainers and kneel mats with the course equipment.	

Familiarize yourself with the Mini Anne Plus manikins. • Locate the tab at the base of the manikin's torso, pull it outward, and set to Hard or Soft (refer to the CPR agenda for more information about these settings).	
Practice performing 2-hand chest compressions on a manikin to ensure that the manikin is working correctly and that you understand the compression technique: • Put the heel of one hand in the center of the chest, on the lower half of the breastbone, and put your other hand on top. • Intertwine your fingers. • Bend at the waist and keep your arms straight with your elbows locked. Position yourself directly over the manikin. • Push straight down at least 2 inches (5 cm) for an adult. The manikin should click when you're pushing deep enough. • Compress the chest at a rate of 100 to 120/min.	
Practice giving breaths on a manikin if your students will practice breaths. • Open the airway by putting one hand on the person's forehead and the fingers of your other hand under their chin. Don't press into the soft area under the chin because this might block the airway. • Tilt the head back and lift the chin to move the tongue away from the back of the throat. Don't tilt too far—just enough to open the airway. Use your thumb and forefinger to pinch the nose closed. • Cover the manikin's mouth with your mouth, being sure to get a good seal. • Take a normal breath and breathe into the mouth for 1 second. Do this twice. • Watch for chest rise. • After you practice, sanitize the manikin's face and oral cavity with a manikin wipe and replace the airway. If you do not have manikin wipes, you can clean the manikin by using warm, soapy water.	
After confirming that all course equipment works properly and familiarizing yourself with the manikins, store the manikins in the mesh bag provided in your training kit.	
1 or 2 days before the course	
Review Part 2 of this guide.	
Locate nearby AEDs, and review your school's cardiac emergency response plan. If your school does not have a cardiac emergency response plan, visit Part 4: Helpful Resources.	
Visit the AHA's Don't Drop the Beat playlist: cpr.heart.org/en/training-programs/community-programs/be-the-beat. • This playlist includes songs that have the correct rate of compressions. • More information can be found in Part 4: Helpful Resources.	
Test the course videos on the equipment you plan to use to be sure that you can display the videos with sound and that all students will be able to see and hear.	
Print copies of the first aid class handouts from the course website for all students (optional).	
Print copies of the CPR pretest and posttest for all students (optional).	

Day of the course	
Follow the course agendas in Part 2 of this facilitator guide (available for download on the course website).	
Get to class early to set up the room and course equipment. You should be at the front of the room with access to the course videos and to the app, if you are using it.	
Clear a space for the activity, moving desks or tables to the walls of the classroom.	
Inflate the manikins: • If you have not already done so, inflate the manikins by using the hand pump provided. This can take about 10 to 15 minutes, so plan accordingly. • Remember, you can inflate your manikins in advance and store them in the mesh bag provided in your kit.	
Arrange the manikins: • Each training kit comes with 10 Mini Anne Plus manikins. Depending on class size, you will need to determine if each student will work on their own or in groups of 2 or 3 sharing a manikin. If students will share manikins and practice breaths, you will need to clean each manikin and change the lungs after each student's practice. • Arrange the manikins so that each student can see and hear the video, even when they are on their knees practicing. Position the manikins facing the video screen with the heads pointing in the same direction as the manikins in the video (Figure).	
Place a knee pad by each manikin if students are practicing on the floor.	