When a student, faculty member, staff person, or visitor to the school (parent or volunteer, for example) stops breathing and/or their heart stops beating, administer cardiopulmonary resuscitation (CPR). If you believe that someone is having a heart attack or has stopped breathing for another reason, do not panic, even if you’ve not had CPR training. Follow these steps and you may save the person’s life.

1. Call 911 or other local emergency number. If the victim doesn’t respond to shouts or gentle shakes and is not breathing (or is breathing abnormally), call for an ambulance.

2. Tilt victim’s head, lift chin, check breathing. Put the victim on his back, kneel by his side, and place one of your hands under his chin and the other on his forehead. Tilt his head back and lift his chin. Look and listen for his breathing. If he is not breathing, proceed to the next step.

For Adults and Children Over 8 Years of Age
3. Give two breaths to the victim. If the victim is not breathing normally, pinch his nose and cover his mouth with yours. Give two full breaths. His chest will rise if you are giving him enough air.
4. Check the victim’s pulse. Put the fingertips of your hand on his Adam’s apple, slide them into the groove next to the windpipe, and feel for a pulse. If you can’t feel a pulse or are uncertain whether you feel one, move on to the next step.
5. Position your hands on the victim’s chest. Position your hands in the center of his chest between his nipples. Place one hand on top of the other.
6. Pump 15 times. Using the heels of your hands, push down firmly one to two inches. Continue alternating between giving two breaths and 15 pumps until medical help arrives, once every two seconds.

CPR for Children 1 to 8 Years of Age
1. If you are alone with the child, give one minute of CPR before calling 911.
2. Use the heel of only one hand for the chest pumps.
3. Press the chest down one to 1.5 inches.
4. Do chest pumps at the rate of 80-100 per minute.
5. Give one full breath followed by 5 chest pumps.

CPR for Children Under 1
1. Cover both nose and mouth with your mouth.
2. Use cheek puffs only.
3. Depress the sternum ½ to 1 inch.
4. Compress at least 100x per minute.
5. Use 2 fingers for compression, 1 finger width below line between nipples.
6. Don’t depress the tip of sternum.

CPR Facts
- CPR doubles a person's chance of survival from sudden cardiac arrest.
- CPR was first introduced in 1960.
- There has never been a case of HIV transmitted by mouth-to-mouth CPR.
- CPR provides a trickle of oxygenated blood to the brain and heart and keeps those organs alive until medical help arrives.