

Board of Education

Series 200

Policy Title Automated External Defibrillator (AED)

Policy Code No. 203.06

I. PURPOSE:

To provide treatment to victims of Sudden Cardiac Arrest (SCA).

Sudden Cardiac Arrest (SCA) occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator. An AED is used to treat victims who experience SCA. It is only to be applied to victims who are unconscious, without pulse, and no signs of circulation or normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

II. SYSTEM OWNER: LUVERNE PUBLIC SCHOOLS:

Program Coordinator: School Nurse

Program Coordinator Responsibilities:

- 1) Selection of employees for AED training
- 2) Coordination of training for emergency responders.
- 3) Coordinating equipment and accessory maintenance.
- 4) Maintain on file a specifications/technical information sheet for each approved AED.
- 5) Revision of this procedure as required.
- 6) Monitoring the effectiveness of this system.
- 7) Communication with medical director

Medical Control: The medical advisor of the AED program is a physician at Sanford Luverne.

The medical advisor of the AED program will correspond with the School Nurse:

- 1) Providing medical direction for use of AEDs
- 2) Writing a prescription for AEDs
- 3) Reviewing emergency procedures related to use of AEDs and CPR
- 4) Evaluation of post-event review forms and digital files downloaded from the AED

Authorized AED users: The AED may be used by:

- 1) Employees including: administrators, nurses, athletic/activities director, athletic trainers, coaches, teachers, and First Response Team members

AED-Trained Employee Responsibilities:

- 1) Activating internal emergency response system and providing prompt basic life support including AED and first aid.

Volunteer Responder Responsibilities:

Anyone can provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED, or medical first aid.

School Office Responsibilities:

The school office staff is responsible for:

- 1) Receiving emergency medical calls from internal locations
- 2) Using an established 9-1-1 checklist to assess emergency and determine appropriate level of response
- 3) Contacting the external community 9-1-1 response team (EMS) if required
- 4) Deploying AED-trained employees to emergency location
- 5) Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency

Equipment:

The LIFEPAK Automated External Defibrillators (AEDs) have been approved for this program. The AED conforms to the state/county standards.

- 1) The AED and first-aid emergency care kit will be brought to all medical emergencies
- 2) The AED should be used on any person who displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
 - a) Victim is unresponsive
 - b) Victim is not breathing, or is breathing ineffectively
 - c) Victim has no signs of circulation such as pulse and coughing, or movement.

NOTE: If AED program includes the treatment of children under eight years old or under 25 Kg. (55 lbs.), equip AEDs with Infant/Child Reduced Energy Defibrillation Electrode Starter Kit (includes one pair of electrodes, storage pouch and appropriate safety instruction and labels).

Location of AEDs:

Middle School/High School:

Next to attendance office window in the first floor lobby.

Elementary School:

Next to public phone located beside the Southwest door of the gym.

Additional resuscitation equipment: Each AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes with the AED. One resuscitation kit will

be connected to the handle of the AED. This kit contains two pair latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

Equipment maintenance: All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- 1) The AED Program Coordinator shall be responsible for having regular equipment maintenance performed.
- 2) Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required.

Routine maintenance:

- 1) The AED will perform a self-diagnostic test every 24 hours that includes a check of battery strength and an evaluation of the internal components.
- 2) AED Program Coordinator will perform a weekly AED check. The procedure checklist will be initialed at the completion of the weekly check.
- 3) If the OK icon is NOT present on the readiness display, contact the AED Program Coordinator immediately.
- 4) If the battery icon is visible, the battery or CHARGE-PAK charging unit needs to be replaced. You may continue to use the AED if needed.
- 5) If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. If the message CALL SERVICE appears, the AED is not usable. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.
- 6) If the expiration date on the electrode is near, notify the AED Program Coordinator.

Training:

Trained employees: Must complete training adequate to provide basic first-aid, CPR, and AED that will be provided on site. AED training must be a course approved by the state. Trained employees will also be trained in universal precautions against blood borne pathogens. The school office shall maintain training records for the trained employees.

NOTE: If AED program includes the treatment of children under eight years old or under 25 Kg. (55 lbs), training should include infant/child CPR/FBAO since techniques differ from adult CPR/FBAO.

Volunteer responders:

Volunteer responders can assist in emergencies to the extent that their training and experience allows. Volunteer responders may have training adequate to administer first aid, CPR, and use of AEDs.

Refresher Training: Trained employees will renew first-aid and AED training every two years. Volunteer responders are encouraged to periodically refresh their AED skills.

III. MEDICAL RESPONSE DOCUMENTATION:

Initial Post Event Documentation:

Document each use of the medical emergency response system. Documentation forms shall be sent to the AED Program Coordinator within 24 hours of a medical event. The AED-trained

employee or volunteer responder shall complete a medical event form when an AED is used.

External Post-Event Documentation:

A copy of AED use information shall be presented within 48 hours of the emergency to the following:

- 1) Medical Advisor of the AED program
- 2) Local EMS, county, state officials as designated in state AED requirements and local regulations.
- 3) Event information supplied shall include any recorded data, and all electronic files captured by the AED.

Post Event Review:

Following each medical event a review shall be conducted to learn from the experience. The AED Program Coordinator shall conduct and document the post-event review. All key participants in the event shall participate in the review.

System Verification and Review:

The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner.

Annual System Assessment:

Once each calendar year, the AED Program Coordinator shall conduct and document a system readiness review. This review shall include review of the following elements:

- 1) Training records
- 2) Equipment operation and maintenance records

Date of Adoption:

August 28, 2003

Revised:

November 19, 2015

Authority for Policy:

Board of Education