# DRAFT 7/12/2023

# SCHOOL FACILITIES T05.4 AP.1

Protocols/Procedures for Use of Automated External Defibrillators (AEDs)

Each school’s emergency plan shall include procedures to be followed in case of a medical emergency, a written cardiac emergency response plan, and a diagram that clearly identifies the location of each AED. Procedures for the use and training of AEDs shall be included in the emergency response plan.

Procedure

In the event of an unresponsive individual on the grounds of or in any of the buildings of the District, the main office in that building is to be notified. The Emergency Response Plan is to be implemented at that time. The personnel in the main office shall announce there is a medical emergency on the school radio and the location of the medical emergency. At least two (2) trained staff members shall go to the announced location of the patient, assess the patient and if necessary begin CPR. At least one (1) other trained staff member shall go to the location of the AED and bring the AED to the patient.

In the event of an unresponsive individual on the grounds of or in any of the buildings of the District the following should occur:

1. Immediately upon arrival, check the scene for safety.  If safe, verify sudden cardiac arrest: Verify unconsciousness.
2. Notify the administrator or designee.
3. The personnel in the main office shall notify other emergency-trained personal location of the medical emergency. At least two (2) trained staff members shall go to the announced location of the patient, assess the patient and if necessary begin CPR. At least one (1) other trained staff member shall go to the location of the AED and bring the AED to the patient.
4. Implement Emergency Response:
   1. Open airway.
   2. Verify no breathing.
   3. Deliver two (2) rescue breaths.
   4. Verify no carotid pulse.
   5. After Verification of Sudden Cardiac Arrest
   6. Perform CPR until the AED unit becomes available.
   7. Move the patient if lying on or near metal or water.
   8. Turn on the AED when available.
   9. Bare and prepare chest (cut or tear away clothing, if excessive chest hair, shave or clip; dry the chest if wet - never use alcohol pads).
   10. Apply defibrillation pads as per diagram on machine. For a child under 8 years old or under 55 lbs., pediatric defibrillation pads SHOULD be used. If pediatric pads are not available, and the child is over one (1) year old, use regular adult pads.

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Protocols/Procedures for Use of Automated External Defibrillators (AEDs)

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROCEDURE

* 1. Allow AED to Analyze - If Treatment Advised
  2. Clear patient verbally and visually prior to treatment/shock delivery.
  3. Deliver a treatment/shock when prompted by pushing the treatment button.
  4. Continue to follow prompts from the AED unit until EMS arrives.

If No Treatment is Advised

1. Check pulse
2. No pulse = perform CPR until the AED reanalyzes.
3. If the pulse is present, support the airway and breathing until EMS arrives.

Continue until AED prompts, "Do not touch patient..." following instructions, or until EMS arrives.

Post-Use Procedure

* The AED Coordinator will do the following after any AED use:
* Notify the Medical Director.
* Complete the AED incident report.
* Copy of incident report maintained by the coordinator.
* Restock electrode pads, batteries, razors, gloves, etc. Inspect all supplies for any damage, expiration dates, and required replacement.
* Clean the AED. Inspect the exterior and connector for dirt or contamination.
* Notify staff AED is back in service.

Purpose

To provide guidance in the management or administration of a school-based AED program that may include treatment of children under eight (8) years old or under 25 Kg (55 lbs.).

“Sudden cardiac arrest” (SCA) is a condition that 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 electrical 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, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is applied only to victims who are unconscious, without pulse, and without 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 treatment.

# **Program Coordinator** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Protocols/Procedures for Use of Automated External Defibrillators (AEDs)

**Responsibilities:**

1. Selecting employees for AED training and distribution of AED-trained employee list as required.
2. Coordinating training for emergency responders.
3. Coordinating equipment and accessory maintenance.
4. Maintaining on file a specifications/technical information sheet for each approved AED model assigned to the school.
5. Revising this procedure as required.
6. Monitoring the effectiveness of this system.
7. Communicating with the medical director on issues related to the medical emergency response program including post-event reviews.

**Applicable Documents:**

1. County/State AED Guidelines
2. District Emergency Response Plan
3. Infection control procedure for universal precautions
4. State immunity from liability exclusion
5. AED procedure

Medical Control

The medical director of the AED program has ongoing responsibility for:

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

Authorized AED Users

Each building is to maintain a list of personnel authorized to use the AED. These staff members will have current certification in CPR and the use of the AED from a recognized training agency. The staff member shall provide the District Central Office and the Health and Safety Committee at their school with a copy of their current certification. The use of CPR and the AED in accordance with the training received and approved protocols shall be considered within the scope of the employment of the staff member.

**AED-Trained Employee Responsibilities:**

1. Activating internal emergency response plan and providing prompt basic life support, including AED and first aid according to training and experience.
2. Understanding and complying with the requirements of this policy.
3. Following the more detailed procedures and guidelines for the AED program.

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Protocols/Procedures for Use of Automated External Defibrillators (AEDs)

**School Office Responsibilities:**

1. Receiving emergency medical calls from internal locations.
2. Contacting the external community 911-response team (EMS) if required.
3. Deploying AED-trained employees to emergency location.
4. Assigning someone to meet responding EMS aid vehicle and directing EMS personnel to site of medical emergency.

Equipment

The ZOLL 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:

\*Victim is unresponsive.

\*Victim is not breathing, or is breathing ineffectively.

\*Victim has no signs of circulation.

**NOTE**: If AED program includes the treatment of children under eight (8) years old, equip AEDs with Infant/Child Electrode Pads. If pediatric pads are not available, use adult pads. Adult-size electrode pads **CANNOT** be used on children under one (1) year old.

Location of AEDs

During school hours, the AED will be at designated locations. These locations shall be specific to each school but should allow the device to be easily seen by staff. Portable AED units may be available for use away from the main school campus (e.g., athletic events, practice fields, etc.) as determined by the school’s Health and Safety Committee.

Contracted and other community activities are not guaranteed access to the AED as part of standard rental contracts.

Additional Resuscitation Equipment

Each AED will have two (2) sets of defibrillation electrode pads, with two (2) sets of pediatric electrode pads if applicable to the school site. One (1) resuscitation kit will be connected to or stored with the AED unit. This kit shall contain two (2) pair of latex-free gloves, one (1) razor, one (1) set of trauma shears, and one (1) 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 main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn for service, the main school office shall be informed and then notified when equipment is returned to service.
2. The main school office shall be responsible for informing response teams of changes to availability of emergency medical equipment.

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Protocols/Procedures for Use of Automated External Defibrillators (AEDs)

Equipment Maintenance (continued)

1. The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
2. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required.

Staff Training

Designated staff shall complete training adequate to provide basic first-aid, CPR, and AED that will be provided at no cost to the employee. The District Central Office and each building/school office shall maintain training records for the trained employees. If the AED program includes the treatment of children under eight (8) years old or under 55 lbs., training should include infant/child CPR/AED since techniques differ from those for adult CPR/AED.

Refresher Training

Trained employees will renew first-aid and AED training every year.

Medical Response Documentation

**Internal Post-Event Documentation:**

The following form shall be sent to the AED Program Coordinator or designee within twenty-four (24) hours of a medical event requiring the use of an AED:

1. The AED-trained employee shall complete an AED Incident Report (05.4 AP.231) whenever an AED is used.

**External Post-Event Documentation:**

A copy of AED use information shall be presented within forty-eight (48) hours of the emergency to the following:

1. Medical Director of the AED program.
2. Local EMS, county or state officials as designated in state AED requirements and local regulations.
3. At a minimum, event information supplied shall include any recorded data and all electronic files captured by the AED.

**Post-Event Review:**

Following each deployment of the emergency response team, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement.

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Protocols/Procedures for Use of Automated External Defibrillators (AEDs)

**Annual System Assessment:**

Once each calendar year, the AED Program Coordinator or designee 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.