

## **Automated External Defibrillator (AED) Policy for Schools**

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 only to be applied to victims who are unconscious, without pulse, signs of circulation and 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.

### **Program Coordinator**

Kari Perry, RN

### **Responsibilities**

- Selection of employees for AED training and distribution of AED-trained employee lists as required
- Coordination of training for emergency responders
- Coordinating equipment and accessory maintenance
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school
- Revision of this procedure as required
- Monitoring the effectiveness of this policy
- Communication with medical advisor on issues related to medical emergency response program including post-event reviews

## **Medical Advisor**

The medical advisor of the AED program is Brian McCarver, M.D.

The medical advisor has ongoing responsibility for:

- Providing medical direction for use of AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR

## **Authorized AED Users**

The AED may be used by:

- Employees including administrators, nurses, athletic/activities director, athletic trainers, and office staff
- Additional staff as identified by administration. Examples: teachers, coaches, and security staff.
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program and has a current successful course completion card.

## **AED-Trained Employee Responsibilities**

- Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience
- Understanding and complying with requirements for this policy

## **Volunteer Responder Responsibilities**

-Anyone can, at their discretion, 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**

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

## **Equipment**

Automated External Defibrillator has been approved for Chester County School System. The AED conforms to the state/county standards.

- The AED will be placed only after the following symptoms are confirmed:
  1. The victim is unresponsive
  2. The victim is not breathing normally

## **Location of AEDs**

During school hours, the AED will be at designated locations. The locations should allow staff members to retrieve the device outside of normal school hours.

After school hours, the AED may be moved from its designated location by an AED-trained athletic trainer to support athletic department activities on a voluntary basis. A trained volunteer would have to be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED, with the phone number of the athletic trainer, clearly indicating they have possession of the AED.

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

## **Equipment Maintenance**

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

- The main school office shall be informed if equipment is withdrawn from service and when the equipment is returned to service.
- The main school office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- 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.
- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required.

### **Routine Maintenance**

- The AED will perform a self-diagnostic test that includes a check of battery strength and an evaluation of internal components.
- A volunteer, assigned by the Program Coordinator or designee, will perform a daily check of AED functionality.
- If the battery light is NOT present on the readiness display, contact the Program Coordinator or designee immediately.
- If the expiration date is near, notify Program Coordinator or designee immediately.

### **Initial 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 bloodborne pathogens. The trained employees shall be offered hepatitis B vaccination free of charge. The school office shall maintain training records for the trained employees.

#### **Volunteer Responders**

-These responders will possess various amounts of training in emergency medical response and their training may be supplied by sources outside of the school. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR and the use of AEDs. Any volunteer wishing to potentially use the AED on campus should have successfully completed a state approved AED course including CPR within the last two years. The school will not maintain training records for the volunteer responders.

### **Refresher Training**

-Trained employees will renew first aid and AED training every two years.  
-Volunteer responders should obtain documented renewal training at least once every two years.

### **Medical Response Documentation**

It is important to document each use of the medical emergency response system. The Program Coordinator or designee should assist in completion of the accident report and/or medical event form (911 form) within 24 hours of a medical event. Completion of any paperwork may be responsible for AED-trained employee or volunteer responder involved in the event.

-A copy of AED use information shall be presented to the medical director of the AED program, as well as any local EMS, county, state officials as designated in state AED requirements and local regulations.

-At a minimum, event information supplied shall include any recorded data and all electronic files captured, if possible.

### **Post-Event Review**

Following each deployment of the response team member, or if a volunteer responders uses an AED, 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 as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the Health and Safety committee.

### **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. Since actual use of the system procedure is expected to be very infrequent, other measures of effectiveness may be required.

### **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:

- training records
- equipment and maintenance records

### **Approvals**

Function	Printed Name	Signature	Date
*Medical Director	_____	_____	_____
*Program Coordinator	_____	_____	_____