

# Maryville City Schools Health Services

## Automated External Defibrillator (AED) Procedure

### Purpose

The purpose of this document is to establish guidelines for the placement, care, and use of the Automated External Defibrillator (AED) in the care of a sudden cardiac arrest victim.

### Location/Placement

The location/placement of the AED is to be determined by each school. All of the AEDs are registered yearly with Emergency Medical Services indicating location and access. The AED should be placed in the most accessible location and unlocked for 24-hour availability. If the AED is contained in a closed cabinet, the cabinet will be clearly marked as containing an AED. A list of designated emergency medical responders will be kept with the AED, the school nurse, school principal, and/or designated staff.

### Training Requirements

Any employee that is expected to provide emergency care to an individual will attend and successfully complete a course in CPR and AED use. The training will conform to a nationally recognized training organization such as the American Red Cross, American Heart Association, or National Safety Council. If trained personnel are not available, the AED may be accessed and used per untrained first responders following AED prompts.

### Indications for Use

The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. This should include an emergency response plan and specific protocols for the use of the AED. If trained individuals are not on school grounds during an emergency, a member of the general public who is present at an emergency situation on school grounds may use the AED on individuals older than 12 months of age.

### Procedure for Use of AED

1. Access scene for safety: approach scene only if free of hazards. Examples of hazards:
  - Electrical dangers (electrical cords, standing water, etc.)
  - Chemical dangers (hazardous gaseous gases, liquids or solids, smoke, etc.)
  - Fire or flammable gases (medical oxygen, gas, etc.)
  - Harmful people (anyone that could potentially cause rescuer harm)
2. Determine if individual is unresponsive (tap and shout).
3. If unresponsive, yell for help. Have someone call emergency response number (911) and get the AED.
4. Check for breathing (if not breathing or only gasping, begin CPR per training).
5. When AED arrives, place AED near head of the victim and close to the AED operator.
6. Prepare to use the AED.
  - Turn power ON.
  - Bare and prepare the chest for AED use.
  - Attach AED pads to victim.

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- Stop CPR while the AED detects heart rhythm.
  - Follow AED prompts for further action. If shock is indicated, be sure all rescuers are “clear” before shock is administered.
  - Upon arrival, EMS shall take charge of the emergency situation. Provide victim information to EMS.
7. AED placement precautions
- If individual has a medication patch on chest, remove pads using personal protection and wipe skin dry prior to applying AED pads.
  - If individual has an implanted device (pacemaker, VNS) avoid placing pads directly over the device.
  - If individual is lying on a metal surface (bleachers, stretcher) avoid contact of electrodes with metal surface.
  - If individual is lying in water and/or his/her chest is wet, remove from wet area and/or dry chest prior to applying AED pads.

### AED Maintenance

Each school’s assigned school nurse and/or designated staff will maintain and test the AED according to the manufacturer’s guidelines on a monthly basis and after any use. Maintenance records will be kept at each individual school with the AED. If maintenance is required, notify the Coordinated School Health Coordinator or designee.

### AED Records and Reporting

1. A list of designated emergency medical responders will be kept with the AED, school nurse, principal, and/or designated staff.
2. Following AED retrieval and/or use, notify the school principal or designated school staff.
3. The AED Use Reporting Form will be completed after any incident requiring usage of the AED by the initial responder. Copies will be provided to the designated school and district staff.