

SAFETY PROGRAM/RISK MANAGEMENT  
EMERGENCY MEDICAL EQUIPMENT AND PROCEDURES

CKD  
(REGULATION)

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AVAILABILITY	The District will make available at each campus at least one AED, as defined by Senate Bill 7 (80th Legislature) and Health and Safety Code 779.001. Each campus will also ensure at least one campus or District employee trained in the proper use of CPR and the use of the AED will be available at any time a substantial number of District students are present at the location.
ATHLETIC EVENTS AND PRACTICES	To the extent practicable and in cooperation with the University Interscholastic League (UIL), the District will make available an AED at all UIL events and practices held at a District campus.
ATHLETIC COMPETITION	The District, in cooperation with the UIL, will determine the extent to which a defibrillator must be available at each UIL athletic competition held at a location other than a District campus. The determination must be based, in addition to any other appropriate considerations, on relevant medical information and whether emergency personnel are present at the athletic competition under a contract with the District.
AUTHORIZED AED USERS	The following are authorized AED users: <ol style="list-style-type: none"><li data-bbox="560 953 1427 1014">1. CPR/AED-trained and currently certified members of a campus emergency response team.</li><li data-bbox="560 1043 1427 1104">2. A volunteer responder who is currently trained and certified in CPR and AED first aid.</li></ol>
EMERGENCY RESPONSE TEAM	Each school that has an AED will have an established emergency response team. The team members responsibilities will include: <ol style="list-style-type: none"><li data-bbox="560 1226 1427 1287">1. Activating the emergency response system, including calling emergency medical services.</li><li data-bbox="560 1316 1427 1413">2. Providing basic life support including CPR, AED, and first aid according to training and experience until the arrival of an Emergency Medical Technician.</li><li data-bbox="560 1442 1427 1503">3. Understanding and complying with this guideline and the District's emergency procedures.</li></ol>
VOLUNTEER RESPONDERS	Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond may be appropriate to their level of training experience. These responders are encouraged to contribute to the extent that they are comfortable and trained.
MEDICAL ADVISOR	The medical advisory team for the AED program is responsible for: <ol style="list-style-type: none"><li data-bbox="560 1776 1427 1803">1. Providing medical direction for the use of the AED.</li><li data-bbox="560 1833 1427 1862">2. Writing prescriptions for the AED.</li></ol>

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3. Reviewing and approving guidelines for emergency procedures related to the use of the AED and CPR.
4. Reviewing and evaluating the post-event review notes, forms, and digital files downloaded from the AED.

INSTRUCTION

The District nurses will annually make available to District employees and volunteers instruction in the principles and techniques of cardiopulmonary resuscitation and the use of an automated external defibrillator, as defined by Health and Safety Code 779.001. The instruction must meet the guidelines approved under Health and Safety Code 779.002.

Each school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheer-leading coach, and any other school employee specified by the Commissioner, and each student who serves as an athletic trainer must participate and must receive and maintain certification in the use of an automated external defibrillator from the American Heart Association, the American Red Cross, or a similar nationally recognized association. *Education Code 22.902*

DOCUMENTATION OF  
AED USE EVENTS

District policy specifies internal medical emergency reporting requirements – including student, staff, and visitor incident/accident reporting [see CKB(REGULATION)], and bloodborne pathogen exposure reporting [see DBB(LEGAL)]. In addition, if the incident includes providing CPR or use of the AED, the medical event and post event forms [see CKD(EXHIBIT)-A and -B] must be completed and sent to the campus response team leader and the associate superintendent of Administration & Talent.

EQUIPMENT CARE  
AND MAINTENANCE

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance for the AED includes:

1. The response team leader shall perform all maintenance and inspections as required (recommended) in the manufacturer's operating instructions. Every maintenance task shall be documented at the time the task is completed.
2. Following the use of emergency response equipment, equipment will be cleaned and disinfected according to the manufacturer's instructions or by methods recognized by the Texas Department of Health.
3. Annually, at the beginning of the school year, the response team leader at the campus will ensure that equipment and the response team are in an appropriate state of readiness. This will include review of training records and equipment maintenance records.

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SYSTEM CHECK	<p>Annually, at the beginning of school and then once each month, the response team leader will conduct and document a system check [see CKD(EXHIBIT)-C]. The records of these system checks will be retained onsite for the duration of the current school year. At the end of each school year the system check records will be sent to safety and risk management.</p> <p>The system check will include:</p> <ol style="list-style-type: none"><li>1. Emergency kit supplies.</li><li>2. AED pads.</li><li>3. AED battery life.</li><li>4. AED operation and status.</li></ol>
AED SUPPLIES	<p>Each AED will have one set of electrodes connected to the device and one spare set of electrodes with the AED. Primary schools will have pediatric electrodes. A first responder kit that includes latex gloves, razor, facemask barrier device, trauma shears, and paper towels will be included with the AED.</p> <p>Safety &amp; Risk Management will be responsible for ordering and payment of replacement system components and supplies for their AED to have it in a state of response readiness at all times.</p>
RELOCATION OR REPLACEMENT	<p>If an AED is relocated or replaced permanently, Safety and Risk Management must be notified of the replacements, identifying serial and model number or relocation area.</p>

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**Note:** These procedures should be implemented in coordination with the District's emergency operations plan and CKC. For more information on implementing traumatic injury response protocols, see [BleedingControl.org](http://BleedingControl.org)<sup>1</sup>, [Homeland Security Stop the Bleed](http://HomelandSecurityStoptheBleed.org)<sup>2</sup>, and [Stop the Bleed Texas](http://StoptheBleedTexas.org)<sup>3</sup>.

The District's traumatic injury protocol must be made available to school employees and volunteers annually.

For information regarding the school safety and security committee, see CK(LEGAL) and the District's multi-hazard emergency operations plan.

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**Traumatic Injury**

Traumatic injury is a term which refers to physical injuries of sudden onset and severity that require immediate medical attention.

**Bleeding Control Stations**

Each campus will have a bleeding control station. Each employee and volunteer will have easy access to the bleeding control station for use in the event of a traumatic injury.

Storage

***[The District's school safety and security committee must select where the bleeding control station is housed at each campus. Large campuses may have more than one bleeding control station.]***

The storage location of each bleeding control station on each campus will be selected by the school safety and security committee.

The location(s) selected at each campus will be published in District communications and through signage. Location(s) of the bleeding control station will be included in the campus staff training.

Required Supplies

The following items are required at each bleeding control station.

***[The Superintendent is required to determine the quantities of each supply listed below.]***

Quantity	Required Supplies
1	Tourniquets approved for use in battlefield trauma care by the armed forces of the United States
2	Chest Seals

Quantity	Required Supplies
1	ETD Trauma Dressing
2	Responder Compressed Gauze
1	Space emergency blankets
2	Latex-free gloves
1	Marker
1	Scissors
1	Instructional documents developed by the American College of Surgeons or the United States Department of Homeland Security detailing methods to prevent blood loss following a traumatic event.

Additional medical material or equipment may be included at each bleeding control station if it meets the following requirements:

1. May be readily stored in a bleeding control station.
2. May be used to adequately treat an injury involving traumatic blood loss; and
3. Is approved by local law enforcement or emergency medical services personnel.

### Training

The following positions are required by law to be trained using a TEA-approved course:

- Each school district commissioned peace officer who provides security services at the campus
- School security personnel employed by the District who provide security services at the campus
- Each school resource officer who provides law enforcement at the campus
- All District or school personnel who are reasonably expected to use a bleeding control station

Annual Training  
for Students

All students enrolled in grades 7-12 will annually be offered instruction from the school resource officer or other appropriate District or campus employee who has received the required training on the use of bleeding control station.

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<sup>1</sup> BleedingControl.Org: <https://www.bleedingcontrol.org/resources>

<sup>2</sup>Homeland Security Stop the Bleed: <https://www.dhs.gov/stopthebleed>

<sup>3</sup>Stop the Bleed Texas: <https://stopthebleedtx.org/>