

**INDEPENDENT SCHOOL DISTRICT 191
BURNSVILLE-EAGAN-SAVAGE**

Early Defibrillation Program Management Plan

Updated and Reviewed 2/2018
Reviewed 3/2016, 3/2017, Feb 2019, Feb 2020

This document describes the ISD 191 management plan relating to its defibrillation program. The document is intended to provide guidance to administrators and responders of the early defibrillation program in order to ensure a rapid response to victims of sudden cardiac arrest (SCA) in ISD 191.

Reference Documents

- State and local early defibrillation program regulations
- State Good Samaritan law
- Phillips Early defibrillation program response protocol
- HeartStart Defibrillator User's Guide

Early Defibrillator Program Coordinator

The AED Program Coordinators for ISD 191 are Stephanie White, Director of Special Education and David Lake, Director of Operations and Transportation. The AED Program Coordinator's responsibilities are to:

- Communicate with the Medical Director, Emergency Response Team members, management/administrative personnel, EMS and the public regarding the early defibrillation program.
- Communicate with local EMS on defibrillation program issues and patient care.
- Participate in case reviews, responder training and retraining, data collection, and other quality assurance activities.
- Ensure that the defibrillators and related response equipment are maintained.
- Purchase necessary supplies and accessories.
- Develop and maintain the emergency response plan and related procedures.
- Maintain a list of trained defibrillator responders.
- Ensure compliance with state and local regulations regarding defibrillator use.

Medical Director

The Medical Director for the ISD 191 defibrillation program is LeAnn Hutchison, MD. It is the responsibility of the Medical Director to:

- Provide medical consultation and expertise.
- Approve protocols for the use of the defibrillator and other medical equipment.
- Act as a liaison between the early defibrillation program site and the local EMS organization.
- Approve the defibrillator-training program.
- Review all incidents involving use of the defibrillator.
- Provide post-incident debriefing support as needed.
- Assure that program quality is maintained.

Administration

ISD 191's administrative staff shall ensure that plans and procedures for the defibrillation program are in place at each facility. Each school office shall assure that specific emergency response procedures are in place and that staff, students, and visitors understand how to call for help during an emergency. Additionally, during a "school hours" emergency, it shall be the responsibility of the office staff to:

- Ensure that someone is available to receive calls for help from within the facility.
- Assure that EMS has been notified.
- Contact the AED Emergency Response Team members to respond to the emergency location with a defibrillator.
- Ensure that someone is positioned to meet EMS responders and lead them to the emergency location.

AED Emergency Response Team Members

Each building will designate an AED Site Coordinator (typically the Licensed School Nurse for the building or the building administrator if a Licensed School Nurse is not assigned to that site). The building will also identify an AED Emergency Response Team and assure that the team remains current on AED/CPR training. AED Emergency Response Team members' responsibilities are to:

- Maintain basic life support skills, including the use of a defibrillator by completing training as required and approved by ISD 191.
- Understand the plan and protocol for responding to medical emergencies including SCA.
- Follow the procedures outlined in the defibrillation protocol when responding to SCA victims.

In addition, any person may voluntarily provide emergency care, including CPR, defibrillation, and first aid in ISD 191 facilities. Volunteer responders may only provide the care appropriate to their level of training and should turn care over upon the arrival of Emergency Response Team members unless their level of training exceeds basic life support. Internal emergency response time range is estimated to be approximately 1-3 minutes from the time a person is found un-responsive. External response time range is estimated to be approximately 3-10 minutes from the time 911 is called.

Training Requirements

The AED Site Coordinator shall maintain training records for the AED Response Team members.

At least every two years, AED Response Team members shall complete a CPR and defibrillation retraining course to maintain knowledge and skills. This training will be provided by ISD 191 and will be offered by the district CPR trainer. The CPR trainer's salary and training materials will be paid for by the District Health and Safety Department.

Equipment

ISD 191 has selected the Zoll Plus Defibrillator for its early defibrillation program. One Phillips Onsite Heartstart Debrillator is located as a back-up unit in the district health and safety office and another is located at River Ridge Education Center. This management plan will be addressing the use of the Zoll defibrillator, which is located at all school sites. The defibrillator should be deployed to any medical emergency in the facility along with other emergency care equipment. Each AED will be identified with a sign above the AED cabinet. Location of the AED's will be noted on the building maps.

Each defibrillator kit contains:

- Zoll Plus Defibrillator, with batteries installed, and case
- Two sets of adult defibrillator pads
- One set of infant/child defibrillator pads
- A pocket mask
- Disposable gloves
- A razor
- A pair of scissors
- A small disposable towel
- AED Post Event Report

The case is equipped with both adult and infant/child defibrillation pads allowing the Zoll Plus defibrillator to be ready for use on sudden cardiac arrest victims of any age. Personal Protective Equipment is included in each cabinet and is to be used when responding to a cardiac emergency. The AED Site Coordinator will be responsible for ordering replacement materials. Pads are to be replaced after each use and/or every 5 years. Batteries are to be replaced every 5 years using ten AA lithium manganese dioxide batteries from recommended manufacturers or if the unit prompts to change. Replacement material cost will be billed to the district Health and Safety Department.

The device should be used on any victim who is:

- Unresponsive
- Not breathing normally

BUILDING	# OF UNITS	LOCATION OF AED	SERIAL #
<u>Edward Neill Elementary</u> 13409 Upton Ave. S. Burnsville, MN 55337	1	Outside Gymnasium	ZOLL PLUS <u>X16F845850</u>
<u>Gideon Pond Elementary</u> 613 E. 130 th Street Burnsville, MN 55337	1	Lower Level Outside Gymnasium	ZOLL PLUS <u>X16F845780</u>
<u>Harriet Bishop Elementary</u> 14400 O'Connell Road Savage, MN 55378	1	Lower Level Outside Gymnasium	ZOLL PLUS <u>X16F845779</u>
<u>Hidden Valley Elementary</u> 13875 Glendale Road Savage, MN 55378	1	Main Corridor Outside Music	ZOLL PLUS <u>X16G849166</u>
<u>Marion W. Savage Elementary</u> 4819 W. 126 th Street Savage, MN 55378	1	Outside the Gymnasium, Near Front Entrance	ZOLL PLUS <u>X16G848428</u>
<u>Rahn Elementary</u> 4424 Sandstone Drive Eagan, MN 55122	1	Round Building Passageway to Gym	ZOLL PLUS <u>X16F846286</u>
<u>Sioux Trail Elementary</u> 2801 River Hills Drive Burnsville, MN 55337	1	Lower Level Outside Gymnasium	ZOLL PLUS <u>X16G849136</u>
<u>Sky Oaks Elementary</u> 100 E. 134 th Street Burnsville, MN 55337	1	West Wall Across From Office, Outside Music Room	ZOLL PLUS <u>X16G849122</u>
<u>Vista View Elementary</u> 13109 County Road 5 Burnsville, MN 55337	1	Lower Level Outside Gymnasium	ZOLL PLUS <u>X16F845215</u>
<u>William Byrne Elementary</u> 11608 River Hills Drive Burnsville, MN 55337	1	Outside Gymnasium	ZOLL PLUS <u>X16G852060</u>
<u>Joseph Nicollet Middle School</u> 400 East 134 th Street Burnsville, MN 55337	1	South Wall in "Link" by Staff Lounge Door	ZOLL PLUS <u>X16E836155</u>
<u>John Metcalf Middle School</u> 2250 Diffley Road Burnsville, MN 55337	1	On the Wall in the West Hallway by the Gym	ZOLL PLUS <u>X16G849157</u>
<u>Eagle Ridge Middle School</u> 13955 Glendale Road Savage, MN 55378	1	South Wall, Lower Level in Commons/Cafeteria Area	ZOLL PLUS <u>X16G848436</u>

<u>Cedar School – Balc (West-Side)</u> 2140 Diffley Road Eagan, MN 55122	1	Near Gym, Next to Room 203	ZOLL PLUS <u>X16E836028</u>
<u>Cedar School – 917 (East-Side)</u> 2140 Diffley Road Eagan, MN 55122	1	Located in Main Office ISD 917	ZOLL PLUS <u>X16F845777</u>
<u>Burnsville Senior High School</u> 600 East Highway 13 Burnsville, MN 55337	1	North Wall Across From Main Gym	ZOLL PLUS <u>X16F846301</u>
<u>Burnsville Senior High School</u> 600 East Highway 13 Burnsville, MN 55337	1	Lower Level Outside of New Gym	ZOLL PLUS <u>X16G849163</u>
<u>Burnsville Senior High School</u> 600 East Highway 13 Burnsville, MN 55337	1	Upper Level of New Gym Area by Weight Room	ZOLL PLUS <u>X16G849131</u>
<u>Burnsville Senior High School</u> 600 East Highway 13 Burnsville, MN 55337	1	On Wall Outside of the School Store	ZOLL PLUS <u>X16G849164</u>
<u>Burnsville Senior High School</u> 600 East Highway 13 Burnsville, MN 55337	1	Located on the Wall in the Hallway of D Wing	ZOLL PLUS <u>X16G849207</u>
<u>Burnsville Senior High School</u> 600 East Highway 13 Burnsville, MN 55337	1	Located on the Wall in the Hallway of Upper C Wing	ZOLL PLUS <u>X16F845195</u>
<u>Burnsville Senior High School</u> 600 East Highway 13 Burnsville, MN 55337	1	Located on the Wall in the Hallway Intersection of F, G and G Wing	ZOLL PLUS <u>X16G849135</u>
<u>Burnsville Senior High School</u> 600 East Highway 13 Burnsville, MN 55337	1	BHS Annex, Separate Building to the NW of Main Campus. Located on the Wall Outside of the Auto/Wood Shop Classroom.	ZOLL PLUS <u>X16G849199</u>
<u>Diamondhead Education Center, Upper Level</u> 200 West Burnsville Parkway Burnsville, MN 55337	1	Located on the Wall on the Upper Level in the ECSE Area Across From the Nurse's Office by the Gym	ZOLL PLUS <u>X16G849066</u>
<u>Diamondhead Education Center, Upper Level</u> 200 West Burnsville Parkway Burnsville, MN 55337	1	Spare Unit is Located in the Health and Safety Office, Scott Wurdeman's Office X2038	Phillips Heart Start <u>A101-05815</u>

<u>Diamondhead Education Center, Lower Level</u> 200 West Burnsville Parkway Burnsville, MN 55337	1	Located on the Wall in the Atrium Outside the Senior Center, Lower Level	ZOLL PLUS <u>X16G849125</u>
<u>River Ridge Education Center</u> 100 River Ridge Court Burnsville, MN 55337	1	Located in Cabinet Mount on the Wall in the Lower Level Hallway.	<u>Phillips</u> <u>Heart Start</u> <u>A141-00532</u>

Maintenance

The Zoll Plus defibrillator requires little maintenance. The defibrillator performs daily tests to assure the device is ready for use, and is equipped with a status indicator that shows if the device is ready for use. All defibrillators shall be maintained in accordance with the Zoll Plus Defibrillator Instructions for use. Costs incurred to provide supplies, equipment maintenance or upgrades for district defibrillators will be funded from the district Health & Safety budget.

The lead building custodian (or designee) will be responsible for conducting daily inspections of the AED's and their cabinets when the building is open by initialing the date box the unit was checked on the AED Daily Checklist. If the building is closed, note "BC" in the date box. The main objective of the checklist is to ensure that the AED's are maintained in working condition. If the person checking the AED observes tampering, "chirping" or the green check mark is not visible, the AED Site Coordinator or the Program AED Coordinator should be notified. The AED should be removed from the cabinet (de-alarm the cabinet) and the AED should be taken to the Site Coordinator or the Program Coordinator. Flag the AED cabinet with the "Out of Service" sign. Any corrective action taken should be noted by initialing in Red by the date and documenting on reverse side what action was taken. Checklists will be stored in the green custodian folder and when completed for the year, kept on-site by the AED Site Coordinator. AED cabinet batteries are to be changed annually in August by the custodian using two 9-volt Energizer Titanium Alkaline batteries. (See AED Daily Checklist)

If a defibrillator must be removed from service during the summer months, the custodian will notify the school office and the AED Program Coordinator. If during the school year, the custodian will notify the AED Site Coordinator who will then notify the school office, the AED Emergency Response Team Members, and the AED Program Coordinator. Notification of the same group shall occur when the device is returned to service.

Post-Event Activities

After any response to Sudden Cardiac Arrest (SCA) with a defibrillator:

- Responder should complete an AED post-event report form located in the AED cabinet. A copy of the report should be sent to the Director of Health Services and will be retained in the Business Office.
- The AED Program Coordinators and Medical Director shall be notified within 24 hours of the event.
- Take the defibrillator to the AED Site Coordinator or AED Program Coordinator within 24 hours post-event.
- The AED Site Coordinator (school year) or the AED Program Coordinator (summer) will check the defibrillator and replace any used supplies as soon as possible following the event so that the defibrillator may be returned to service. Perform the after-patient-use maintenance on the defibrillator.

- If requested by the hospital or medical provider, data from the defibrillator can be downloaded following manufacturer's instructions.
- The AED Program Coordinator shall conduct employee incident debriefing, as needed.

Defibrillator Maintenance after Each Patient Use

Each time the defibrillator is used on a patient, the AED Site Coordinator (school year) or an AED Program Coordinator (summer) will:

- Inspect the exterior, pads connector port or pads cartridge well for dirt or contamination.
- Check supplies, accessories, and spares for expiration dates and damage.
- Check the operation of the defibrillator by removing and reinstalling the battery to run a battery insertion test.

Defibrillation Program Assessment and Review

Any actual Sudden Cardiac Arrest events shall be reviewed by the AED Program Coordinators and the Medical Director to ensure that the early defibrillation protocol was followed and to assess the response performance of the facility. Recommendations for change or improvement should be discussed with the AED Response team and other responders as soon as possible after an event.

The AED Program Coordinators should review each site's training and maintenance records to ensure compliance with ISD 191 policy. This management plan shall be reviewed annually or as required by changes in the early defibrillation program and state/local regulation.

AED Registry

Each district AED will be registered into the MN AED registry as stated in Minnesota Statutes, chapter 403.

References:

Phillips Healthcare - AED protocol and sample management plan

Allina Hospitals and Clinics - Heart Safe Communities

American Heart Association

MN Good Samaritan Law

Appendices:

AED Post Event Report

AED Daily Checklist (2 versions)

AED site locations and serial numbers