

Board of Education Policy

AUTOMATED EXTERNAL DEFIBRILLATOR - REGULATION

Education Law 917 requires all school districts to be Public Access Defibrillation providers as of December 1, 2002. This practice will enhance the safety measures for residents and guests of the Miller Place School District (“the District”) through the initiation of the Automated External Defibrillator (AED) Program. This document sets forth the practice, protocols and procedures of the AED Program. It is designed to ensure that the personnel who operate the District’s AED device are properly trained and that all equipment related to this program is maintained in good operating condition.

I. TRAINING

Only those personnel who have been trained to use the AED in accordance with the laws of the State of New York shall be authorized to use the District’s AED (“Authorized Personnel”).

All Authorized Personnel must successfully complete a training course in the operation of AEDs approved by a nationally recognized organization approved by the New York State Department of Health for the purpose of training people in the use of AEDs.

All Authorized Personnel must maintain on file a written copy of AED certification establishing such Authorized Personnel’s successful completion of an approved AED training course.

Only Authorized Personnel with a current (non-expired) certification may use the AED device.

The District will provide periodic review of ongoing training for its Authorized Personnel to keep current and familiar with its use.

II. LOCATION OF THE AED UNITS

The quantity and location of all AED units in the District shall be determined in accordance with all applicable legal requirements, including those contained in Section 136.4 of the Regulations of the Commissioner of Education.

III. MAINTENANCE AND INSPECTION OF THE AED UNITS

All AED Units shall be kept protected in their cases, as supplied by the manufacturer, and shall be kept in a clean, secure and dry location at all times when not in use to avoid damage to the to the units.

All units should be kept on charge, if applicable to the unit and all batteries will be replaced on a regular basis in accordance with the manufacturer recommendations.

The following items (“Accessories”) will be kept with the AED Unit: Two (2) sets of sealed defibrillator pads compatible for use with the AED Unit, razor, towel, pocket face mask, four (4) pairs of latex-free gloves, and the Data Reporting Form.

All units will be tested and maintained in accordance with Manufacturers and governmental instructions, as applicable.

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A weekly inspection will be performed on all AED units, both stationary and portable, with regard to the battery condition, overall readiness for use and adequate supplies as outlined above.

With regard to portable AED devices, the Athletic Trainer will be responsible for the distribution and collection of all portable AED devices for coaches each sports season. Before distribution, the Athletic Trainer will check the condition of the AED's to ensure they are appropriately charged and stocked. Additionally, at the mid-point of the season there will be an additional check-up for appropriate battery charge by the Athletic Trainer and/or School Nurse. These check-ups are in addition to the practice of coaches checking their portable units on a weekly basis, as outlined herein. If the device is utilized at any given point during a season it must automatically be brought to the Athletic Trainer for an inspection and re-stocking of necessary items, and the AED Coordinator shall be notified within one (1) business day of such use, as required herein.

This weekly check will be documented on a log or other form as specified by the District AED Coordinator and kept together with the AED. A copy of this documentation will be retained as permanent record. The AED Coordinator will designate one authorized user in each building who will be responsible for performing the weekly check.

If a problem is encountered on any of the inspection, they will be reported to the AED Coordinator. The manufacturer of the AED or their representative must service the unit in a timely fashion. Arrangements will be made to obtain a replacement AED unit while the original AED Unit is being serviced or repaired and it is again fully functional.

IV. IN THE EVENT OF AN EMERGENCY

Authorized Personnel are instructed to call 911 concurrently with the onset of an emergency. If possible, send an adult to meet incoming help and give precise directions.

V. AFTER THE ARRIVAL OF MEDICAL ASSISTANCE

After emergency medical assistance (911) has reached the location of the emergency, the Authorized Personnel who has been attending the patient shall assist the emergency medical personnel until services are no longer required. Only someone of equal or higher training may relieve the AED operator.

In the event that the District's AED remains with the patient, the Authorized Personnel on site will make arrangements for the return of the AED Unit.

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VI. AFTER THE AED IS USED

The data on the computer chip installed on the AED unit must be downloaded. The Authorized Personnel that used the unit must complete the AED Incident Report.

The unit will be cleaned in accordance with the manufacturer's recommendation and the unit will be inspected to insure that there are no trouble light indicators illuminated. If applicable, the charge light should be illuminated, and all previously named accessories are in order. Only after the above is complete may the AED unit be placed back into service.

The District's AED Coordinator shall be notified within one (1) business day of any AED use, and the District's Emergency Health Care Provider and Medical Director must be notified, both verbally and in writing, within two (2) days. Both the Medical Director and the Suffolk County Regional Emergency Medical Services Council must be forwarded a copy of the incident report within two (2) days. A copy of the incident report must be forwarded to University Hospital and Medical Center, Medical Control Console, L4 Room 515-EMS, Stony Brook, New York 11794-7400 within two (2) days.

Reference:

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