

Automatic External Defibrillator

The regulations are provided to give employees of the school district uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an Automatic External Defibrillator (AAED).

Use of the AED is authorized for emergency response personnel trained in CPR and the use of the AED. Use of the AED by other persons is also permitted.

The program coordinator for Garfield RE2 School District shall be the Director of Health Services.

Responsibilities of Program Coordinator:

- Selection of employees for AED training
- Coordination of equipment and accessory maintenance
- Maintain on file a specification sheet on each approved AED model
- Monitoring the effectiveness of this system
- Communication with medical director on issues related to medical emergency response program including post-event reviews

The 5 components of an AED program are:

1. Medical provider oversight
2. Appropriate training of anticipated rescuers in CPR and use of the AED
3. Coordination with the EMS system
4. Appropriate device maintenance
5. An ongoing quality improvement program to monitor training and evaluate response with each use of the device

Medical Oversight

The medical advisor of the AED program is Deborah Brown, MD.

The medical advisor has ongoing responsibility for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs.
- Evaluation of post-event review forms and digital files downloaded from the AED

Appropriate Training of anticipated users

All persons who are identified users will be trained in CPR/ AED and will maintain training according to a schedule that includes every 2-year recertification. A training schedule including names of those trained and dates both of current training and due dates for recertification will be maintained in Health Services Office.

Coordination of the EMS system

The Director of Health Services will be responsible to coordinate with the local fire departments and police departments. Rifle Fire/EMS Department will be the primary advising department. Health Services will be responsible for this coordination.

Appropriate Device Maintenance

Device maintenance will be done according to the manufacturers guidelines and will be recorded for each unit. A log will be maintained in the school building with a copy kept in the Health Services Department.

Ongoing quality improvement program

A plan will be established to monitor both training and maintenance as listed below.

Authorized AED users:

The AED may be used by:

- Employees including but not limited to, administrators, nurses, athletic trainers and office staff
- Additional staff as identified by administration; Examples: teachers, coaches, security staff
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years

AED Trained Employee Responsibilities:

- Activating internal emergency response system and providing prompt basic life support including AED and First Aid in accordance with training
- Understanding and complying with requirements set forth in this policy
- Following the detailed procedures and guidelines for the AED program

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. The response of these individuals may include CPR, AED or medical first aid.

School Responsibilities:

The school staff is responsible for:

- Receiving emergency medical calls from internal locations
- Using an established district emergency response plan to assess emergency and determine appropriate level of response
- Notification to the District Office Superintendent and Director of Health Services.
- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS personnel and directing them to site of emergency

Staff Development Responsibilities:

- Provide training to district employees identified by the Coordinators of the program and school administration
- Provide ongoing recertification according to the schedule outlined in this document

Identified Health Services (Clinic) Responsibilities:

- Checking equipment according to established guidelines and alerting the Health Services of any variance or need
- Responding to the emergency area as outlined in AED training

Equipment:

Equipment shall be an Automated External Defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. Gifts, grants and donations, including in-kind donations, designated for obtaining an automated external defibrillator, or for inspection, maintenance or training in the use of an Automated External Defibrillator will be accepted and placed into a special district account to assist in obtaining and maintaining AEDs.

Location of AEDs

The location of the AED will be determined by the Director of the AED program, school administration and if necessary, the local fire/EMS department. In general, AEDs will be located in the front office area and secondly in the athletic area for high schools and middle schools and in the front office area for elementary schools.

After-School Hours

Athletic trainer covered events:

- If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
- The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location; this person will also be responsible for notifying DCSD security.

Post AED Event:

- A copy of AED use information will be sent within 48 hours (weekdays) of the event to the medical director of the program.
- The AED will be taken to the receiving within 48 hours (weekdays) of device usage to have the patient recorded data retrieved from the device.
- The volunteer responder will document the event using the school district accident form and will forward a copy of completed form to AED Program Coordinator or designee on the next business day.
- The AED will be wiped clean according to policy. Following medical review, the memory on the machine will be cleared and the system ready for use.
- Electrode pads must be replaced and the battery replaced.

Automated External Defibrillator (AED) Use Procedures:

Initial Assessment:

If person is unconscious, check for breathing and pulse, initiate CPR if needed. Send for an AED.

Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED. Use of the AED by other persons is also permitted.

Refrain from using portable radios or cell phones within 4 feet of the victim while the AED is evaluating the heart rhythm.

School Hours

EBCG-R

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others, instead, the scene or environment around a victim must be made safe prior to attempts to assist.
2. Determine unresponsiveness.
3. Activate system:
 - a) At any school phone: dial 9-911__.
 - b) From any public phone or cellular phone: dial 911.
 - c) Call main office and alert them to emergency and location of unconscious person.
 - d) Main office staff will assign someone to retrieve AED and meet responding volunteer at emergency scene.
 - e) The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location; this person will also be responsible for notifying the District Office at 665-7600.
4. CPR-trained individuals will assess the emergency and if necessary, begin CPR.
If no signs of circulation, apply AED immediately. If AED is not immediately available, begin CPR until the AED arrives.
NOTE: If a rescuer is alone and the victim is a child under eight years old or under 25 Kg. (55 lbs) and has no known cardiac condition, perform one minute of infant/child CPR prior to activating the emergency response system and getting the AED or have someone else alert the EMS system.
5. Turn ON AED and follow the prompts of the AED.
Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
Wipe chest clean and dry if victim's chest is dirty or wet.
6. Victim must be transported to hospital.
7. Turn over care of the victim to EMS personnel. Once they have arrived, follow the directions of EMS personnel for further actions.

After-School Hours

1. Athletic trainer covered events:
 - a) Determine unresponsiveness
 - b) Activate system:
 - . At any school phone, dial __9-911.
 - . Public or cellular phone, dial 911.
 - . Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.
 - c) If present, the athletic trainer, or a designee, will retrieve the AED -
 - d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
 - e) The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location; this person will also be responsible for notifying the District Office 665-7600.
2. Other school events (if AED is available)
 - a) Determine unresponsiveness
 - b) Activate system:
 - . At any school phone, dial 9-911.
 - . Public or cellular phone, dial 911.
 - . Alert the supervising staff member of the emergency.
 - c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives.

AFTER USE:

1. A copy of AED use information will be sent within 48 hours (weekdays) of the emergency to the Medical Advisor of the program.
2. The AED will be taken to receiving hospital within 48 hours (weekdays) of device usage to have the patient recorded data retrieved from the device.
3. The volunteer responder will document the event using the school district accident form and will forward a copy of completed form to AED Program Coordinator or designee on the next business day.
4. The AED will be wiped clean according to AED care.
5. Electrode pads must be replaced and the battery replaced.
Contents of attached resuscitation kit must be replaced if used.

The District Office Administrative Team will conduct critical Event stress debriefing.

Authorizing Physician Signature:

Date:

Print or type name:

Address:

Telephone:

Registration number:

This authorization expires:

Adopted: October 2010

Check List for Receiving an AED in a School Building

If you receive information that your school is going to receive a donation of an AED there are some steps to take to insure compliance with the district regulations.

- Contact Health Services __665-7613.
- Identify CPR trained employees who will need to have added AED training
 - Identify employees who will need both CPR and AED training
- Plan placement of AED unit keeping the following in mind:
 - Unit should be close to the front office but in an area that would be accessible to before and after school building use.
 - Choose a site that is visible to the security camera.
 - If you are receiving 2 units at a secondary school the second unit should be either on another level or near the athletic area if the first unit is not.
- When you are ready to receive the unit contact Health Services and/or Risk Management who will arrange the delivery of the unit.
- When the unit arrives:
 - Make arrangements to have the wall unit hung on the wall
 - Make sure that the donating party has purchased pediatric pads.
 - Provide signs indicating AED is available

Health Services will be responsible for checking the equipment according to established guidelines.

If you need any other assistance call Health Services 665-7613.