

Students	Procedure	3412P
Goldendale School District No 404	Adoption Date:	2/17/15
Automated External Defibrillators (AED)		

The purpose of this procedure is to assist employees who are trained and willing to use an AED in the event such use is necessary. These procedures do not create an obligation to use the AEDs, nor do they create an expectation that trained staff will be present at every event where use of the AED might be beneficial.

The District will place AEDs in the following locations: Goldendale Primary School, Goldendale Middle School and Goldendale High School. At every location where an AED is present, the District will select and train staff members in its use. If an event occurs requiring use of an AED, trained staff will:

1. Dial 911 immediately;
2. Follow cardio-pulmonary resuscitation (CPR) procedures; and
3. Retrieve and use the AED as training dictates.

PRE-PLACEMENT

Approved equipment:

- A. All AEDs placed in District facilities must meet the requirements of, and be approved by, Washington State Department of Health.
- B. To the extent possible, the brand of AED used should be the same throughout District facilities to provide consistency in training and operation;
- C. The District will maintain on file a specifications/technical information sheet for each approved AED model purchased or donated to the District; and
- D. The District will notify local EMS of the existence and location of the AEDs.

Training:

- A. Selected staff will be provided with an initial training course approved by the Washington State Department of Health in the use of AEDs. A copy of the training certificate will be kept in the employee's personnel file;
- B. AED use will be included in CPR training programs. The course

will include demonstrating proficiency in CPR, and the following:

1. Safe and effective use of the AED device; and
 2. Common troubleshooting techniques for an AED.
- C. Proficiency re-training for District employees certified in AED-CPR skills will be required every two (2) years;
 - D. Employees receiving training in the use of the AED may include nurses, athletic/activities directors, coaches, facility operations managers, security supervisors, health room assistant and office staff with health room responsibilities. Absent a contractual requirement, training is voluntary;
 - E. Employees should use the AED only to the extent their training allows; and
 - F. Employees trained to use an AED will only be held to the standards embodied in the state's Good Samaritan Legislation (RCW 4.24.300).

PRE-EVENT

Accessibility, availability, security:

- A. During school hours, the AED will be housed in a designated location that allows for security and visibility. Ideally, the AED will be placed near a phone. Trained staff should be able to access the device outside of school hours;
- B. Outside of school hours, the AED may be moved from its normal location by trained staff in order to support athletic, academic, or community activities. A sign must be left in its place that clearly indicates who has the AED, its exact temporary location and estimated time of return; and
- C. Community members and individuals using District facilities on a contractual basis are not guaranteed access to an AED or AED trained staff.

Routine maintenance:

- A. A schedule for maintaining the AED will be dictated by the product manufacturer and the Washington Department of Health;
- B. Most AEDs perform periodic self-diagnosis, including a check of battery strength and an evaluation of internal components;
- C. The District's designee will be responsible for checking the AED, including monitoring battery and maintenance indicators, and will immediately contact the appropriate staff member if the device needs to be served or if supplies are missing or will soon

- expire; and
- D. Periodic maintenance of the AED will be documented by dating and initialing a card kept in a secure location.

EVENT

- A. Staff trained in the use of an AED are volunteers and are not expected to place their own safety in jeopardy in order to aid others. The scene around the victim must be made safe before a rescue is attempted;
- B. If an event occurs requiring use of an AED, trained staff should first ensure that EMS has been contacted and then proceed as their training in use of the AED dictates; and
- C. Upon arrival of EMS personnel, District employees will immediately turn responsibility for care of the victim over to EMS.

POST EVENT

A. Event data

1. Immediately following the incident, the District's designee will contact Northwest Health and Safety to retrieve data from the AED; and
2. The District's designee will document the name of the fire/rescue responder and include this information on the District Incident Report.

B. Return of the AED to operational service:

As soon as possible after the event, the District's designee will complete a post-event checklist to ensure that the AED is returned to operational condition, including replacement of any single use items.

c. Critical event stress debriefing:

The District or Northwest Health and Safety may arrange an informal debriefing for District and community members regarding the incident.