

Title: Use of Automated External Defibrillators (AEDs) In Schools

DISTRIBUTION AND PLACEMENT

An Automated External Defibrillator (AED) will be placed in each school within the District. Designated building staff will be certified to administer CPR/AED.

- The AED will be readily accessible in a designated area where it is available for students, staff and visitors.
- The placement of AEDs will take into consideration access for school and community activities.
 - a. Each AED will be secured in an alarmed wall cabinet.
 - b. AEDs will not be placed in locked rooms or areas which limit availability after school hours.
 - c. Signs with directions to access the AED will be posted in designated areas in the building where students or staff gather.
- AEDs will not be taken on field trips or other activities away from the school.

AED MAINTENANCE AND USE

The following will govern the maintenance and use of the AEDs:

- AEDs will be maintained and tested in accordance with the operational guidelines of the manufacturer and monitored by the school nurse or designee.
- The status of the battery in each AED will be inspected, at a minimum, monthly by the school nurse or designated employee. The AED will be inspected after each use to ensure the equipment is in proper working order and ready for the next usage.
- AEDs will be stored with a carrying case, razor, vinyl gloves, and mouth barrier designed for use.
- All AED pads exceeding the manufacturer's recommended shelf life will be replaced.
- All AED batteries exceeding the manufacturer's recommended shelf life will be replaced.

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- The school health staff will maintain an inventory list which includes the identification number of the AED, its location and when it was last inspected.
- Each AED will be marked “Do not administer to a patient who is under 8 years of age and/or weighs 55 pounds or less.”

OPERATING PROCEDURES

A. Unless the patient’s medical condition and/or circumstances dictate otherwise, the following standard procedures for emergency response to cardiac arrest will be followed:

- Assess the patient ABCs (Airway, Breathing, Circulation)
- Call 911 and get the AED. Report to dispatcher the patient’s status (unresponsive, not breathing, no pulse). Inform dispatcher if CPR is being performed and if an AED is being used,
- Administer CPR until AED arrives and
- Continue as per CPR/AED training.

B. Notify parent/guardian as soon as possible at the first sign of an emergency. If trained designated staff are involved in the life-saving procedure, personnel not administering emergency treatment should contact the parent/guardian.

AED/CPR TRAINING AND IMPLEMENTATION

A. It is recommended the following staff be included in the training as part of an emergency response team:

- Administrators,
- Coaches,
- Assistant coaches,
- Custodians,
- Physical education teachers and

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- School Resource Officers, school nurses and health aides are required to have current certification.
- B. Designated staff members in each building will be appointed by the principal or designee and will be certified and will maintain current certification.
- C. CPR/AED training will be provided by certified CPR/AED instructors.
- D. Student handbooks will include notice of the possible use of an AED in the event of a cardiac arrest.
- E. Classes will be scheduled with consideration to staff availability and time: teacher in-service days, before or after school, etc.
- F. To schedule a class, the principal should consult with the school nurse. The school nurse may contact the Chief of Student and Family Services who will maintain a list of certified instructors.
- G. The school nurse will:
1. be included in planning certification and recertification classes,
 2. maintain a current list of building staff certified in CPR/AED. A listing will be provided to the principal and Supervisor of Student Special Services,
 3. include names of staff certified in CPR/AED for the crisis plan,
 4. notify designated staff certified in CPR/AED and the principal of recertification dates and assist in scheduling training and inform the principal in writing the names of staff who did not participate and
 5. demonstrate annually to the emergency response team the procedure for using an AED to building staff and how to access.

PURCHASING AEDS AND REPLACEMENTS

All AEDs will be purchased through the District purchasing office. All supplies will be replaced according to the manufacturer's guidelines.

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POST - USE RECORDS

As soon as possible following the use of an AED, the designated staff certified in CPR/AED shall complete a written report to be filed in the student's health record, and provided to the Chief of Student and Family Services. The report shall include the following:

1. the circumstances giving rise to the administration of AED,
2. the results,
3. recommended changes in the procedures used by the District in its administration of the AED, if any.

Approved: Aug. 26, 2008

Reviewed: _____

Revised: May 28, 2019

April 23, 2024