St. Charles Parish Public Schools
Automated External Defibrillator (AED)
and Cardiac Emergency Response Protocol

Rationale

St. Charles Parish Public Schools recognizes the importance of implementing a protocol for the usage of Automated External Defibrillators and Cardiac Emergency Response.The Board of Education recognizes that cardiac emergencies may arise that justify the use of an Automated External Defibrillator (AED). To this end, the district shall provide and maintain AED equipment for use by qualified personnel. The AED is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and is capable of determining whether defibrillation shall be performed. Upon determining that defibrillation shall be performed, the AED automatically charges and advises the trained operator that delivery of an electrical impulse to an individual's heart will occur. The AED is capable of delivering the electrical impulse to an individual's heart.

Overview

In accordance with Louisiana Legislative findings in RS 40: 1137.3 and Senate Bill 12, the Board shall designate a Medical Advisor to serve as an Emergency Health Care Provider to monitor the program and ensure that all designated responders are properly trained and that AEDs are properly maintained. The district and the Medical Advisor, who will delegate to the Supervisor of Student Health Services, shall develop a written collaborative agreement which contains all the provisions for administration and use of this equipment including training requirements, location of AED units, the maintenance and inspection of AEDs, the identification of local emergency response providers, and assurances that 911 will be called immediately for emergency assistance.

The Superintendent of Schools shall ensure that AED equipment is available on-site in each instructional school facility in quantities adequate to ensure ready and appropriate access for use during emergencies. School administrators and School Nurse shall ensure the presence of at least twenty percent of Safe Schools staff is trained in the operation and use of an AED.

Delegation

Medical Advisor:

Dr. Kevin Joseph, M.D. is the Medical Advisor for the AED program in St. Charles Parish Public Schools (SCPPS). Medical Advisor responsibilities:

- Provide medical direction for the use of the AED
- Annual prescription for AED
- Review and approve guidelines for emergency procedures related to the use of the AED
- Evaluate post-event review forms

Supervisor of Student Health Services:

Arolyn Honor, Supervisor of Student Health Services will act as coordinator in the use of AEDs in SCPPS. This includes:

- Maintaining public training and certification of appointed district staff
- Training records
- Maintenance and supplies required for proper usage of the devices
- Annual review of AED policy and equipment
- Communicating issues related to medical emergency response programs with Medical Advisor including post event reviews.

Administrator of Safety, Security, and Athletics:

Administrator of Safety, Security, and Athletics will coordinate and maintain responsibility for:

- A cardiac emergency response team with Principal and Supervisors. (Safe Schools)
- Activating the team in response to an emergency
- Guiding in the strategic implementation of AED placement within the school.
- Facilitating practice drills.
- Integrating local EMS with the plan.
- Reviewing and evaluating the plan annually.

School Nurse:

The School Nurse shall conduct and document a weekly system check. These records shall be retained according to the schedule established for the health and safety function. This check shall include review of the following elements:

- Safe School member list
- Trained staff member list
- Annual AED maintenance checklist- completed first week in August
- Weekly AED status log
- Emergency kit supplies
- Training records
- Equipment (AED) operation records and maintenance

Safe School Team Member Responsibilities:

- Must complete The American Red Cross training every two years with the Student Health Services Team. Online and In-Person sessions.
- Training completed outside the district must be approved by the Supervisor of Student Health Services and proper documentation provided.
- Providing prompt basic life support (CPR) including use of AED according to training and experience in response to a cardiac emergency
- Understanding and complying with the AED policy

Equipment:

District chosen and approved AED unit. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

Training:

- Must complete The American Red Cross training every two years with the Student Health Services Team. Online and In-Person sessions.
- Training completed outside the district must be approved by the Supervisor of Student Health Services and proper documentation shall be provided.

Cardiac Emergency Response Plan:

The AED will be brought to all medical emergencies. The AED is only applied if:

- Victim is not breathing and unresponsive
- Victim shows no signs of circulation such as normal breathing,coughing, or movement.

Action steps to follow:

- *CHECK:*
  - Check the scene before entering to ensure safety
  - Check the person: form an initial impression and obtain consent
  - Check for responsiveness, breathing, life-threatening bleeding and other life threatening conditions
- *CALL:*
  - Call 9-1-1 and get equipment
- *CARE*:
  - Give care according to the conditions that you find and your level of knowledge and training

Interscholastic Athletic Events:

Any elementary, middle, or high school that sponsors an interscholastic athletic event shall have an AED and a trained AED user who is also trained in first-aid CPR at the event.

Each elementary, middle, and high school shall have a ”cardiac emergency response plan”. A “cardiac emergency response plan” means a written document that establishes the specific steps to reduce death from cardiac arrest at an interscholastic athletic event.
A school cardiac emergency response plan shall be prepared by each principal jointly with local emergency responders. The plan, which shall focus on preventing the loss of life, shall integrate at a minimum the following guidelines:

1. Establishing a cardiac emergency response team.
2. Activating the team in response to a sudden cardiac arrest.
3. Implementing AED placement and routine maintenance within the school.
4. Maintaining ongoing staff training in CPR and AED use.
5. Practicing using drills.
6. Integrating local EMS with the plan.
7. Annually reviewing and evaluating the plan.

Compliance:

Schools shall be in compliance with all regulations for training, use and maintenance of AEDs as established by the Louisiana Department of Health.

Post Event Review:

Following each deployment of the use of the AED, a review shall be conducted to learn from the experience. The Medical Advisor along with the Administrator of Safety, Security, and Athletics, Supervisor of Student Health Services, and/or School Nurse shall conduct and document a post event review. All key participants in the event shall participate in the reviews. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The Supervisor of Student Health Services and Administrator of Safety, Security, and Athletics shall maintain a copy of the post review summary.

Narrative of Events:

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_____
_____

Names of Key Participate in the event:

_____
_____
_____
_____

Purpose:

_____
_____
_____
_____

_____	_____	_____
Medical Director	Signature	Date
_____	_____	_____
Administrator of Safety, Security, and Athletics	Signature	Date
_____	_____	_____
Supervisor of Student Health Services	Signature	Date