

Automated External Defibrillator (AED) Procedure

Purpose

To provide trained employees of the school district with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

During School Hours

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 or cell phone: dial 911.
 - b) Call main office and alert them to emergency and location of unconscious person.
 - c) Main office staff will assign someone to retrieve AED and meet responding volunteer at emergency scene.
 - d) The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location.
4. CPR-trained individuals will assess the emergency and if necessary, begin CPR.
 - a) Check for breathing. If the person is not breathing or is only gasping, give CPR.
 - b) Give 30 compressions
 - c) Open the airway and give 2 breaths with a mask, if available
 - d) Keep giving sets of 30 compressions and 2 breaths until the AED arrives.

NOTE: If a rescuer is alone and the victim is a child and has no known cardiac condition, perform one minute of infant/child CPR prior to activating the emergency response system and getting the AED.
5. Turn on AED as soon as it arrives.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a) Peel electrode pads, one at a time, from the backing or liner.
 - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - c) Wipe chest clean and dry if victim's chest is dirty or wet.
 - d) Press electrode pads firmly to skin.
7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Push SHOCK button when prompted. The AED will again analyze the victim's heart rhythm.
9. Follow prompts given by the AED.
10. If victim starts to breathe or move, place him/her on side (recovery position) and monitor breathing closely.
11. Leave AED attached to victim until EMS arrives and disconnects AED.

After-School Hours

1. Assess scene safety.
2. Determine unresponsiveness.
3. Activate system:
 - a) At any school phone or cell phone, dial 911
 - b) Alert the supervising staff member of the emergency
4. If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives.

5. Follow procedures outlined above.

After Use of AED

1. The volunteer responder (staff member) will document the event using the school district accident form and will forward a copy of the completed form to the AED Program Coordinator or designee on the next business day.
2. Clinical use of the AED is reported to the licensed physician affiliated with the program within 48 hours (weekdays) of the event.
3. The AED will be taken to Weld County Paramedic Services within 48 hours (weekdays) of device usage to have the patient recorded data retrieved from the device.
4. The AED will be wiped clean according to policy.
5. Electrode pads must be replaced.

Date: March 27, 2013

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