

Automatic External Defibrillator (AED) Program Policy

Purpose

To provide guidance in the management of a school-based AED program in accordance with the American Heart Association position statement endorsed by American Academy of Pediatrics, American College of Emergency Physicians, National Association of School Nurses, National Association of State EMS Directors, National Association of EMS Physicians and the Program for School Preparedness and Planning, National Center for Disaster Preparedness.

The Program Coordinator for the Highland/Weld RE-9 School District will be Debbie Pettit, RN.

Responsibilities of Program Coordinator:

- Selection of employees for AED training
- Provide training and ongoing recertification for district employees
- Coordination of equipment and accessory maintenance
- Monitor 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 Timothy C. Wirt, 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 and CPR
- 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. The names of those trained and dates both of current training and due dates for recertification will be maintained by the Program Coordinator. This list will also be at the placement school.

Coordination with the EMS system

The Program Coordinator will be responsible to coordinate with the local fire department and police department. Ault Fire and the Weld County Paramedic Services Department will be the primary advising department.

Appropriate Device Maintenance

Device maintenance will be done according to the manufacturer's guidelines and will be recorded for each unit.

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:

- Any employee who has successfully completed CPR/AED training
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years

AED trained Employee Responsibilities

- Calling 911 and providing prompt basic life support including CPR/AED and First Aid in accordance with training and experience
- 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 Office Responsibilities

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations
- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS personnel and directing them to site of emergency

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.

Location of AEDs

The location of the AED will be determined by the AED program coordinator, 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

- Alert the supervising staff member of the emergency.
- If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives.

Post AED Event

- The volunteer responder 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.
- Clinical use of the AED is reported to the licensed physician affiliated with the program within 48 hours (weekdays) of the event.
- 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.
- The AED will be wiped clean according to policy.
- Electrode pads must be replaced.

Adopted: August 27, 2013