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PURPOSE STATEMENT

To provide guidance in the management and administration of a workplace Automated External Defibrillator (AED) program for the Lincoln School Department. Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator delivered within a short time of the onset of VF. An AED is used to treat victims who experience SCA. It is only to be applied to victims, who are unconscious, without pulse, and signs of circulation, and absence of normal breathing.

Accordingly, Lincoln School Department has adopted this policy to assist trained lay rescuers to be better prepared in the event of a sudden cardiac arrest situation.

SYSTEM OWNER

Lincoln School Department

GENERAL PROVISIONS

- Selection of equipment.
- Selection of employees for AED training.
- Distribution of AED-trained employee lists.
- Coordination of training for emergency responders.
- Coordinating equipment and accessory maintenance.
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the Lincoln School Department.
- Consulting Local Emergency Medical Services (EMS).
- Revision of this policy as required.
- Monitoring the effectiveness of this system.
- Communication with medical director on issues related to medical emergency response program including post-event reviews.

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MEDICAL CONTROL

The medical advisor of the AED program is:

Name of Licensed Physician or Medical Authority:

Address:

City/Town:

Telephone:

Medical authority will provide medical oversight of the AED program including:

- Writing a prescription for AED/AED's.
- Reviewing and approving guidelines for emergency procedures related to use of AED and CPR.
- Evaluation of Post-Event with all rescuers involved.

AED TASK FORCE:

AED Program Medical Advisor: Lincoln School Physician

Program Coordinator: Lincoln EMS designee

Site Leader (s): Building School Nurse-Teachers

Building Principals

Athletic Directors

See Appendix A

AED Task Force Responsibilities

AED PROGRAM MEDICAL DIRECTOR:

- Oversee all medical aspects of the program
- Ensures compliance with appropriate regulatory requirements
- Ensure proper skills training and maintenance for AED responders
- Establish and review procedures for AED use
- Establish a quality review and improvement program, including post drill and post debriefing
- Establish and maintain a relationship with local EMS

PROGAM COORDINATOR:

- Coordinate and document and maintain records of initial AED training, annual refresher and biennial training, and any additional training on an ad-hoc basis to designated AED trained staff
- Assist with the development and implementation of AED program
- Act as a liaison among the AED program participants
- Coordinate and oversee the non-medical aspects of the program such as arranging for equipment maintenance
- Coordinate documentation (relating to training, maintenance, use, and post incident data collection)

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- Coordinate training of AED certified staff
- Maintain master list of all AED certified staff and training records
- Act as a resource to the AED program Medical Director and Site Leaders

SITE LEADERS:

- Be responsible for maintaining building level lists of the **Building Medical Response Team**.
- Be responsible for the day-to-day accountability of the AED program during the contracted school year.
- In the case of the Athletic Department, the Athletic Director will be responsible for the dissemination and monitoring of the AED's under his/her care as well as monitoring the certification of all the coaches.
- Check AED equipment and accessories (by site leader/or designee) and report problems to the program coordinator.
- Coordinate and document site-specific drills and refresher training.
- Notify the Program Coordinator if a unit is out of service.
- Retains copy of usage report for documentation.
- Responsible for immediate post-incident debriefing. **The site leader will have a designated back up at all times during school hours of operation.**

Refer to Appendix A

AUTHORIZED AED USERS:

The EMS in the Town of Lincoln is ultimately responsible to deliver emergency care.

The AED maybe used by:

- Any trained volunteer who has successfully completed an approved CPR/AED training program and has a current course completion card.
- Training classes should meet the guidelines of a nationally recognized program, such as the American Heart Association, American Red Cross or the National Safety Council.
- Re-training should occur at least every two years or sooner if your equipment, policies, or procedures change.
- Lincoln School Department will identify all employees of the Lincoln School Department's Response Team. (**APPENDIX B**—List of current Response Team members)

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TRAINING:

- All school Nurse/Teachers are required to maintain annual CPR/AED certification by either the American Heart association or the American Red Cross.
- All Building Medical Response Team members are required to have current documentation of successful completion of a course of basic life support (BLS) that includes cardiopulmonary resuscitation and the use of AED's according to standards and guidelines of the American Heart Association.
- The Site Leaders will be responsible for coordination and documenting initial AED training and annual refresher and biennial training for Building Medical Response Team members/AED responders.
- All coaches must be CPR/AED trained as a condition of employment.
- On site drills will be conducted at least once during the school calendar year. Drills will include a review of site-specific emergency communication and response plans, as well as, use of specific AED devices.
The on-site training will be coordinated and documented by the School Nurse/Teacher, with the assistance of the EMS liaison.

LOCATION:

The initial location of the AED's will be determined with the cooperation of the American Heart Association, the AED program Medical Director, the AED manufacturer, and the School Nurse/Teachers. **REFER TO APPENDIX C—List of exact location within building.**

Each AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes with the AED. It is also recommended to include a set of infant/child electrodes in the kit. One resuscitation kit will be connected to the handle of the AED. This kit contains two pairs of latex-free gloves, one razor, one set of scissors, and one facemask barrier device.

After school hours, the AED may be moved from its designated location by an AED trained athletic trainer to support athletic department activities on a voluntary basis. A trained volunteer would have to be available and willing to support this effort during non-school hours. A visible sign must be left in place of the AED, with the phone number of the athletic trainer, clearly indicating they have possession of the AED.

Contracted and other community activities are not guaranteed access to the AED as part of standard rental contracts.

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EQUIPMENT MAINTENANCE:

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- The AED Program Coordinator or designee shall be responsible for having the regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following the use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. Replace pads, pocket masks and other peripheral supplies that were used.

ROUTINE MAINTENANCE: This may change depending on type of equipment used.

The AED will perform a self-diagnostic test that includes a battery strength and evaluation of the internal components. A volunteer, assigned by the AED Program Coordinator or designee, will perform a monthly AED check following the procedure checklist. The procedure check list will be initialed at the completion of the monthly check. The checklist will be posted with the AED.

(Refer to Appendix D—Monthly checklist)

- If the OK icon is NOT present on the readiness display, contact the AED Program Coordinator or designee immediately.
- If the battery icon is visible, the CHARGE-PAK charging unit needs to be replaced. You may continue to use the AED if needed.
- If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.
- If the expiration date on the electrode is approaching, notify the AED Program Coordinator or designee immediately.

POST EVENT EVALUATION:

- School Nurse/Teacher notifies the Program Coordinator, who notifies the AED program Medical Director
- School Nurse/ Teacher complete incident report (**APPENDIX E**) and forwards a copy to the Program Coordinator. The Program Coordinator will retain one copy of the report and forward one copy to the AED Program Medical Director and Superintendent.
- Before AED is entered back into service, the Program Coordinator and the School Nurse/Teacher will inspect, clean, if needed, and re-stock AED station (according to maintenance procedure)

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- As appropriate, the AED program Medical Director/EMS will conduct a post incident review (including quality improvement) and debrief staff and those involved in the incident.

ANNUAL SYSTEM ASSESSMENT:

Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include the following elements:

- Training records
- Equipment operation and maintenance records

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APPENDIX A

LINCOLN PUBLIC SCHOOLS

CPR/AED

School: _____

School Year: _____

Program Medical Director: _____

Program Coordinator: _____

Site Leader (s): _____

First Responders: _____

Back-up first responders (If above unavailable):

Person(s) responsible for bringing second AED:

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APPENDIX C

AED LOCATIONS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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APPENDIX D

AED MAINTENANCE CHECKLIST

AED Model Number: _____ AED Serial Number:

Date										
AED Condition- Clean/undamaged										
Supplies Available (See list below)										
Status indicator										
Inspected By- (Initials)										

AED STATION INVENTORY:

1 AED
 2 sets of electrode pads (1 attached, 1 spare in case)
 1 installed battery
 1 carrying case
 1 pocket face mask
 razor
 pair of scissors
 2 sets of gloves (1 medium, 1 large)
 Gauze pads
 1 operating instructions card (in case)
 1 storage cabinet (if a mounted station)

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APPENDIX E

Lincoln Public Schools First Responder Defibrillation Incident Report

Patient Name: _____
 Patient address: _____
 AED Responder Name: _____
 Location of event: _____
 Date of event: _____
 Time of event: _____
 Patient Age: _____ Sex: _____ Physician: _____
 Was incident witnessed? Yes: _____ No: _____
 Was Personal Protective equipment Used: Yes: _____ No: _____
 Name of Witness: _____
 Was 911 called? Yes _____ No _____ If Yes, name of 9-1-1 caller: _____
 Was circulation assessed? Yes _____ No _____
 Was CPR given before the AED arrived? Yes _____ No _____
 If yes, estimated length of time (CPR given before AED arrived) _____
 Name of CPR rescuer (s) _____
 Vital signs: Time: _____ Time: _____
 B/P: _____ B/P: _____
 Pulse: _____ Pulse: _____
 Resp: _____ Resp: _____
 Were shocks given? Yes _____ No _____ Total number of shocks _____
 Was the procedure for transferring patient to the local EMS agency executed?
 Yes _____ No _____ If no, please explain: _____

Pertinent Additional Information:

Name of person completing form: _____

Return completed form to Site Leader (Site Leader forwards to Program Coordinator)