

SHEFFIELD CITY SCHOOLS

AED (Automated External Defibrillator) Policy

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious and/or have no signs of circulation. 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 advise the operator to deliver a shock.

Purpose

The purpose of this policy is to establish an action plan for responding to a medical emergency.

Indications for the use of the AED

The AED should be used only on a victim who is unconscious and/or has no signs of circulation.

- The AED will be applied if the victim has the above symptoms.
- Pediatric electrodes will be used if the victim is less than 8 years old or weighs less than 55 pounds (estimated).

AED Location

AED's are housed in the following locations: Threadgill Primary main hall & gymnasium; LE Willson main hall, 2nd floor and gymnasium; Sheffield Junior High main hall; Sheffield High main hall, 2nd floor, outside room 117, concession area foyer between SHS gym and Indoor Practice Facility, band room, football fieldhouse, baseball field, softball field; Central Office main building and Annex

Authorized AED Users

The AED may be used by:

- All employees who have completed successful CPR / AED training by a certified instructor. The training will conform to the American Heart Association standards and will be repeated every two years or as updates are made available. These employees will be referred to as First Responders.
- Volunteer Responders: Anyone can, at their discretion, provide voluntary assistance to the victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experiences. These responders are encouraged to contribute to emergency response only to the extent that they are qualified. The emergency medical response of these individuals may include CPR, AED or medical first aid. The school system will not maintain training records for volunteer responders.

Designated Emergency Medical Responders:

The Lead Nurse will keep a list of current designated emergency medical responders for each school. This list will be distributed to each school principal at the beginning of each school year.

Medical Control

- Lead Nurse is responsible for reviewing and updating guidelines for emergency procedures related to the use of the AED in collaboration with District Safety Director, Superintendent and community first responders.
- Evaluation of post-event review forms and digital files downloaded from the AED will be reviewed by the Lead Nurse, building Administrator where event occurred, District Safety Director and Superintendent

Activation of the Emergency Medical Response Plan

The Crisis Alert System will be utilized by staff to notify employees and District Response Team of a medical emergency by pressing badge three (3) times. The Lead Nurse will review the Medical Emergency Response Plan with all employees annually. A copy of this plan is available in the office of each school and with each school-based nurse.

System Checks

AED's will be checked monthly by each school-based nurse according to the manufacturer's recommendations. The system check will include:

- Emergency kit supplies located within the AED
- AED battery life
- AED operation and status
- Adult and pediatric pad status

Records will be collected at the end of each school year and maintained by the system's Lead Nurse.

Post Event Documentation

Medical emergencies involving the use of an AED require special documentation. All information generated during the event will be collected by the Lead Nurse within 24 hours of the emergency. At a minimum, event information supplied shall include any recorded data, a completed event summary form (available from the school-based or Lead Nurse) and all electronic files captured by the AED.

Post Event Review

Following each use of the AED, a review will be conducted to learn from the experience. The Lead Nurse will conduct and document the post event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement. A summary of the post event review will remain with the Lead Nurse.

Approvals