



# Calhoun County Schools

## Automated External Defibrillator (AED)

### Guidelines/Protocol



An AED is used to treat victims who experience Sudden Cardiac Arrest. It is only to be applied to victims who are unconscious, and without signs of pulse, circulation and normal breathing. 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, prompt the user to clear the area and will automatically deliver a shock.

#### **I. Program Coordinator**

- A. The AED program is directed by the Health Services Director
- B. The Site Coordinators will be the individual staff member at each school who is Employed as a Licensed Practical Nurse within the system's Health Services Department.

#### **II. Responsibilities of the AED Program Coordinator**

- A. Once each calendar year, the AED Program Coordinator will conduct an audit and document a system readiness review. This review will include the following elements:
  - 1. Training records
  - 2. Equipment operation and maintenance records
  - 3. Documentation of AED use, if any.
- B. Following each deployment of the AED response team, a review must be conducted in order to learn from the experience. The AED Program Coordinator is required to conduct and document the post-event review. All key participants in the event must participate in the review. The review must include identification of actions that went well and include any recommendations for improvement. The AED Program Coordinator is required to maintain a copy of the post-event review summary.
- C. Prepare an annual summary of AED use and results for administrative review.
- D. Obtain a listing of employees in need of AED training and maintain a list of AED-trained employees. Coordinate needed training.
- E. Monitor the effectiveness of the system.
- F. Notify the local emergency communications center (911) of the existing locations and types of AEDs within the school system.

#### **III. Responsibilities of the Site Coordinators (LPN/School Nurses')**

- A. Ensure that AED batteries & expiration dates on electrodes are checked and maintain documentation of these checks.
- B. Keep current listing of all employees who are CPR/AED certified and report this list to the program coordinator.
- C. Conduct a drill every semester and report results and areas for improvement to the program coordinator.
- D. Implement procedures and practices to ensure the following:
  - 1. That the individuals and/or locations to receive emergency medical calls from internal locations for suspected cardiac incidents are identified.
  - 2. That an established 911 checklist is used to assess the emergency and determine an appropriate level of response.
  - 3. That the external community 911 emergency medical services team (EMS) is contacted as appropriate.
  - 4. That the activation of the EMS system is not delayed due to the actual or anticipated use of an AED.
  - 5. That the location and nature of the emergency is announced to AED-trained employees (either via phone, public address system, or radio) and that trained employees are deployed to the emergency location.
  - 6. That personnel are assigned to retrieve the AED and meet the responding AED-trained employees at the emergency location.
  - 7. That personnel are assigned to meet the responding EMS aid vehicle and direct EMS personnel to the site of the medical emergency.
  - 8. That a list is maintained of all currently trained staff members.
  - 9. That a copy of Calhoun County School System's AED policies and procedures are maintained.

#### **IV. Authorized AED Users**

- A. The AED may be used only by those individuals who have been identified and trained in the use of AEDs, and have successfully completed a CPR/AED training program conducted in accordance with the standards of the American Heart Association or the American Red Cross within the last two years and has a current successful course completion card. These employees must also be trained in universal precautions against blood borne pathogens.
- B. Employees that will be trained include: nurses, P.E. teachers/aides, coaches, health teachers, band directors and any others deemed appropriate by the administrator. There will be a minimum of 3 trained individuals at each school.
- C. County and school program coordinators will maintain training records for the trained employees.

## **V. AED-Trained Employee Responsibilities**

- A. Understand and comply with the requirements of the AED policy.
- B. Activate the internal emergency response system and provide prompt, basic life support including AED and first-aid according to training and experience.
- C. Trained employees must refresh their AED skills once per semester, and provide evidence of current training to the school AED Coordinator.

## **VI. Location of AEDs**

During school hours, the AED will be at designated locations.

**Elementary/Middle School AED Locations:** 1 Unit outside main office, 1 Unit in Gym

**High School AED Locations:** 1 Unit outside main office, 1 unit in Gym, 1 unit outside nurses office and 1 Unit designated for athletic activities that can be checked out for team use.

## **VII. After School Activities**

AEDs will normally be maintained in accessible school locations for potential use during after-school student activities, provided AED-trained personnel are available. In the absence of trained personnel, normal emergency procedures will be followed during after-school activities.

An AED may be removed from its designated location by AED-trained personnel to support on-campus or off-campus athletic activities and similar student activities as deemed appropriate. In determining whether an AED will be moved for use at a particular after-school activity, especially in situations involving scheduling conflicts among multiple activities, consideration may be given to such factors as the following: the availability of emergency medical professionals and/or another AED at the site of the activity, the comparative risk associated with the various activities, the comparative number of students involved in the various activities, and similar relevant considerations. The AED program does not and cannot guarantee that an AED and/or a trained employee will be available at each student activity and that a trained employee will be able to use an AED if a condition arises making use of the device beneficial.

When an AED is removed, a visible sign must be left in the place of the AED, with the name and phone number of the trained staff member who has removed the AED.

Community activities are not guaranteed access to the AED as part of the facilities-use agreement.

## **VIII. Equipment**

AED's that conform to the federal and state standards are approved for this program.