Procedure Automated External Defibrillators

A. The purpose of this procedure is to assist employees who are trained and willing to use an AED in the event such use is necessary. These procedures do not create an obligation to use the AEDs, nor do they create an expectation that trained staff will be present at every event where use of the AED might be beneficial.

B. The district will place AEDs in the following locations:**Trout Lake School: Outside the front entrance to the gym**. At every location where an AED is present, the district will select and train staff members in its use. If an event occurs requiring use of an AED, trained staff will:
C. Dial 911 immediately;
D. Follow Cardio-Pulmonary Resuscitation (CPR) procedures; and
E. Retrieve and use the AED as training dictates.

Pre-placement

A. **Approved Equipment:**
   1. All AEDs purchased or donated for placement in district facilities must meet the requirements of, and be approved by **Klickitat County Emergency Medical Services (EMS) and Inland Northwest Project Adam AED Program.**
   2. To the extent possible, the brand of AED used should be the same throughout district facilities to provide consistency in training and operation;
   3. The district will maintain on file a specifications/technical information sheet for each approved AED model purchased or donated to the district; and
   4. The district will notify local EMS of the existence and location of the AEDs

B. **Training:**
   1. Selected staff will be provided with an initial training course approved by the Washington State Department of Health in the use of AEDs. A copy of the training certificate will be kept in the employee's personnel file;
   2. Upon acquiring the defibrillator, medical direction in using CPR and using the AED will be obtained from a licensed physician;
   3. AED use will be included in CPR training programs arranged by the district and directed by a licensed physician. The course will include demonstrating proficiency in adult CPR, and the following:
      a. Safe and effective use of the AED device; and
      b. Common troubleshooting techniques for an AED
   4. Proficiency re-training for district employees certified in AED-CPR skills will be required every two years;
   5. Employees receiving training in the use of the AED may include nurses, athletic/activities directors, coaches, facility operations managers, security supervisors, health room assistants and office staff with health room responsibilities. Absent a contractual requirement, training is voluntary;
   6. Employees should use the AED only to the extent their training allows; and
   7. Employees trained to use an AED will only be held to the standards embodied in the state's Good Samaritan Legislation (RCW 4.24.300).

Pre-Event

A. **Accessibility, availability, security:**
   1. During school hours, the AED will be housed in a designated location that allows for security and visibility. Ideally, the AED will be placed near a phone. Staff should be able to access the device outside of school hours;
   2. Outside of school hours, the AED may be moved from its normal location by trained staff in order to support athletic or academic activities. A sign must be left in its place that clearly indicates who has the AED, its exact temporary location and estimated time of return; and
   3. Community members and individuals using district facilities on a contractual basis are not guaranteed access to an AED or AED trained staff.

B. **Routine maintenance:**
   1. A schedule for maintaining the AED will be dictated by the product manufacturer and the Washington Department of Health;
   2. Most AEDs perform periodic self-diagnosis, including a check of battery strength and an evaluation of internal components;
   3. **Steve Allaway, maintenance supervisor and Athletic Director** will be responsible for checking the AED, including monitoring battery and maintenance indicators, and will immediately contact the appropriate staff member if the device needs to be serviced or if supplies are missing or will soon expire; and
   4. Periodic maintenance of the AED will be documented by dating and initialing a card located in the AED storage cabinet.

Event

A. Staff trained in the use of an AED are volunteers and are not expected to place their own safety in jeopardy in order to aid others. The scene around the victim must be made safe before a rescue is attempted;
B. If an event occurs requiring use of an AED, trained staff should first ensure that EMS has been contacted and then proceed as their training in use of the AED dictates; and
C. Upon arrival of EMS personnel, school district employees will immediately turn responsibility for care of the victim over to EMS.

Post-Event:

A. **Event Data**
   1. Immediately following the incident, the supervising employee **Superintendent and/or principal** will contact EMS to retrieve data from the AED; and
   2. The supervising employee **Superintendent and/or Principal** will document the name of the fire/rescue responder and include this information on the district accident form.

B. **Return of the AED to operational service:**
   As soon as possible after the event, a designated staff member *[identify position responsible] here* will complete a post-event checklist to ensure that the AED is returned to operational condition, including replacement of any single use items.

C. **Critical event stress debriefing:**
   District employees may arrange an informal debriefing for school district and community members regarding the incident. EMS may also assist in setting up a debriefing.

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