

Waterville Central School District

SUPERINTENDENT'S REGULATION

SUPPORT OPERATIONS

5100.1

AUTOMATED EXTERNAL DEFIBRILLATION (AED)

I. Training

- A. All authorized personnel must maintain on file with the District a written certification card or other written evidence satisfactory to the District, establishing such authorized person's successful completion of an approved AED training course.
- B. All such certifications must be current and still effective under the standards of the organization that has approved the course to which such certification relates, and only authorized personnel with certifications effective at the time of use of any AED may use the District's AED.
- C. The District will provide ongoing training in the use of AED's for its authorized personnel to the extent recommended by the organization that has approved the training courses attended by District authorized personnel.

II. Maintenance and Inspection of AED Unit(s)

- A. All AED Units shall be kept protected in their cases, as supplied by the manufacturer, and shall be kept in a clean, warm, and dry location at all times when not in use.
- B.
 - 1. Daily Inspections: School nurses and maintenance supervisor shall conduct, or direct a subordinate employee to conduct, a visual inspection of each AED to determine whether any of the self-diagnostic tests and the special service indicator lights (if equipped) indicate that attention is required.
 - 2. Monthly Inspections: At any building at which a AED unit is located shall, on the first business day of each month, inspect the AED unit stationed at such building, and shall note on a monthly safety inspection report to be submitted to the Business Official the status of the AED location at such facility.
 - 3. Bi-Annual Inspections: BOCES Safety Personnel, and/or the District maintenance supervisor shall inspect each AED unit as part of the cost of the bi-annual safety inspections conducted by them in the ordinary course of District procedures.

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- C. Each inspection shall include observation of all self-diagnostic indicators on the equipment, as well as verification that each unit is complete, clean and in good operating condition.
 - D. If a problem is detected in any such inspection, or if some attention otherwise seems warranted, then the AED unit should be serviced or attended to immediately. The person inspecting the unit and detecting problems or any other need for attention shall promptly notify the Business Official at (phone #841-3913) to report the results of the inspection, immediately upon completion of the inspection. The Business Official will immediately arrange for repair of the unit.
 - E. In the event that such service or attention so warrants, arrangements must be made immediately to have a replacement AED unit provided until the AED unit is serviced or repaired and is again fully functional.
- IV. In the Event of Emergency
- A. **IN THE EVENT OF ANY EMERGENCY, IMMEDIATELY CALL 911.**

If more than one district employee is present in the course of an emergency situation, then one employee shall contact 911 while the trained employee assists or stays with the victim.
 - B. An internal communication/notification system should be established to assure early notification of a cardiac arrest (victim's collapse).
- V. After the Arrival of Medical Assistance
- A. After emergency medical service assistance has reached the location of the emergency, the District employee or employees who have been attending to the emergency situation shall remain at the scene to assist the emergency medical service personnel.
 - B. If the accident or emergency victim must be transported from the facility with the AED unit the District's employee must determine to which hospital the victim will be taken. Inquiry should be made of the ambulance or other emergency vehicle operator. If that information is not available, then such employee shall contact the Emergency Medical Services provider's offices to determine where that emergency vehicle or ambulance took that victim. The District's employees shall not follow the ambulance.

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- C. The District and the emergency health care provider (EHCP) with which the District has entered into a collaborative agreement related to this Program must file reports with respect to each incident involving use of an AED. Therefore, it is imperative that the information be retrieved after any AED unit's use.
- D. In any situation in which any District AED remains at the scene after it is used, personnel should immediately secure it. When a unit is removed from the premises, the employee involved in the incident and assisting EMS and the victim should provide all relevant information to the District Administrative Offices, so that the administrative office personnel may retrieve the AED unit.
- E. All incidents involving the use of AED shall be reviewed by the EHCP.

III. Documentation Requirements

- A. In the event that any AED is used, the following steps are required:
 - 1. The authorized personnel using same should complete an incident report;
 - 2. The District's Medical Director must be notified promptly, and provided with all relevant data;
 - 3. The employee must prepare a report to submit the data to the Mid-State Regional Emergency Medical Services Council: 2521 Sunset Avenue, Utica, New York 13502: Telephone: (315) 738-8351, Fax (315) 738-8981, Toll Free (888) 225-6642.

Approved by the Superintendent: 12/08/15