

## AUTOMATED EXTERNAL DEFIBRILLATION (AED) POLICY

### I. Introduction

- A. In order to enhance the safety of staff, students and visitors at our facilities, the District adopts this policy governing the placement and use of Automated External Defibrillators (AEDs) on District property and at certain District functions.
- B. This policy and its accompanying regulations are designed to assure that the District personnel who operate Automated External Defibrillators (“AED”) are properly trained, that all AED equipment is maintained in good operating condition, and that all New York Laws, rules and regulations are strictly adhered to by the District.
- C. This policy and its accompanying regulations are deemed to be incorporated into each collaborative agreement to which the District becomes or is a party.

### II. A. Training

- 1. Only those District employees who are trained to use AED’s in accordance with the laws of the State of New York shall be authorized to use the District AEDs. All authorized personnel shall be familiar with and trained to use the specific model of AED Units owned by the District.
- 2. All authorized personnel must successfully complete a training course in the operation of AED designed by a nationally recognized organization approved by the New York State Department of Health for the purpose of training people in the use of AEDs. It is also recommended that as many staff members as possible attend training.
- 3. The District shall select an approved training course for designated AED users.

### B. Location of AED Unit(s)

- 1. The New York State Education Law and Commissioner’s Regulations require that each school district or board of cooperative educational services, shall provide and maintain on-site in each instructional school facility functional cardiac automated external defibrillator equipment for use during emergencies. Each such facility shall have sufficient automated external defibrillator equipment available to ensure ready and appropriate access for use during emergencies.

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2. In determining the quantity and placement of automated external defibrillators, consideration shall be given to:
  1. the number of students, staff and other individuals that are customarily or reasonably anticipated to be within such facility; and
  2. the physical layout of the facility, including but not limited to:
    - i. locations of stairways and elevators;
    - ii. number of floors in the facility;
    - iii. location of classrooms and other areas of the facility where large congregations of individuals may occur; and
    - iv. any other unique design features of the facility.
3. The District has seven (7) AED Units, which are to be available at the following locations:
  1. High School corridor outside the auditorium
  2. High School nurse's office
  3. High School gymnasium by the fitness center
  4. Mobile unit kept in the high school ice room
  5. Outside near gym exit #16
  4. Elementary school corridor near gymnasium
  5. Elementary school nurse's office
4. If the District elects to change the location or number of AED's, this Policy shall be amended to reflect such changes.

### III. AED Requirements

- A. The New York State Education Law requires public school officials and administrators responsible for public school facilities to ensure the presence of at least one staff person who is trained pursuant to Public Health Law Section 3000-b(3) (a), in the operation and use of an AED:
  1. Whenever an instructional school facility is used for a school-sponsored or school-approved curricular or extracurricular event or activity, or
  2. Whenever a school-sponsored athletic contest or school-sponsored competitive athletic event is held at any location.

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- B. Where a school-sponsored athletic contest or competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.
- C. Each automated external defibrillator device shall be approved by the Food and Drug Administration for adult use ~~and~~/or for pediatric use, as appropriate for the population reasonably anticipated to be served by such device, and shall be used according to the manufacturer's instructions with due attention provided to operating procedures, maintenance and expiration date.

IV. Emergency Health Care Provider

- A. As an AED provider, the District must identify a physician or hospital knowledgeable and experienced in emergency cardiac care to serve as an emergency health care provider (EHCP) and participate in a collaborative agreement. In many instances, the District's school physician may serve as the emergency health care provider.
- B. The District has entered into a collaborative agreement with the following Medical Director:  
  
Name: Oneida-Herkimer-Madison BOCES    Phone Number: 315- 798-1500
- C. If the identity of the Medical Director changes, the District shall enter into a collaborative agreement with the new Medical Director, and shall submit the new collaborative agreement to the Mid-State Regional EMS Council.
- D. The school district nurse shall inspect the AED battery and pads on a weekly basis and provide a report monthly to the business office.

V. Liability

Pursuant to Section 917 of the Education Law and Sections 3000-a and 3000-b of the Public Health Law, any public access defibrillation provider, or any employee or other agent of the provider who, in accordance with the law, voluntarily and without expectation of monetary compensation renders emergency medical or first aid treatment using an AED to a person who is unconscious, ill or injured shall be protected from liability under Section 3000-a of the Public Health Law.

VI. Written Notices

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- A. The School District will provide written notice to 911 and/or community equivalent ambulance dispatch entities of the availability of AED services at the District.
- B. The School District will file a copy of the “Notice of Intent to Provide PAD” (DOH 4135, Regulation 5100.3) with the Mid-State Regional Emergency Medical Services Council (REMSCO), along with a copy of the collaborative agreement with the EHCP.

#### VII. Use of District AEDs by External Organizations

Recent New York State legislation requires camps and youth sports programs to establish Automated External Defibrillator (AED) implementation plans. To enhance the safety of all participants during events held on District property, external community groups, may use District-owned AEDs according to the following:

##### 1. Authorization and Compliance

- External organizations, including community groups, camps, and youth sports programs, must obtain prior authorization from the District to access and use District-owned AEDs during their events or activities held on District property.
- Authorized organizations are required to comply with all applicable New York State laws and regulations concerning AED usage, including but not limited to maintenance, training, medical oversight, and reporting obligations.

##### 2. Training Requirements

- Organizations must ensure that at least one adult representative present at the event or activity is trained in AED operation and holds current certification from a nationally recognized organization approved by the New York State Department of Health.

##### 3. Liability and Indemnification

- External organizations agree to assume full responsibility for the use of District AEDs during their events and shall indemnify and hold harmless

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the District, its employees, and agents from any claims arising out of their use.

4. Notification and Coordination

- As part of Master Library Schedules, organizations must notify the District's designated AED Program Coordinator in advance of their event to coordinate access to the AEDs and ensure that all protocols are followed.

5. Post-Event Reporting

- In the event that an AED is used during an external organization's activity, the organization is responsible for immediately notifying the District and providing all necessary documentation as required by law.

VIII. Quality Improvement Program

- A. As required by the New York State Health Department, the School District will participate in a regionally approved quality improvement program, the details of which can be obtained from the following location:

Mid-State Regional Emergency Medical Services Council  
2521 Sunset Avenue  
Utica, New York 13501  
(315) 738-8351  
(315) 738-8981 fax

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Waterville Central School District

Legal Ref: NYS Education Law, 917, 8 NYCRR 136.4

Adopted: 12/17/02

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