

## **Automatic External Defibrillator**

Purpose:

To provide guidance in the management of a school-based AED program in accordance with the American Heart Association position statement endorsed by American Academy of Pediatrics, American College of Emergency Physicians, National Association of School Nurses, National Association of State EMS Directors, National Association of EMS Physicians and the Program for School Preparedness and Planning, National Center for Disaster Preparedness.

The Program Coordinators for Crown Pointe Academy will be the school director and/or designee, and Andrea Gansen, RN, Health Services Coordinator.

### **Responsibilities of Program Coordinators:**

- Selection of employees for AED training
- Coordination of training for emergency responders in conjunction with Staff Development
- Coordination of equipment and accessory maintenance in conjunction with Security
- Maintain on file a specification sheet on each approved AED model
- Monitoring the effectiveness of this system
- Communication with medical director on issues related to medical emergency response program including post-event reviews

The 5 components of an AED program are:

1. Medical provider oversight
2. Appropriate training of anticipated rescuers in CPR and use of the AED
3. Coordination with the EMS system
4. Appropriate device maintenance
5. An ongoing quality improvement program to monitor training and evaluate response with each use of the device

### **Medical Oversight**

The medical advisor of the AED program is Andrea Gansen, RN.

The medical advisor has ongoing responsibility for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR
- Evaluation of post-event review forms and digital files downloaded from the AED

### **Appropriate Training of anticipated users**

Training Schedule:

All persons who are identified users will be trained in CPR/ AED and will maintain training according to a schedule that includes yearly recertification. A training schedule including names of those trained and dates both of current training and due dates for recertification will be maintained in Health Services and at the placement school.

### **Coordination of the EMS system**

The Program Coordinators will be responsible to coordinate with the local fire departments and police departments. Westminster Fire/EMS Department will be the primary advising department. Health Services will be responsible for this coordination.

### **Appropriate Device Maintenance**

Device maintenance will be done according to the manufacturers guidelines and will be recorded for each unit. A log will be maintained in the school building with a copy kept in the Risk Management Department.

### **Ongoing quality improvement program**

A plan will be established to monitor both training and maintenance as listed below.

#### **Authorized AED users:**

The AED may be used by:

- Employees including but not limited to, administrators, nurses, athletic trainers and office staff
- Additional staff as identified by administration; Examples: teachers, coaches, security staff
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years

#### **AED trained Employee Responsibilities:**

- Activating internal emergency response system and providing prompt basic life support including AED and First Aid in accordance with training
- Understanding and complying with requirements set forth in this policy
- Following the detailed procedures and guidelines for the AED program

#### **Volunteer Responder Responsibilities:**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. The response of these individuals may include CPR, AED or medical first aid.

#### **School Office Responsibilities:**

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations
- Using an established district emergency response plan to assess emergency and determine appropriate level of response
- Contacting the internal Security department
- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS personnel and directing them to site of emergency

#### **Staff Development Responsibilities:**

- Provide training to district employees identified by the Coordinators of the program and school administration
- Provide ongoing recertification according to the schedule outlined in this document

#### **Security Department Responsibilities:**

The Security Staff is responsible for:

- Checking equipment according to established guidelines and alerting the Program Coordinators of any variance or need
- Responding to the emergency area as outlined in Security training

**Equipment:**

Equipment shall be an Automated External Defibrillator in working condition that meets standards established by the Federal Food and Drug Administration and is in compliance with the manufacturer's maintenance schedule. Gifts, grants and donations, including in-kind donations, designated for obtaining an automated external defibrillator, or for inspection, maintenance or training in the use of an Automated External Defibrillator will be accepted and placed into a special district account to assist in obtaining and maintaining AEDs.

**Location of AEDs**

The location of the AED will be determined by the Directors of the AED program, school administration and if necessary, the local fire/EMS department. In general, AEDs will be located in the front office area and secondly in the athletic area for high schools and middle schools and in the front office area for elementary schools.

**After-School Hours**

Athletic trainer covered events:

- If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
- The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location; this person will also be responsible for notifying DCSD security.

Other school events (if AED is available):

- Alert the supervising staff member of the emergency.
- If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives.

**Post AED Event:**

- A copy of AED use information will be sent within 48 hours (weekdays) of the event to the medical director of the program.
- The AED will be taken to Parker Adventist within 48 hours (weekdays) of device usage to have the patient recorded data retrieved from the device.
- The volunteer responder will document the event using the school district accident form and will forward a copy of completed form to AED Program Coordinator or designee on the next business day.
- The AED will be wiped clean according to policy.
- Electrode pads must be replaced and reconnected to device (electrode pads and CHARGE-PAK charging unit must be replaced in the LIFEPAK CR Plus AED).