

## **CONCRETE SCHOOL DISTRICT**

### **Automated External Defibrillator (AED) Program Procedure**

The program anticipates that where employees who are present when an incident occurs and who are trained to do so will react to incidents with the potential “sudden death” by activating the EMS response. The school district hopes to make an AED available for these potential incidents at all school sites through this program, which is being implemented in an attempt to intervene through the use of both Cardio-Pulmonary Resuscitation (CPR) and AEDs according to the guidelines of the American Heart Association.

Employees trained as rescuers will use the following guidelines in complying with this policy. These employees will call 911, follow CPR procedures, and retrieve the AED as training dictates.

1. Approved Equipment:
  - a. Automated External Defibrillators  
The device conforms to approved Public Access to Defibrillator programs for AEDs. Skagit County EMS lead-training coordinator and has approved the device.
  - b. Equipment Documentation  
The district will maintain on file a specifications/technical information sheet for each approved AED model.
  
2. Training
  - a. All AED rescuers/ providers will undergo an initial training course approved by the Washington State Department of Public Health in the use of Automated External Defibrillators
  - b. AED training course shall be consistent with American Heart Association Heartsaver AED course.
  - c. Employees using the AED will only be held to the standard of the Good Samaritan Act and shall only be expected to use AED if they have successfully completed AED course and feel confident using the device.
  - d. Employees initially identified to receive training may include the following individuals: Administrators, Nurse, Athletic / Activities Director, Athletic Trainer, Security Supervisors, Stadium Event Supervisors, custodians, office staff with health room responsibilities, and building emergency response teams.
  - e. Additional staff and students may be trained as identified by building administration.
  - f. The AED Program Coordinator or designee will maintain AED and CPR training records in accordance with Washington State Labor and Industries requirements.

**Procedure 4261P  
Community Relations**

All school employees that use an AED at the scene of an emergency and all other persons providing services are immune from civil liability for any personal injury that results from any act of omission in the use of the AED in an emergency setting under RCW 70.54.310. The immunity from civil liability does not apply if the acts of omissions amount to gross negligence or willful or wanton misconduct under RCW 70.54.310.

The above requirements shall not apply to any individual using a defibrillator in an emergency setting if that individual is acting as a Good Samaritan under RCW 4.24.300.

**3. Skills review and proficiency demonstration**

AED use is included in CPR training programs employed by the district. The course will include demonstrating proficiency in adult-child CPR, and the following:

- a. Safe and effective use of the AED device.
- b. Demonstrate common-troubleshooting techniques used for an AED device.
- c. Proficiency training for district employees certified in AED-CPR skills is required every two years, with instructions offered yearly.

**4. Medical Direction**

- a. The district AED program follows the state approved Medical Direction.
- b. The following are standing orders to be followed in the event of a possible cardiac arrest situation where an employee is called upon to perform resuscitation procedures.

**PRE-EVENT**

**1. Accessibility, Availability, and Security**

- a. During school hours the AED will be housed in a designated location. This location shall be specified to each school but should be positioned to allow the device to be easily seen by staff. The position should allow staff members to retrieve the device outside of normal school hours.
- b. Contracted and other community activities are not guaranteed access to the AED as part of facility use or rental contracts.

**2. Routine Maintenance**

- a. The AED will perform a self-diagnostic test every 7 days that includes battery strength and an evaluation of the internal components. A green light appears if unit ok, a red x appears and unit beeps if defect present.
- b. Unit will be checked daily to ensure green check light present, daily check will be initialed and posted with the AED. If red X present, remove unit and consult troubleshooting section to determine problem.
- c. Additional maintenance check will be done monthly by AED program coordinator or designee for the following:
  - i. The unit is clean, undamaged and free of excessive wear.
  - ii. Housing is free of cracks or loose parts
  - iii. Electrodes are connected to the unit and sealed in their package. Replace if expired; notify AED coordinator if expiration occurs in next 2 months.
  - iv. Cables are free of cracks, cuts and exposed or broken wire.

- v. Test unit using a simulator. Do 3 discharges and verify: energy delivery, ECG analysis results, indicators and display illuminate and voice prompts are heard.
- vi. Batteries are within expiration date. Replace if expired; notify AED coordinator if expiration occurs in next 2 months.
- vii. Check for presence of supplies.
- viii. Monthly checklist to be initialed and posted with AED.

**EVENT:**

**Purpose**

To provide trained employees of the school district with uniform guidelines to follow when responding to sudden cardiac arrest (SCA) incidents and in intervening with an automated external defibrillator (AED).

**Note**

If AED is not immediately available, perform CPR until AED arrives on the scene.  
AED is authorized for emergency response personnel trained in CPR and use of AED.

**School Hours**

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid for others, instead, the scene or environment around the victim must be made safe prior to attempts to assist.
2. Determine unresponsiveness.
3. Activate system:
  - a. Phone 911
  - b. Call main office and alert them to emergency and location of unresponsive person
  - c. Main office will assign someone to retrieve AED and meet responding volunteer at emergency scene.
  - d. Office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location.
4. CPR trained individual will assess the emergency and, if needed, begin CPR until the AED has arrived:
  - a. Open airway (A)
  - b. Check for breathing (B)- Look/Listen/Feel, if not breathing give two breaths. Observe universal precautions using gloves and ventilation mask, if available. If breathing, place in recovery position and monitor breathing closely.
  - c. Begin chest compressions, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

NOTE: If rescuer is **alone** (at an un witnessed arrest) and the victim is a child under eight years old or under 25 kg (55 lbs), and has no known cardiac condition, perform two minute (5 cycles) of infant/child CPR prior to activating EMS and getting AED.

5. Turn on AED.
6. Apply electrode pads (according to diagram) to victim's bare chest:
  - a. Peel electrode pads, one at a time, from the backing liner.
  - b. Shave chest hair if so excessive it prevents a good seal between electrode pads and skin.
  - c. Wipe chest clean and dry if chest is wet. If victim has medication patch remove and wipe clean. If victim has implanted pacer or defibrillator recognizable by a lump on the chest, place the pad at least one inch from the device. Do not use this unit near flammable agents like gasoline or oxygen. (Turn off oxygen during defibrillation).
  - d. Press electrode pads firmly to the skin.

NOTE: If victim is under eight years old or less than 25 kg (55 lbs), remove pre-connected adult defibrillator electrodes, connect Child Reduced Energy Defibrillator Electrodes to the AED and precede with steps a, c, and d. Do not delay therapy to determine weight or age of child. If in doubt defibrillate with pre connected electrodes. **Do not defibrillate child under one year old.**
7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Refrain from using portable radios or cell phones within four feet of victim while AED is evaluating rhythm.

**SHOCK ADVISED:**

1. Clear area, making sure no one is touching the victim.
2. Push SHOCK button when prompted (if device is fully automated unit, the shock occurs without rescuer interaction)
3. Device will analyze the victim's heart rhythm and shock if indicated by rhythm analysis.
4. After the shock, device will prompt user to start CPR.
5. Perform CPR until prompted by AED unit for rhythm analysis
6. Device will countdown and will automatically evaluate victim's heart rhythm at given intervals.

**NO SHOCK ADVISED**

1. Device will prompt to start CPR.
2. AED will automatically evaluate victim's heart rhythm at programmed intervals
3. If victim regains breathing and movement, place them on their side, in the recovery position, and monitor their breathing closely.
4. Continue cycles of heart rhythm evaluations, shocks (if advised), and CPR until professional help arrives.
5. Victim must be transported to the hospital.
6. Leave AED attached to victim until EMS arrives and disconnects AED.
7. Turn over care of the victim to EMS personnel. Once they have arrived, follow the direction of EMS personnel for further actions.

After-School Hours

1. Athletic trainer-covered events:
  - a. Determine unresponsiveness
  - b. Activate system:
    - i. Phone 911
    - ii. Alert athletic staff of emergency by sending a runner to inform the athletic trainer, director or field/gym manager.
  - c. If present, the athletic trainer or designee, will retrieve the AED
  - d. If a CPR and or/ AED trained individual is available, CPR and AED
    - i. procedures should be initiated until EMS arrives.
  - e. Follow procedure outlined above. See School Hours section starting at 4a.
2. Other school events (if AED is available)
  - a. Determine unresponsiveness
  - b. Activate system:
    - i. Phone 911
    - ii. Alert supervising staff member of the emergency.
  - c. If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedure should be initiated till EMS arrives.
  - d. Follow procedure outlined above. See School Hours section starting with 4a.

**POST EVENT**

Event Data

Immediately following the incident, rescuer will contact AED coordinator or designee, who will download data to computer equipped with appropriate software.

1. Maintain confidentiality of the records and actions in the event the AED is used, obtain the patient's permission before disclosing event details to the media.
2. A copy of AED use information will be sent within 48 hours (weekdays) of the emergency to: EMS lead training coordinator and medical program director.
3. The volunteer responder will document the event using the school district accident/emergency response report and will forward a copy of completed form to AED Program Coordinator or designee on the next business day.
4. The AED will be wiped clean according to policy.
5. Electrodes pads must be replaced and reconnected to device.
6. Contents of attached resuscitation kit must be replaced if used.
7. If an event occurs after school hours a sign will be posted in the AED cabinet indicating the unit has been used and needs to be restocked. The Program Coordinator will be notified and AED unit will be restocked on the next business day.
8. Critical Event Stress Debriefing will be conducted by: **Support officers group.**

**Date: 10/27/10**