

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

Code **JLCEE-R** Issued **10/08**

Use of automated external defibrillator (AED)

An automated external defibrillator (AED) is a device used to treat victims who experience sudden cardiac arrest (SCA). It is to be applied only to individuals who are unconscious, not breathing normally and showing no signs of circulation.

Location of AEDs

AEDs will be assigned to sites by the superintendent and placed in a readily accessible location as determined by the principal/supervisor or with a designated user for on or off campus activities.

The location of each AED will be kept on file in the district administrative office.

AED staff

Lead school nurses will be responsible for the following.

- providing medical direction for use of an AED
- reviewing and approving guidelines for emergency procedures related to use of an AED
- coordination of training for emergency responders
- evaluation of post-event review form, JLCEE-E(2)
- oversight of equipment and accessory maintenance of AEDs
- monitoring effectiveness of this procedure
- communication on issues related to the medical emergency response program and all issues related to the use of AEDs in the district

AED training

To be authorized as an emergency responder, employees must complete the required AED training, records of which will be maintained in the central office of the school/site and in the education service center. Training will be renewed every school year or as recommended by the training organization.

Equipment maintenance

All AED equipment and accessories necessary for support of medical emergency response will be maintained in a state of readiness. Specific maintenance requirements will include the following.

- Inspections of each AED performed after each use and on a scheduled basis as directed as outlined by the operating instructions.
- On inspection, if the AED is designated as out-of-service or does not have the appropriate equipment, the designated inspector will notify the lead school nurse and each principal/site supervisor immediately. The same individuals will be notified when equipment is returned to service.
- The lead school nurse will be responsible for informing emergency responders of changes of availability of emergency medical equipment.

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- The lead school nurse will be responsible for assuring that regular equipment maintenance is performed. This will include confirming that all appropriate parts (battery, mask, case, emergency pack, etc.) are stored with the AED and that each AED has undergone a self-diagnostic test. All maintenance tasks will be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following use of emergency response equipment, all equipment will be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment will be disinfected according to universal precautionary procedures.
- Detailed systems check will be conducted regularly that includes checking the following.
 - AED battery life
 - AED operation and supplies
 - emergency kit supplies

Documentation of AED use

The AED reporting form will be completed post event by the emergency responder and submitted to superintendent/lead school nurse, who will review the information for compliance with this procedure.

AED activation steps

School hours

Assess scene safely. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others, instead, the scene or environment around a victim must be made safe prior to attempts to assist.

- Determine unresponsiveness.
- Activate system
 - At any school phone, dial 911
 - At any public or cellular phone dial 911 or local emergency number.
 - Call main office and alert them to emergency and location of unconscious person.
 - Main office staff will assign someone to retrieve AED and meet responding volunteer at emergency scene.
 - The office staff will assign someone to wait at facility entry to direct emergency medical services (EMS) to the victim's location.
- CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED arrives.
 - Open airway.
 - Check for breathing. If not breathing, or if breathing ineffectively, give two slow breaths. Observe universal precautions using gloves and ventilation mask, if available. If breathing, place in the recovery position and monitor breathing closely.
 - Check for signs of circulation, such as pulse and coughing or movement.
 - If no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

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- Turn on AED.
- Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest.
 - Peel electrode pads from the backing or liner.
 - Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - Wipe chest clean and dry if victim's chest is dirty or wet.
 - Press electrode pads firmly to skin.
- Stand clear of victim while machine evaluates victim's heart rhythm.
- Refrain from using portable radios or cell phones within four feet of victim while AED is evaluating heart rhythm.

Shock advised

- Clear area, making sure no one is touching the victim.
- Push SHOCK button when prompted.
- Device will analyze the victim's heart rhythm and shock up to three times.
- After three shocks, device will prompt to check pulse (or breathing and movement) and if absent, start CPR.
- If pulse or signs of circulation, such as normal breathing and movement, are absent perform CPR for one minute.
- Device will count down one minute of CPR and will automatically evaluate victim's heart rhythm when CPR time is over.

No shock advised

- Device will prompt to check pulse (or breathing and movement) and if absent, start CPR.
- If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute.
- If pulse or signs of circulation are present, check for normal breathing.
- If victim is not breathing normally, give rescue breaths according to training.
- AED will automatically evaluate victim's heart rhythm after one minute.
- If victim regains signs of circulation, such as breathing and movement, place them on their side, in the recovery position, and monitor their breathing closely.
- Continue cycles of heart rhythm evaluations, shocks (if advised), and CPR until professional help arrives.
- Victim must be transported to hospital.

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- Leave AED attached to victim until EMS arrives and disconnects AED.
- Turn over care of the victim to EMS personnel. Once they have arrived, follow directions of EMS personnel for further actions.

After school hours

Athletic trainer-covered events

- Determine unresponsiveness.
- Activate system.
- At any school phone, dial 911
- Public or cellular phone, dial 911 or local emergency number.
- Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.
- If present, the athletic trainer or his/her designee will retrieve the AED.
- If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
- Follow procedure outlines above (see school hours section above.)

Other school events (if AED is available)

- Determine unresponsiveness.
- Activate system.
- Public or cellular phone, dial 911 or local emergency number.
- Alert supervising staff member of the emergency.
- If a CPR/AED trained individual is available, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives.
- Follow procedure outlines above (see school hours section above.)

Post incident procedure

- Replace electrodes.
- Replace pocket mask and other supplies used.
- Check the AED battery gauge to assure sufficient battery life.
- Retrieve all data, including response documentation form and forward to EMS and SDPC nursing supervisor.

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