

Celina Independent School District AED/CPR Protocol

I. Scope

This document describes the protocol and procedures of Celina ISD relating to its early defibrillation program utilizing employees who serve as trained responders in CPR and defibrillation therapy in the event of a medical emergency.

II. Purpose

Celina ISD has established a protocol for the use of the AED and to assist in the care of the Sudden Cardiac Arrest (SCA) victim.

III. Training Requirements

Any employee that is expected to provide emergency care to a patient of a SCA will be trained in CPR and AED use. This training will conform to the American Heart Association standards or another nationally recognized training organization and will be taught by authorized AED instructors. AED-trained employees will renew CPR and AED training every two years.

Designated AED/CPR Responders

The following employees will be trained in the use of CPR/AED. It is the goal to have at least one trained responder available during school hours. Suggested responders include principal or assistant principal, nurse, office personnel, counselors, librarian, all coaches and/or athletic trainers, orchestra/band directors, drill team directors, and cheerleading sponsors. List the names in the order they should be called in an emergency.

Name Position Phone

- | | | | |
|-----|-------|-------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |
| 5. | _____ | _____ | _____ |
| 6. | _____ | _____ | _____ |
| 7. | _____ | _____ | _____ |
| 8. | _____ | _____ | _____ |
| 9. | _____ | _____ | _____ |
| 10. | _____ | _____ | _____ |

Location of AEDs

Suggested locations include the athletic trainer's office and school office or a central location.

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |

Indications for AED Use

The AED unit should be used only on a patient who is:

1. Unconscious
2. Not breathing
3. Has no signs of circulation
4. Over 1 year of age

School Hours Procedure

Assess scene safety

1. Is the scene free of hazards?
2. Rescuer makes sure there are no hazards. Some examples are:
 - a) Electrical Dangers (downed power lines, electrical cords, etc.)
 - b) Chemical Dangers (hazardous gases, liquids or solids, smoke)
 - c) Harmful People (anyone that could potentially harm you)
 - d) Traffic (make sure you are not in the path of traffic)
 - e) Fire, flammable gases such as medical oxygen, cooking gas, etc.
 - f) Wet surfaces (dry surface desirable for AED use)
 - g) Metal surfaces (AED should not be used on a metal surface)

Assess the emergency and determine if the patient is:

Unconscious
Not breathing
Has no signs of circulation
Over 1 year of age

If the above criteria are present:

Call the office to activate the system

Office staff will:

1. Call 911.¹
2. Notify the Designated Responders to retrieve the AED and report to the scene.

Begin CPR until a Designated Responder arrives with AED

1. Follow the appropriate CPR protocol of the American Heart Association or the American Red Cross adult/child CPR/AED procedures.
2. Open airway (A)
3. Check for breathing (B) – if not breathing, or if breathing is ineffective, 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.
4. Check for signs of circulation such as pulse and coughing, or movement (C)
5. If no signs of circulation, a designated responder will apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

When Designated Responder arrives with AED, press button to release lid (this turns AED on). Follow verbal prompts given by AED.

Apply electrode pads

Note: **For a child (1 to 8 years of age):** Pediatric Electrode Pads must be used

For an adult (over 8 years of age): Adult Electrode Pads must be used

1. To use the adult electrode pads, pull red handle (the adult pads should be the standard electrode pads pre-connected in the unit).
2. If the child electrode pads are required, use the child electrode pads that are stored in the electrode pouch attached beneath the AED unit. Disconnect the adult connector and insert the connector attached to the child pads connector.
3. Follow voice prompts to apply electrode pads.

¹ The caller should give the 911 operator the following information: type of emergency, CPR/AED initiated, address of facility, location of emergency, and the phone number they are calling from. Be prepared to give further information requested by the 911 operator and DO NOT HANG UP UNTIL DIRECTED BY 911.

4. The red pad indicators lights on the AED machine will turn off once the pads have been applied appropriately (if light never turns off, check that the pads are plugged into machine).
5. Apply the AED electrodes with caution if a victim has:
 - a. Nitroglycerin patch on the chest (remove patch carefully and then apply AED)
 - b. Internal pacemaker (pacemaker may interfere with rhythm analysis; do not place electrodes directly over pacemaker)
 - c. Excessive chest hair (may need to shave chest hair if unable to place the pads securely)
 - d. Wet skin (if victim sweating profusely or wet for some other reason, dry chest before applying pads)

H. While patient is receiving care, office personnel should:

1. Call the parent/guardian/family of the patient.
2. **Notify Campus Administrators. If not available notify Central Administration. Explain the emergency, what care is planned and what emergency responders have been called.**
3. **Call the Athletic Trainer (972-948-3089). Explain the emergency, what care is planned and what emergency responders have been called.**

Shock Advised

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

No Shock Advised

- A. Device will prompt to check pulse (or breathing and movement) and if absent, start CPR.
- B. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute.
- C. If pulse or signs of circulation are present, check for normal breathing.
- D. If victim is not breathing normally, give rescue breaths according to training.
- E. AED will automatically evaluate victim's heart rhythm after one minute.

Continued Care

- A. 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.
- B. The AED continues to evaluate cycles of heart rhythms, shocks (if advised) and CPR is performed if required until professional help arrives.
- C. Victim must be transported to hospital.
- D. Leave AED attached to victim until EMS arrives and disconnects AED.
- E. Turn over care of the victim to EMS personnel. Once they have arrived, follow the directions of EMS personnel for further actions.

After School Hours Procedure

A. Athletic trainer covered events:

1. Determine unresponsiveness of victim
2. Activate system:
 - a. Call 911
 - b. Alert athletic staff of emergency by sending a runner to inform the athletic trainer.
3. If present, the athletic trainer, or a designee, will retrieve the AED.
4. If a CPR and/or AED trained person is available, CPR and AED procedures should be initiated according to American Heart Association/American Red Cross protocol until EMS arrives.
5. Follow procedure outlined above. See sections VII (D) through X (E).
6. Following event call the Campus Administrator or Central office.

B. Other school events (if AED is available)

1. Determine unresponsiveness of victim
2. Activate system:
 - a. Call 911
 - b. Alert the supervising staff member of the emergency.
3. If present, the supervising staff member, or a designee, will retrieve the AED.
4. If a CPR and/or AED trained person is available, CPR and AED procedures should be initiated according to American Heart Association/American Red Cross protocol until EMS arrives.
5. Follow procedure outlined above. See sections VII (D) through X (E).

After Use

- A. The designated responder will document the event using the CISM AED Incident Report and will forward a copy of the completed form to the Oversight Physician and the Athletic Trainer.
- B. A copy of the AED use information will be sent within 48 hours (weekdays) of the emergency to the Oversight Physician and the Athletic Trainer.
- C. The AED will be wiped clean after each use.
- D. The CHARGE PAK and all electrode pads (1 adult and 1 child) must be replaced to restore the unit. The new adult connector and pads are to be connected to the AED unit, ready to be used.
- E. Contents of attached resuscitation kit must be replaced if used.
- F. Supervisory staff will conduct post-event debriefing.

Physician Oversight

Physician Oversight for Celina ISD will be provided by Dr. Howard Moore. Physician Oversight will include the following items:

- A. Review and approval of policies and procedures defining the standards of patient care and utilization of the AED.
- B. Review of each AED incident report.
- C. Provide prescription for AED.

Program Coordination

Program Coordination for Celina ISD will be provided by the Athletic Trainer and Campus Nurse. Program Coordination will include the following items:

- A. Selection of one AED emergency response team leader per campus.
- B. Coordination of training for Designated Responders.
- C. Coordinating equipment and accessory maintenance.
- D. Revision of guidelines as required.
- E. Monitoring the effectiveness of this system.
- F. Communication with the medical director on issues related to medical emergency response program including post event reviews.

Quality Assurance

- A. A CISM AED Incident Report should be completed after each use of an AED.
- B. Each CISM AED Incident Report is to be reviewed by the Oversight Physician and Program Coordinators.
- C. Appropriate maintenance will be performed on each AED unit (as indicated below).

AED Maintenance

- A. The AED will perform an automatic self-diagnostic test that includes a check of battery strength and an evaluation of the internal components.
- B. A building staff member, assigned by the building principal, will perform a daily AED check following the procedure checklist. The procedure checklist will be initialed at the completion of the daily check. The procedure checklist will be posted with the AED or with campus nurse.
- C. If the OK icon is NOT present on the readiness display, contact the athletic trainer immediately.
 - 1. If the red battery icon is visible, the battery needs to be replaced. You may continue to use the AED if needed.
 - 2. If the attention icon (exclamation point inside triangle) is visible, the AED needs service. You may attempt to use the AED if needed.
 - 3. If the wrench icon appears, the AED is not usable. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.
- D. The CHARGE PAK and Adult and Child electrode pads are to be replaced every two years as indicated on the expiration date.
- E. The campus AED emergency response team leader shall keep the designated responders informed of any changes in AED availability due to maintenance or otherwise.

Signature of Oversight Physician Date

Signature of Program Coordinator Date

Celina ISD AED Incident Report

The following form should be completed each time your AED is used in a rescue:

Date: _____

Patient Information:

Name: _____

Address: _____

Age: _____ Gender: Male Female

Site of incident: _____

Witnessed arrest: Yes No

Breathing upon arrival of designated responders: Yes No

Bystander CPR: Yes No

Cardiac arrest after arrival: Yes NO

Number of defibrillation shocks: _____

Comments: _____

Rescuer's Name: _____

Rescuer's Signature: _____

Celina ISD Daily AED Maintenance Check

A daily maintenance check is required for all AEDs. The following items must be checked daily:

1. Green Ready Rescue light is present and not red.
2. AED pads are not out of date.
3. AED is in good working order.
4. Accessory bag is present and stocked.
5. Alarm on AED case is in working order.

If any malfunctions are found, call the Athletic Trainer at extension 2264. If all items are checked and AED is fully ready for use, initial on the correct date below in the Daily Check Log.

AED Location: _____

Person Responsible for AED Maintenance check:

Daily Check Log

MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August																															
September																															
October																															
November																															
December																															
January																															
February																															
March																															
April																															
May																															
June																															
July																															

Completed Logs will be given to the Athletic Trainer yearly for proper documentation retention.