

Descriptor Term: AUTOMATED EXTERNAL DEFIBRILLATOR
Descriptor: EBCG
Issued Date: NEW POLICY – FIRST REVIEW 3/09/10
SECOND REVIEW AND ADOPTION SET FOR 3/29/2011

BOARD POLICY

It is the goal of the Tupelo Public School District to equip each site in the District with an automated external defibrillator (AED), to be used to treat any person who experiences sudden cardiac arrest. The AED is only to be applied to victims who are unconscious, not breathing normally, and showing no signs of circulation, such as normal breathing, coughing and movement. The District will provide training to certain employees at each site on the use of the AED.

The Board authorizes the administration to implement procedures consistent with this policy.

ADMINISTRATIVE PROCEDURE

1. Training

1.1. The TPSD will identify and train certain employees at each site on the use of the AED (“authorized AED responders”). All authorized AED responders are required to have current documentation of successful completion of a course of basic life support that includes CPR and the use of the AED according to American Heart Association standards and guidelines and American Red Cross standards or other nationally authorized agency in CPR and AED use.

1.2. The Site Leader at each facility will maintain a schedule with names of those trained and dates of certification and due dates for re-certification, and will provide such schedules to the District Program Coordinator who oversees the implementation of the AED program.

1.3. Mock drills may be performed at each facility as an ongoing quality improvement program to monitor training and evaluate response.

2. Location of AED

2.1. The Site Leader and principal shall determine the exact placement of each AED at the site and shall notify the District Program Coordinator of such placement. AEDs may be kept in school offices and other locations that are locked at the end of the school day.

2.2. AEDs will be placed in public accessible locations and will be clearly identified by a sign next to the AED or on the door of the storage facility/cabinet housing the AED.

2.3. All staff in the building shall be given information about the purpose of the AED, its location, and how to access the AED in case of emergency.

2.4. Community and other groups that rent/use a school facility after regular business hours may request that the AED be temporarily relocated to an accessible area.

2.5. When the AED is needed on standby at a school event occurring after regular business hours, authorized AED responders may request permission from the building administrator to relocate the AED. The authorized user will secure a sign on the AED cabinet specifying the temporary location of the AED and the date and time the AED will be returned.

3. Coordination With EMS System

3.1. Local fire and police departments shall be notified as to the location of the AEDs in each TPSD facility by the Site Leader. Fire/EMS department will be the primary advising department during an emergency.

4. School-based Participants

4.1. Medical Advisor: The Board will appoint a physician as Medical Advisor for the AED program. The Medical Advisor shall provide medical oversight of the AED program training. Duties of the Medical Advisor include but are not limited to reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR, evaluating post-event documentation, and recommending procedures for a more effective AED program.

4.2. District Program Coordinator: The Program Coordinator shall oversee implementation of approved program policies and procedures within the District. The duties of the Program Coordinator include but are not limited to:

- a. Work with AED Site Team (site leader, nurse, and health/physical education teachers, athletic director, custodians, receptionists, administration) to identify authorized AED responders, organize and perform site drills.
- b. Coordinate certification training programs for authorized AED responders.
- c. Maintain and distribute a schedule of authorized AED responders.
- d. Maintain awareness of and compliance with current federal and state regulations.
- e. Communicate with Medical Advisor on issues related to medical emergency response program including post-event reviews.

4.3. Site Leader is the school nurse or designated staff in each facility responsible for the operation of the AED program at the site. The duties of the Site Leader include but are not limited to:

- a. Complete and maintain required documentation to ensure program and regulatory compliance.
- b. Routinely check AED equipment and accessories.
- c. Maintain schedule of authorized AED responders.
- d. Coordinate site-specific mock drills.

4.4. Incident Reporters are designated individuals who will initiate an external emergency response by calling 911. They shall also receive emergency notification form within the school facilities and/or fields; call 911 and assign an individual to meet and direct arriving EMS personnel to emergency location; deploy authorized AED responders.

4.5. Authorized AED responder – Trained volunteer responder who has successfully completed an approved CPR/AED training program.

5. Actions To Take Upon Arrival Of EMS

5.1. Have a designated staff in place to direct arriving EMS to location of incident.

EMS takes charge of victim upon arrival.

5.2. Authorized AED responders working on the victim shall communicate known relevant information to the EMS provider, such as victim's name, medical problems, allergies, or medical history, time the victim was found, condition and vital signs, type and time of intervention(s) provided, number of shocks delivered and length of time the defibrillator was used, patient response to intervention(s) and information from the AED screen.

5.3. The electrodes shall remain in place on victim (detached from device); school's AED remains with representative of school who returns device to Site Leader as soon as possible.

6. Post-event Review

6.1. Each time the AED is used the authorized AED responder will complete an AED event summary form and provide it to the Site Leader. Copies shall be forwarded to Program Coordinator and Medical Advisor.

6.2. The Site Leader or designee shall take the AED out of service.

6.3. Any AED data will be printed from the device. Copies will be provided to and maintained by the Program Coordinator and the Medical Advisor.

6.4. Before returning AED to service, the Site Leader will inspect, clean and restock AED station.

6.5. The Medical Advisor will conduct a post-incident review and debrief those involved with the response.

7. Equipment Maintenance

7.1. A designated maintenance staff employee shall perform regular equipment maintenance according to the equipment maintenance procedures in the operating instructions. (The manual can be downloaded from the DVD in the back pocket of the AED.)

7.2. Following the use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. All pads, pocket masks and other supplies that were used shall be replaced.

7.3. AED maintenance checklist shall be completed and AED shall be returned to a state of readiness.

EXHIBITS

EBCG 1.0311 AED Event Summary Form (need)

REFERENCES

MCA §§ 73-25-37, 41-60-33

FORMS

None