

Sparta Area School District

Article 169 - Public Access Defibrillation Program Policy and Procedure

POLICY:

- 1) Automatic External Defibrillators (AED) will be maintained at all schools in the Sparta Area School District.
- 2) The AED shall be used in emergency situations by individuals specifically trained in use of the device. (A current listing of personnel certified to use the AED is located with each AED Unit).

PROCEDURE:

Location, maintenance, and testing of AEDs.

- 1) The type of devices, intended use area, plan for maintenance and testing and locations of the devices on the premises shall be confirmed annually in writing to:
 - a. Sparta Area Ambulance Service, 269-4949
 - b. Acting Medical Director
- 2) Maintenance and testing will be conducted as required by manufacturer.
 - a. Documentation of the maintenance and testing is maintained in each school for 1 year.
 - b. Documentation will record the date and type of maintenance/testing, and the signature of the person performing the maintenance/testing.

Use of the AED

- 1) Determine unresponsiveness of victim and activate Emergency Response Plan.
 - a. If a victim is unresponsive, call “911” and get AED.
 - b. Assess the victim: airway, breathing, and circulation.
 - c. Initiate CPR, if required, while the AED is brought to the victim’s side.
 - d. The public address system will be used to activate responders and indicate location of the victim.
 - e. Designate an individual to wait at school entrance to direct the EMS to the victim’s location.
- 2) Upon arrival, place the AED near the head of victim, close to the AED operator.
- 3) Prepare to use the AED.
 - a. Turn the power on.
 - b. Bare and prepare chest for AED use.
 - c. Attach the AED to the victim.
 - d. Stop CPR while the AED analyzes the heart rhythm.
 - e. Follow the machine prompts for further action. If a shock is indicated, be sure all rescuers are “clear” before shock is administered.

- 4) Upon arrival, EMS shall take charge of victim.
 - a. Provide victim information: name, age, known medical problems, time of incident.
 - b. Provide information as to current condition and number of shocks administered.
- 5) Data following AED use shall be sent to the acting Medical Director

After use of AED

1. A Critical Incident Debriefing session will be held within two weeks for all initial responders.
Contact: School District Nurse
2. The program Medical Director shall be notified of AED use.
 - a. Complete follow-up report if deemed necessary by Medical Director.
 - b. Arrange for quality improvement review.
3. The AED will be checked and put back in readiness state.
 - a. Send data to appropriate personnel according to program protocol.
 - b. Restock AED per AED inventory.
 - c. Clean AED if needed according to manufacturer recommendations.
 - d. Document readiness.

AED Inventory

1. Readiness status will be assured by monthly checks.
2. Readiness status will be assured following any AED use.

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Legal Reference:

Cross Reference:

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