

## IMPLEMENTATION AND MAINTENANCE PROCEDURE

### Purpose

To show delegation and responsibilities for maintenance of the AED.

### **District AED Coordinator (Supervisor of School Nurses)**

The primary liaison between the school district's AED program and the Chelan-Douglas County EMS Office.

### Responsibilities

1. Ensures that the district has training and regular re-training programs at all schools equipped with AED's.
2. Institutes a mechanism for forwarding any AED incident data to the Chelan-Douglas County EMS office.
3. Facilitates post-incident debriefing sessions for all employees involved.
4. Annual review of "**Code AED**" procedure to all teaching and support staff.

### Post AED Event Documentation

1. Document each activation of the AED response system.
2. Responding employee shall complete an Incident Report Form for each incident requiring first aid of any type.
3. Medical emergencies requiring use of an AED should have an Incident Report Form completed the same day as the event.
4. All patient information generated during use of an AED must be collected for the patient's confidential medical file, information should include at a minimum all recorded data and all electronic files captured by the AED unit.
5. A copy of the AED use information and data card shall be forwarded to the Chelan-Douglas County EMS <http://ncecc.net/> Director Dr. Jobe within 72 hours of the emergency (Dr. Jobe cell 679-1089 / email: [Ljobe@CWHS.com](mailto:Ljobe@CWHS.com))

### Post-Event Review/De-briefing

A review should be conducted to learn from the experience following each medical emergency requiring the use of the AED. All key participants in the event shall be encouraged to participate in the review. Those who decline to attend the review will sign a waiver acknowledging a review was offered and they chose not to participate. See Appendix B (Post AED Event Debriefing Report Form).

All teaching and support staff will be instructed on the "Code AED Policy" to be utilized upon finding an unconscious victim as follows:

1. Contact main office to announce "**Code AED**" and location and **call 911**.
2. Main office staff will designate an individual to meet EMS personnel and escort them to victim.

## **District AED Maintenance Coordinator (Director of Maintenance)**

### **Responsibilities**

1. Ensures that equipment, supplies, and records are being maintained at each AED site.
2. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness by the school employee designated by the AED Coordinator. The main school office shall be informed of changes in availability of emergency response equipment. If equipment is withdrawn from service, the main school office will be informed and will be notified when the AED is returned to service. The District maintenance director will notify responders of changes to the availability of emergency response equipment.
3. AED maintenance: All maintenance tasks shall be performed according to equipment maintenance procedures outlined in the User's Operating Guide for that AED model.

### **Equipment**

An AED inventory list that includes all necessary supplies and checks will be maintained with each AED unit.

- Supplies with AED – CPR face shield, gloves, disposable razor, towel or blue absorbent pad

## **Maintenance Schedule**

### **Weekly and after each use**

The AED Coordinator or designee will:

1. Check to ensure that the battery status is ready to use.

### **Monthly**

A more detailed checklist will be completed and maintained by the Maintenance Coordinator or designee. This checklist will include:

1. Check to insure that weekly battery checks have been done.
2. Verify that electrodes are within their expiration date.
3. Verify that batteries are within their expiration date (uses 10 lithium 3v batteries).
4. Verify that electrodes are pre-connected to the input connector.
5. Inspect the exterior and connector for signs of damage.
6. Ensure all supplies, accessories, and spares are present and are in operating condition. A checklist will be initialed at the completion of the check.

The AED will have one set of defibrillation electrodes connected to the device and an additional set of electrodes will be ordered prior to expiration.