

Adopted: 04/16/03

1<sup>st</sup> Reading: 06/20/18

2<sup>nd</sup> Reading: 7/18/18

Revised: 7/18/18

### **803.1 AUTOMATIC DEFIBRILLATOR (AED)**

#### **I. PURPOSE**

The Purpose of this policy is to provide guidance for the placement and use of automatic external defibrillators in the schools.

#### **II. GENERAL STATEMENT OF POLICY**

The LaCrescent-Hokah School District strives to provide a safe environment for students, parents and community as they learn and recreate in school facilities. In achieving a safe environment, AED's may be placed in school facilities so that when sudden cardiac arrest occurs, there is the opportunity to make immediate and possibly life saving first aide available to the victims while awaiting the arrival of community crisis response teams to assume the medical care and transport of the victim. AED's placed in school facilities must meet certain specifications that classify them as first-aid equipment.

The superintendent or his/her designee shall be responsible for coordinating the efforts district-wide to purchase, install, train, and maintain the AED's in the schools.

#### **III. AED EQUIPMENT AND LOCATION**

A. The Middle/High School has four AED's located:

1. Wall-mounted cabinet is located in the hall across from the High School Office.
2. Wall-mounted cabinet located in the main hallway of middle school, next to staff work room.
3. Wall-mounted cabinet is located between Fine Arts Center and gymnasium.
4. Portable unit located in Athletic training room, carried by athletic trainer.

B. The Elementary School has three AED's located:

1. Wall-mounted cabinet located in alcove by small gym.
2. Wall-mounted cabinet located on second floor next to the elevator.
3. Wall-mounted cabinet located on basement level next to the staff lounge.

C. The District Office has one wall-mounted unit located in the lobby area.

#### **IV. MAINTENANCE AND TESTING**

A. The Health Assistant will check the AED Status Indicator on a weekday basis when school is in session. The first-shift building custodian will check the Indicator on all days when a building custodian is scheduled to work. Office personnel will check the AED Status Indicator on the

days the district office is open. Athletic Trainer will check AED Status Indicator on days he/she is in district. During summer months the AED will be located in the Activities Director Office.

1. Check and document for flashing hourglass. Refer to maintenance Task/Response chart posted in the AED Wall Unit Cabinet.
2. Report any other sign to the building principal.
3. Building principal will contact building school nurse.

B. Supply inventory will be checked for change or expiration dates the 1<sup>st</sup> working Monday of each month by the building school nurse during the school year, and by office personnel at the district office. Building custodians will be responsible for checking the inventory during the summer months (July and August). Report any missing or damaged inventory to the school nurse or building principal immediately.

C. Program documents and documentation of maintenance and testing will be turned in to the School Nurse and saved for five (5) years in the Health Office.

## **V. AED TRAINING PROVIDER**

A. The LaCrescent-Hokah School District will provide on-site training by certified American Heart Association CPR/First Aid/AED instructors. Training will be made available throughout the year and during the summer months.

B. Recertification on AED is required every two (2) years.

## **VI. AED TRAINED LACRESCENT-HOKAH SCHOOL DISTRICT EMPLOYEES**

A. The following groups are recommended to be certified in the use of an AED:

1. LaCrescent-Hokah District coaches, advisors, and event supervisors
2. Building Custodians: A minimum of one building custodian per shift in the buildings where the AED's are housed.
3. All Medical Emergency (ME) Team members
4. Nursing Staff and Health Assistants
5. Special Education personnel, physical education teachers and playground supervisors.

## **VII. USE OF THE AED**

A. Determine the consciousness level of victim and follow the steps listed below:

1. If victim is unresponsive, call "911" and activate the building ME Team by calling the school office and requesting assistance to your location.
2. Assess the victim: airway, breathing and circulation.
3. Initiate CPR, if required, while the AED is brought to the victim's side.
4. Designate an individual to wait at the entrance to direct the EMS to victim's location.

B. Prepare to use the AED

1. If the victim is in standing water move them and dry the chest.
2. Place the AED near the head of the victim, close to the AED operator.
3. Turn the power ON.
4. Bare and prepare (dry, shave and/or clip chest hair, if necessary.)
5. If there is a medicine "patch" where the AED patch goes/remove it.

6. If there is a “lump” in the skin from an implanted heart device/do not put the patches over it.
7. Attach the AED to the victim as shown on the defibrillator patches.
8. Stop the CPR and do not touch the victim while the device analyzes the heart rhythm.
9. Follow the machine prompts for further action. (Will say one of the following)
  - a. Shock –make certain that no one is touching the victim—or
  - b. Resume CPR if no shock is advised.
10. Continue with prompts from the machine until EMS arrives.

C. EMS Arrival

1. EMS will take charge of the victim.
2. Provide victim information: name, age, known medical problems, and time of incident.
3. Provide information as to current condition and number of shocks administered.

## VIII. AFTER USE OF AED

- A. The AED will be checked and put back in readiness state.
  1. Replace data card
  2. Restock AED per AED Inventory per building nurse.
  3. Clear AED if needed according to manufacturer recommendations.
  4. Document incident on incident report form and contact AED Coordinator.
- B. The LaCrescent-Hokah AED Coordinator/Team will conduct a Critical Incident Debriefing session within twenty-four (24) hours of the next scheduled school day for all initial responders. Feedback will be requested from AED Coordinator and/or whoever reviewed the AED Data, to assist in the debriefing and procedural review.
- C. The School Nurse shall be notified of AED use.
  1. Follow-up report will be submitted to the School Nurse.
  2. Recommended procedural changes will be documented, procedure guidelines updated, and appropriate building personnel and AED trained personnel notified if changes are indicated.

## IX. AED INVENTORY

- A. Readiness status will be assured by scheduled maintenance checks as documented on check sheet.
- B. Readiness status will be assured following any AED use as documented on After Use Checklist.