

## **AUTOMATED EXTERNAL DEFILBRILLATORS**

The Wenatchee School District Board of Directors recognizes that by equipping schools with automated external defibrillators (AEDs) and training employees and students in their use, the potential to save lives in the event of a health emergency, including cardiac arrest, is increased. The purpose of this procedure is to assist employees and students who are willing to use Automatic External Defibrillators (AED) in the event such use is necessary. These procedures do not create an obligation to use an AED, nor do they create an expectation that an AED will be present at every event where use of the AED might be beneficial.

AEDs will be located as documented in each school/site's Safe Schools Preparedness and Response Plan. At every location where an AED is present, staff members will be notified of location and those staff who are have been trained to use. If a cardiac arrest event occurs, staff:

1. Will dial 911 immediately; and
2. May retrieve and use the AED.

### **A. Pre-placement**

#### **1. Approved Equipment**

- a. All AEDs purchased or donated for placement in district facilities must meet the requirements of the Chelan/Douglas County Emergency Medical Services (EMS).
- b. To the extent possible, the brand of AED used should be the same throughout district facilities to provide consistency in training and operation.
- c. The district will maintain on file in the school's main office all specifications/technical information sheets provided by the manufacturer for each approved AED model purchased or donated to the district.
- d. The district Nurse will notify local EMS of the existence and location of the AEDs

#### **2. Training**

- a. AED use will be included in CPR training programs arranged by the district for employees listed in paragraph 2 below. The course will include demonstrating proficiency in adult CPR, and the following:
  - i. Safe and effective use of the AED device and
  - ii. Common troubleshooting techniques for an AED
- b. Employees who will be offered instruction in the proper use of the AED will include nurses, athletic/activities directors, coaches, facility operations managers, security supervisors, security specialists, health room assistants and office staff with health room responsibilities. Absent a contractual requirement, job description, or certification requirements, training is voluntary.
- c. Anyone using an AED will be held only to the standards embodied in the state's Good Samaritan Legislation (RCW 4.24.300).

### **B. Pre-Event**

#### **1. Accessibility, availability, security**

- a. During school hours, the AED will be housed in a designated location, placed in an alarmed storage box, and in a location determined by the building administration

- and the Safety and Security Director.
- b. Community members and individuals using district facilities on a contractual basis are not guaranteed access to an AED or AED trained staff.

## **2. Routine maintenance**

- a. A schedule for maintaining the AED will be dictated by the product manufacturer and the Washington Department of Health.
- b. Most AEDs perform periodic self-diagnosis, including a check of battery strength and an evaluation of internal components.
- c. A designated staff person(s) at each site will be responsible for checking each AED, including monitoring battery and maintenance indicators, and will immediately contact the appropriate staff member if the device needs to be serviced or if supplies are missing or will soon expire.
- d. The schedule for, and conduct of, maintenance of each AED will be documented and maintained in the site's main office.

## **C. Event**

1. Staff using an AED are volunteers and are not expected to place their own safety in jeopardy in order to aid others. The scene around the victim must be made safe before a rescue is attempted.
2. If a cardiac arrest event occurs, staff should first ensure that EMS has been contacted and then may proceed as appropriate in the use of the AED.
3. Upon arrival of EMS personnel, school district employees will turn over responsibility for care of the victim to EMS.

## **D. Post-Event:**

### **1. Event Data**

- a. Immediately following the incident, the supervising employee (customarily the district nurse) will contact EMS to retrieve data from the AED. The supervising employee (customarily the district nurse) will document the name of the EMS responder and include the information on the district accident and injury form.
- b. The supervising employee (customarily the district nurse) or school / district administrator will document the event using a District Accident and Injury Report.

### **2. Return of the AED to operational service**

As soon as possible after the event, the school nurse/health attendant or designated staff member will complete a post-event checklist to ensure that the AED is returned to operational condition, including replacement of any single use items and send the completed checklist to the school nurse.

Adopted Date: 11/17  
Wenatchee School District