

3030 Automated External Defibrillator (AED) Program

The purpose of this policy and its administrative guidelines is to provide guidance in the management or administration of a school-based AED program.

An automatic external defibrillator (AED) is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. Cozad Community Schools has a limited number of AEDs in its facilities. The location of the AEDs will be determined by the Safety Committee Coordinator in consultation with members of the school district administration and the local fire/EMS department. The presence of AEDs in certain locations in selected district buildings does not imply that AEDs will generally be available in locations or in all district buildings. Likewise, the district does not make any promise, express or implied, that a trained staff member will be available to operate the AED in the event of a potential cardiac arrest.

The Cozad Community Schools District will maintain automatic external defibrillators (AED's) at various locations in the district. The AED may be used in emergency situations warranting its use by individuals specifically trained and certified in the application of the device. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies if no trained personnel are available or until trained personnel arrive.

The AED will enable responders in the district to deliver early defibrillation to victims in the first critical moments after a sudden cardiac arrest. Responders use of the AED does not replace the care provided by emergency medical services (EMS) providers, but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the EMS providers, victim care should be transferred.

An AED is used to treat victims who experience Sudden Cardiac Arrest (SCA). It is only to be applied to victims, who are unconscious, without pulse, signs of circulation or normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The local emergency medical service will be notified of the existence, location, and type of the AED, and of any change in the location of such defibrillator. If an AED is located in a bus or other school vehicle, only the primary site where the vehicle or object is located will be reported to EMS.

Adopted on: 11/14/05

Revised on: 06/18/18

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Automated External Defibrillator (AED) Program
Administrative Guidelines

1. Program monitored by district's Safety Committee:
 - a. Selection of employees for AED training and distribution of AED-trained employee lists as required
 - b. Coordination of training for emergency responders
 - c. Coordinating equipment and accessory maintenance
 - d. Revision of this procedure as required
 - e. Monitoring the effectiveness of this system
2. A.E.D users:
 - a. AED-Trained Employee Responsibilities:
 - i. Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience
 - ii. Understanding and complying with requirements of this policy
 - iii. Following the more detailed procedures and guidelines for the AED program
 - b. Volunteer Responder Responsibilities in the event of no AED-trained Employee:
 - i. Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience.
 - ii. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.
3. School Responsibilities during regular school hours
 - a. The school staff will
 - i. contact the external community 9-1-1 response team (EMS) if required
 - ii. deploy AED-trained employees to emergency location if available.
4. Approved Equipment:
 - a. The LIFEPAK® Automated External Defibrillators (AEDs) have been approved for this program. The AED conforms to the state/county standards.
 - b. The AED should be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
 - i. Victim is unresponsive
 - ii. Victim is not breathing, or is breathing ineffectively
 - iii. Victim has no signs of circulation such as pulse or movement
 - c. If Reduced Energy/Life Pak infant/child electrodes are available in the AED cabinet, they are intended for use on infants and children

under the age of eight years. The AED will be placed only after the following symptoms are confirmed:

- i. Victim is unresponsive
- ii. Victim is not breathing, or is breathing ineffectively
- iii. Victim has no signs of circulation such as pulse or movement

5. Location of AEDs:

a. During school hours, the AED will be at designated locations.

- i. East hallway near high school principal's office
- ii. High school's northwest hallway by auditorium and entrance to middle school
- iii. Southeast corner of the elementary gymnasium
- iv. East wall of the southwest area of the district office, near the staff lounge
- v. After school hours, the AED may be moved from its designated location by staff member to support athletic department activities on a voluntary basis. The staff member must be trained in AED and will be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED, with the phone number of the staff member, clearly indicating they have possession of the AED.

6. Equipment Maintenance:

a. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

b. The Safety Committee Coordinator shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the Safety Committee Coordinator shall be informed and then notified when equipment is returned to service.

c. The Safety Committee Coordinator shall be responsible for informing response teams of changes to availability of emergency medical equipment.

d. The Safety Committee Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.

e. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected.

7. Routine Maintenance:

a. A volunteer, assigned by the Safety Committee Coordinator or designee, will perform a monthly AED check following the procedure checklist.

i. If the OK icon is NOT present on the readiness display, contact the Safety Committee Coordinator or designee immediately.

ii. If the battery icon is visible, the battery or CHARGE-PAK™ charging unit needs to be replaced. You may continue to use the AED if needed.

iii. If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. If the message CALL SERVICE appears, the AED is not usable. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.

iv. If the expiration date on the electrode is near, notify the Safety Committee Coordinator or designee immediately.

8. Initial Training For Trained Employees:

a. Will complete training adequate to provide CPR and AED.

b. Trained employees will also be educated in universal precautions against blood borne pathogens.

9. Volunteer Responders:

a. These responders will possess various amounts of training in emergency medical response and their training may be supplied by various sources.

b. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience.

10. Refresher Training:

a. All responders are encouraged to periodically refresh their AED skills.

b. All responders are encouraged to practice anytime.

11. Post-Event Review:

a. Following each deployment of the district's AED, a review shall be conducted to learn from the experience. The Safety Committee Coordinator or designee shall conduct and document the post-event review.

b. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the Safety committee.

c. The Safety Committee Coordinator or designee shall maintain a copy of the post-event review summary.

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