

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

Purpose: To provide guidance in the management or administration of a school-based AED program.

Sudden Cardiac Arrest (SCA) is a condition that occurs when electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood, resulting in sudden death. The most effective treatment of this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is only to be applied to unconscious victims who are without pulse, signs of circulation, and 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.

Program Coordinator: School Nurse Teachers, supported by Principals.

Responsibilities:

- Selection of employees for AED training and distribution of AED-trained employee list, as required.
- Coordination of training for emergency responders.
- Coordinating equipment and accessory maintenance (check AED at least monthly).
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school.
- Revision of procedures, as required.
- Monitoring the effectiveness of this system.
- Communication with Medical Director on issues related to medical emergency response program, including post-event reviews.

Medical Control: The medical advisor of the AED program is the School Physician who has ongoing responsibility for:

- Providing medical direction for use of AEDs.
- Writing a prescription for AEDs.
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.
- Evaluation of post-event review forms and digital files downloaded from the AED.

The AED may be used by:

- Employees, including administrators, nurses, athletic/activities director, and athletic trainer.
- Additional staff as identified by the Program Coordinator (e.g., teachers, coaches, field/game managers, office staff, and security staff).
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current, successful course-completion card.

AED-Trained Employee Responsibilities:

- Activation of internal emergency response system and providing prompt basic life-support including AED and first-aid according to training and experience.
- Understanding and complying with requirements of this policy.
- Following the procedures and guidelines for the AED program.

Volunteer Responder Responsibilities:

- 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. 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.

School Office Responsibilities: The school office staff is responsible for:

- Receiving emergency medical call from internal locations.
- Using an established 9-1-1 response team (EMS), if required.
- Deploying AED-trained employees to emergency location.
- Assigning someone to meet responding EMS aid vehicle and directing EMS personnel to site of medical emergency.

Approved Equipment: Automated External Defibrillators (AEDs) that conform to state standards.

- The AED and the first-aid emergency care kit will be brought to all medical emergencies.
- The AED, unless equipped with Infant/Child Reduced Energy Defibrillation Electrode Starter Kit, should be used on any person who is at least eight (8) years of age and displays all of the systems of cardiac arrest. The AED will be placed only after the following systems are confirmed:
 - Victim is unresponsive.
 - Victim is not breathing or is breathing ineffectively.
 - Victim has no signs of circulation, such as pulse and coughing, or movement.

Location of AEDs:

As funding permits, an AED will be located in each school of the district. During school hours, the AED will be at locations specific to each school that should allow the device to be easily seen by staff and allow staff members to retrieve the device outside of normal school hours.

After school hours, the AED may be moved from its designated location by an authorized AED-trained staff member. It may also be moved by trained, authorized representatives of the Towns of Richmond, Hopkinton and Charlestown for town activity on school grounds. A visible sign must be left in the place of the AED, with the phone number of the authorized representative in possession of the AED, clearly indicating they have possession of the AED. Each school's AED is intended for use on the school grounds, by trained and authorized representatives, and for approved activities.

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