

## **815 USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

### **I. PURPOSE**

The purpose of this policy is to make automated external defibrillators (AED) available and outline the procedure for implementing this service.

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

- a. The Crookston School District welcomes the opportunity in cooperation with our local emergency medical service, (EMS), to make Automated External Defibrillator (AED) available for the benefit of the school community.
- b. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the AED.

### **III. PROCEDURES**

- a. Crookston Public Schools will have a written medical prescription on file for the use of the AED in the Crookston Public Schools and/or Crookston School events.
- b. The school nurse will serve as the AED project coordinator with the following responsibilities:
  - i. Shall annually route copies of current AED policy and procedure, which will indicate the type of device, intended use area, plan for maintenance and testing, and location of device to:
    1. Great Plains Emergency Medical Services Coordinator
    2. 911 Call receiving center. (If someone calls for a person down, dispatch can tell the caller where the closest AED is located.)
    3. Medical Director for Crookston Public Schools' AED
  - ii. Monitor to assure the District is in compliance with the current AED policy and procedure and communicate concerns to medical director and school administration.

- iii. Work with the medical director and school administration on any needed revisions to AED policy and procedure.
  - iv. Coordinate training of emergency responders, acquisition of necessary equipment, and assign staff (and alternates) to complete equipment inspections.
  - v. Provide record of staff members' CPR/AED training status and written records documenting equipment readiness.
- c. The AED will be stored in an accessible non-locking alarmed cabinet in a centrally located position in the commons at the Crookston High School and in the cafeteria at Highland School.
- i. When there are unique circumstances that may deem it appropriate to have the AED on standby at a school event, authorized users may request permission from the school nurse or building administrator to temporarily relocate the AED. When doing so the authorized user will securely place a sign on the AED cabinet that clearly identifies the location of the AED, specifying the date and time the AED was removed, the date and time the AED will be returned, the name of the user, who must have current certification on the proper use of the AED and agrees to assume responsibility of the unit, and the name of the person who authorized the AED removal from its storage cabinet. It is that user's responsibility to return the AED to the cabinet at the appropriate time and set the alarm.
- d. The public will be informed of the presence of the AED. The Crookston Public Schools will publicize that the AED is available when hosting school events. Multiple signs will be displayed throughout the building identifying that the building is AED equipped.
- e. Individuals trained in AED use and CPR are permitted to use the AED in an emergency. In the event that a trained individual is not available, an untrained willing individual may use the AED if needed without liability to that person (under the Minnesota Good Samaritan Law) and to the school district.
- f. American Heart Association procedures for the proper use of the AED will be followed.
- g. The Crookston Public Schools will offer voluntary AED/CPR training to school staff a minimum once every two years.
- h. Evaluation process for assuring AED readiness and effective use of the AED

i. Routine AED checks will be completed and documented a minimum of once per month by the maintenance staff to assure:

1. The unit is ready for use using the guideline provided by the manufacture.
2. Batteries, pads, ancillary equipment pouch, containing; towel, scissors, razor, gloves, and pocket CPR mask, are available and in functional condition.
3. If any equipment is found to be missing, tampered with, or not working condition, the school nurse is to be notified immediately. In her absence, the building principal is notified. Concerns relating directly to the functioning of the AED may be directed to Cardiac Science rep by calling 1-888-247-3342 ext. 3892.
4. The person performing the maintenance/testing shall record the date and checked areas and sign the documentation form.

ii. Procedure following the use of the AED

1. AED coordinator/school nurse will be notified that the AED was used and is responsible for getting the AED back in service. The school nurse will:
  - I. Initiate the retrieval of data from the AED's memory. This should not prevent the use of the AED if circumstances do not allow data retrieval prior to initiating treatment on another victim,
  - II. Restock all necessary AED supplies.
  - III. Clean AED according to manufacture's recommendations.
2. A formal review and evaluation of all situations involved in the use of the AED will be called by the building principal or school nurse, which will include the following individuals:
  - I. First responders at the scene.
  - II. Medical director
  - III. School administrator

IV. Any other person identified and designated by school Administration.

3. A review/debriefing will be conducted. Emotional support and/or counseling may be suggested for those involved in the incident. The review/debriefing could include:

4.

I. School nurse and building administration.

II. Responders at the scene.

III. Student witnesses

IV. Others as indicated

AED Authorizing Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Address: \_\_\_\_\_