

ADMINISTRATIVE REGULATION

# CENTENNIAL SCHOOL DISTRICT

APPROVED: March 15, 2019

REVISED:

## 822-AR-0. USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The District strives to provide a safe environment for students, staff, parents/guardians and community members as they learn and utilize school facilities. To achieve a safe environment, an automated external defibrillator (AED) may be placed in an accessible location in school facilities.

AEDs will be used in emergency situations when sudden cardiac arrest occurs by individuals properly trained in the application of the device.

The building principal may permit an authorized user to take an AED to other areas of a school or District property for the purpose of standing by at a specific event or activity.

### Procedure For Use Of AED

1. An AED will be located in an accessible location in a school, and signs will be posted to assist staff in locating the AED.
2. When a situation requiring an AED occurs, the responding staff member will notify the school office of the emergency and the location. The victim should be checked for consciousness, and CPR should be started if required.
3. The office staff will contact 911 and announce “MERT Team” with the location of the emergency and the request for an AED. The announcement will be repeated several times.
4. Upon hearing a “MERT Team” announcement, all trained MERT Team members will immediately report to the site. A designated member will retrieve the AED and deliver it to the site. Designated staff members pre-arranged to cover the classes of trained responders will immediately go to the assigned room or area.
5. Office staff will go to the building entrance and direct Emergency Medical Services (EMS) to the site upon their arrival.
6. District staff will then assist Emergency Medical Services (EMS), as directed.
7. Office staff will notify the victim’s family as to the general status and destination of transport.

8. The principal or designee will be responsible to download AED records and provide them to the EMS responders and/or the physician in charge of the victim.
9. Following an incident of AED use, the MERT Team will meet with the EMS and/or physician to discuss the procedure and recommend any necessary changes to be implemented.

### Response System

Upon reaching the emergency site, the trained MERT Team member will:

1. Assess scene for safety.
2. Determine unresponsiveness.
3. Open victim's airway.
4. Check for breathing. If not breathing, give two (2) breaths.
5. Initiate CPR if required while the AED is brought to the site.
6. Check for pulse and/or signs of life.
7. AED is not to be used on a child less than 55 pounds or less than eight (8) years of age.
8. If no pulse or signs of life, immediately apply AED.
9. Turn on AED.
10. Apply electrodes, according to the diagram on back of electrodes, to victim's bare chest. Dry skin if wet, and shave if hair is excessive.
11. Press pads to skin.
12. Stand clear of victim while machine analyzes heart rhythm.

### Shock Advised

1. Clear area, making sure no one is touching the victim.
2. Push shock button when instructed. Device will analyze and shock up to three (3) times.
3. After three (3) shocks, device will prompt to check pulse, signs of life; and if absent, start CPR.
4. Perform CPR for one (1) minute. Device will count down minute of CPR and will analyze whether CPR time is over.

No Shock Advised

1. Device will prompt to check pulse, signs of life; and if absent, start CPR.
2. If pulse/signs of life are absent, do CPR for one (1) minute.
3. If pulse/signs of life are present, check breathing. If victim is not breathing or breathing abnormally, give rescue breaths at a rate of twelve (12) per minute. AED will re-analyze after one (1) minute.
4. Continue cycles of analysis, advised shocks, and CPR until EMS arrives and takes charge.
5. Leave AED attached to victim until EMS arrives and disconnects the AED.
6. Staff provides EMS with victim's name, age, medical symptoms, time of incident, current condition and number of shocks.
7. After departure of student for a medical facility, the MERT Team member(s) will meet with the building principal or designee to discuss the incident and report the actions taken.

Follow-Up Actions

1. Principal or designee will download AED data within twenty-four (24) hours after the incident, with copies forwarded to the EMS, authorizing physician, school nurse and District physician.
2. School nurse or designee will wipe clean the AED, replace and reconnect electrodes, replace used contents of kit.
3. School nurse will complete and file the Automated External Defibrillator Incident Report.

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APPROVED: March 12, 2019

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## 822-AR-1. RESPONSIBILITY FOR AUTOMATED EXTERNAL DEFIBRILLATOR

The responsibility for providing, training, maintaining, using and reporting on AEDs is divided among various groups in a school.

The District administration is responsible for the following:

1. Selecting a District physician and MERT members.
2. Providing the training and retraining of all MERT members.
3. Coordinating equipment and accessories purchases, deployment and maintenance.
4. Maintaining on file the specifications/technical information sheet for each AED placed in schools.
5. Monitoring, revising and revising administrative regulations and procedures, as needed.
6. Communicating with the District physician relative to medical emergency response, including post-incident reviews.
7. Informing the county EMS about the deployment of AEDs.

The District physician is responsible for the following:

1. Writing a prescription for AEDs.
2. Providing medical direction for AEDs.
3. Reviewing and approving procedures for use of AEDs.
4. Reviewing and evaluating post-incident documentation and data.

AED Coordinators are school nurses, who are responsible for the following:

1. Maintaining AED equipment and restocking related supplies.
2. Conducting a monthly inspection and testing and completing the Automated External Defibrillator Service Log.

3. Cleaning the AED as needed.
4. Completing the Automated External Defibrillator Incident Report after each incident.
5. Serving as liaison for the District with the District physician.
6. Forwarding incident data to the District physician, in cooperation with the building principal.
7. Provide training and retraining every two years for members of MERT Team, and distribute established administrative regulations and protocols.
8. Conduct post-incident debriefing sessions, in cooperation with the building principal.
9. Maintain required documents, including training records, AED site information forms, AED incident reports, post-incident critiques and service logs.

MERT Team members are responsible for the following:

1. Activating and/or responding to the emergency response system.
2. Providing prompt basic life support, including AED and first aid responses according to training and established procedures and protocols.
3. Transferring care of victim to EMS personnel upon their arrival at the site.
4. Notifying District AED Coordinators after any AED use.
5. Understanding and complying with established AED procedures and protocols.

#### MERT Team Training

The District will provide initial training for all members of the MERT Team.

Training will include basic first aid, CPR and the use of an AED, and will be provided in accordance with the standards set forth by the American Red Cross or the American Heart Association or through an equivalent course of instruction approved by the state Department of Health.

MERT Team members will renew training in first aid and AED use every two (2) years.

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## 822-AR-2. AUTOMATED EXTERNAL DEFIBRILLATOR INCIDENT REPORT

School: \_\_\_\_\_

Name of person completing report: \_\_\_\_\_

Date report is being completed: \_\_\_\_\_ Date/Time of Incident: \_\_\_\_\_

Name of AED operator: \_\_\_\_\_

Name of patient on which AED was applied: \_\_\_\_\_ Age: \_\_\_\_\_

Known status of patient

- Student
- Parent of Student
- Other, explain \_\_\_\_\_

Describe incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List series of events from the start of the emergency until its conclusion: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems/Concerns that arose during the incident that need to be addressed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Responding EMS Unit: \_\_\_\_\_

Medical facility patient transported to: \_\_\_\_\_

Your Signature: \_\_\_\_\_

Please forward to the Superintendent no later than forty-eight (48) hours after the incident.

