

## Automated External Defibrillator (AED) Program



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## 1.0: Automated External Defibrillator (AED) Program

### 1.1 Overview

AED's are portable devices used to induce electrical stimulation to the heart muscle in the event of a potential sudden cardiac arrest (SCA). Early access defibrillation has been recognized as a significant factor in survival from incidents of SCA. For this reason, the Heart and Stroke Foundation of Canada (HSFC) recommends cardiopulmonary resuscitation (CPR) and public access defibrillation programs in locations which are at high risk for incidents of SCA. Adequate preparation for responding to a life-threatening emergency can save lives.

The decision to implement the program was made in light of the fact that SCA is the most prevalent medical emergency today. It can strike anywhere, at any time. SCA can also happen to anyone: a student athlete on the playing field, an employee in the workplace, a spectator at an event or a visitor at a school. In addition, the district also has a number of students with heart conditions that may make them susceptible to SCA. AEDs are safe, easy to use and can be used effectively by trained medical and non-medical individuals. The use of an AED, along with CPR, provides the best chance at saving a life in the event of a SCA.

The AED Program supports the goal of the HSFC's *Chain of Survival* to promote healthy lifestyle choices and support community initiatives to strengthen the other links in the chain. Early defibrillation is the most effective link in the Chain of Survival, but it is only one link.



HSFC: The Chain of Survival™

### 1.2 Glossary of Acronyms

- ABC – Airway, Breathing and Circulation
- AED – Automated External Defibrillation/Defibrillator
- CPR – Cardiopulmonary Resuscitation
- EMS – Emergency Medical Services
- SCA – Sudden Cardiac Arrest

### 1.3 Scope

The purpose of this procedure is to provide trained employees of Mission Public Schools with uniform guidelines for responding to SCA incidents and in intervening with an Automated External Defibrillator (AED).

AEDs in schools are intended primarily for use by staff with CPR/ First Aid training certifications provided by the Canadian Heart & Stroke Association, Red Cross or other authorized agencies as approved by the Board. AEDs will also be accessible to members of the general public Under the *Good Samaritan Act of British Columbia*, persons are not liable for rendering emergency care including the use of an AED.

## 1.4 Exemption of Liability

Neither the properly-trained care provider, owner, nor provider of the semiautomatic defibrillators, or the trainers of their use, will be held civilly liable for their acts or omissions in rendering good faith emergency care to someone who appears to be in cardiac arrest.

## 2.0 AED Roles and Responsibilities

The success of the AED Program depends on the effective collaboration of team members across the District. The following include the specific responsibilities of team members:

### **HR Coordinator, Health, Safety and Wellness (AED Program Coordinator)**

- Oversee the use of the AED, including training requirements, policies and procedures reviews, and post-event reviews.
- Ensure all issues related to training, such as scheduling of basic and periodic reviews, maintenance of training standards and authorized individual status, and record keeping is managed on a continuing basis.
- Assess each potential building for the optimal location for storage of the AED. The location should be readily identified and secure, yet easily accessible to adults.
- Maintain (on file) a specifications/technical information sheet for each approved AED model in a school.
- Notify the local EMS agency of the existence, location and type of AED at school district sites.

### **AED Trained Staff**

- Activate school emergency response system and provide prompt basic life support including AED and first aid according to training and experience.
- Understand and comply with requirements of school district procedure
- Follow the detailed procedures and guidelines for the AED post-event protocols.

### **School Administrator**

- Make all staff aware of any students with existing conditions where AED may be required.
- Identify the location of the AED and review in detail the written procedures on AED use.
- Assign staff members and protocols for alerting (communication system) when an emergency requiring AED intervention occurs.
- Provide time for training of staff members
- Immediately notify the parents if the AED is utilized on a student.

- Immediately notify the AED Program Coordinator should the AED be utilized on anyone.

### **Joint Health and Safety Committees**

- Ensure that the AED equipment is inspected regularly as indicated by the AED program and included in regular facility inspections.
- Report any concerns to the AED Program Coordinator and school principal.
- Assure that all equipment stock levels are maintained; notify AED Program Coordinator of any equipment/stock requirements.

### **Volunteer Responder Responsibilities**

- Anyone can, at their discretion, provide voluntary assistance to patients 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.

### **Employees, Students and Other Member of the Mission Public Schools Community**

- Report any tampering of the AED to the school administrator/principal.
- Not in any way tamper with the AED, except for the sole purpose of responding to cardiac emergency.
- In the event of a cardiac emergency, first call 9-1-1.

## **2.1 Training and Certification**

In administering this procedure, the District will ensure that persons who use the AEDs are properly trained, and equipment receives maintenance in accordance with manufacturer guidelines. The District also ensures the nearest emergency medical services program is notified of the type of defibrillators being used, the location of the defibrillators, their intended usage and who owns them.

The District shall recommend personnel to be trained initially and for follow-up training periodically or on an as needed basis. Individuals from the following groups are recommended for training: First Aid Attendants, Coaches, Administrators, Secretaries and Custodians.

## **3.0 AED Equipment**

The District Principal, School Operations will assess each potential building for the optimal location for storage of the AED and recommend a specific AED device to be used at the designated locations. The equipment should be utilized according to the parameters of the District's AED Program.

### 3.1 AED Storage

All AEDs are stored in clearly marked and mounted wall cabinets and are connected to the building's security alarm system. Once the cabinet doors are opened, an audible alarm will sound. The purpose of the alarm is to deter tampering and to alert persons in the area who may be trained. Whenever the alarm is activated, staff should determine if a medical emergency actually exists and follow the CPR/AED procedures accordingly. See Appendix A: AED Location List for exact location of the AEDs.

### 3.2 AED Supplies and Accessories

All supplies and accessories must remain with the unit. Each AED shall include the following items:

Item Description	Quantity
Approved AED Device (Defibtech Lifeline) with batteries installed	1
Alarmed Wall Mounted Cabinet with Quick Reference	1
Defibrillation Pads	1 set
AED Prep Kit (scissor, towel, razor, gloves, wet wipe, dry wipe)	1 set

### 3.3 AED Maintenance

The District shall designate the Mission Fire Department to conduct regular checks of equipment and supplies of the AED. The fire department shall notify the program coordinator to contract with the manufacturer for proper maintenance of the unit. The Joint Health and Safety Committee shall include a visual inspection of the AED and maintain a log in the regular facility inspections. The District shall create a budget for any additional training and supplies.

### 3.4 AED Annual System Review

Once each calendar year, the AED Program Coordinator shall conduct and document a system review. This review shall include the following elements:

- Training records
- AED Post-Incident Report(s)
- AED Maintenance Log.

## 4.0 AED Response Plan and Procedures

The purpose of this procedure is to provide trained employees of the Mission Public Schools with uniform guidelines for responding to SCA incidents and intervening with an AED. Assess and use of the AED shall be permitted by contracted or community organization personnel.

**NOTE:** If the AED is not immediately available, perform CPR until the AED arrives on the scene. The AED is intended for use by individuals trained in CPR/AED.

## 4.1 During School Hours - CPR/AED Procedure

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene or environment around a patient must be made safe prior to attempts to assist.
2. Confirm unresponsiveness - patient does not respond to shaking or shouting, is unconscious, not breathing or has no pulse and/or shows no sign of circulation such as breathing, coughing or movement.
3. If unresponsive:
  - At any public phone or cellular phone: Dial 9-1-1 or local emergency number.
  - Call main office and alert them to emergency and location of unconscious person.
  - Main office staff will assign someone to retrieve an AED and meet responding First Aid Attendant or CPR-trained individuals at emergency scene.
  - The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the patient's location.
4. Assess breathing:
  - Open airway.
  - Look, listen and feel for breathing — if not breathing normally, give two breaths. Observe universal precautions using gloves and ventilation mask, if available. If breathing normally, place in the recovery position and monitor breathing closely.
  - If not breathing normally, apply an AED immediately. If an AED is not immediately available, begin CPR (chest compressions and breathing) until an AED arrives.

**NOTE:** If a rescuer is alone and the patient is a child under eight years old or under 25kg (55 lbs.) and has no known cardiac condition, perform two minutes of infant/child CPR prior to activating the emergency response system and getting the AED.

5. Turn ON the AED.
6. Remove all clothing from the chest area.
7. Apply electrode pads (according to diagram on back of electrode pads) to patient's bare chest:
  - Peel electrode pads, one at a time, from the backing or liner.
  - Shave or clip chest hair if it prevents a good seal between electrode pads and skin.
  - Wipe chest clean and dry if patient's chest is dirty or wet.
  - Press electrode pads firmly to skin.

**NOTE:** If patient is under eight years old or less than 25kg (55 lbs.), remove pre-connected adult defibrillation electrodes, connect the Infant/Child Reduced Energy Defibrillation Electrodes

to the AED and proceed with steps A, C, and D. Do not delay therapy to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

8. Follow the AED visual and voice prompts.
9. Refrain from using portable radios or cell phones within four feet of patient while the AED is evaluating heart rhythm.
10. When advised by the AED, initiate/resume CPR. Continue to perform CPR until otherwise promoted by the AED or EMS personnel upon arrival.
11. If patient recovers consciousness or starts moving, place the patient in the recovery position and leave the AED attached.

## 4.2 After-School Hours - CPR/AED Procedure

1. Athletic trainer-covered events:
  - a. Confirm unresponsiveness - patient does not respond to shaking or shouting, is unconscious, not breathing or has no pulse and/or shows no sign of circulation such as breathing, coughing or movement.
  - b. At any public phone or cellular phone: Dial 9-1-1 or local emergency number
    - i. Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.
    - ii. If present, the athletic trainer, or a designee, will retrieve the AED.
    - iii. If a CPR- and/or AED-trained individual is available, CPR and AED procedures should be initiated until EMS personnel arrives.
  - c. Follow procedure outlined above. See *During School Hours—CPR/AED Procedure* section starting with 4.
2. Other school events (if AED is available):
  - a. Confirm unresponsiveness - patient does not respond to shaking or shouting, is unconscious, not breathing or has no pulse and/or shows no sign of circulation such as breathing, coughing or movement.
  - b. If unresponsive:
    - i. At any school phone, public or cellular phone: Dial 911 or local emergency number.
    - ii. Alert the supervising staff member of the emergency.
  - c. If CPR-/AED-trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS personnel arrive.
  - d. Follow procedure outlined above. See *During School Hours—CPR/AED Procedure* section starting with 4.

### 4.3 Failure of the AED

In the unlikely event that the AED does not operate properly, the responder shall continue with basic life support measures, including CPR, until a more highly trained medical authority arrives on scene.

### 4.4 False Alarm

In the event of a suspected false alarm, the site First Aid Attendant and AED Program Coordinator shall be contacted to investigate whether the warning is false or resulted from intentional or unintentional tampering.

### 4.5 Post-Incident Procedures

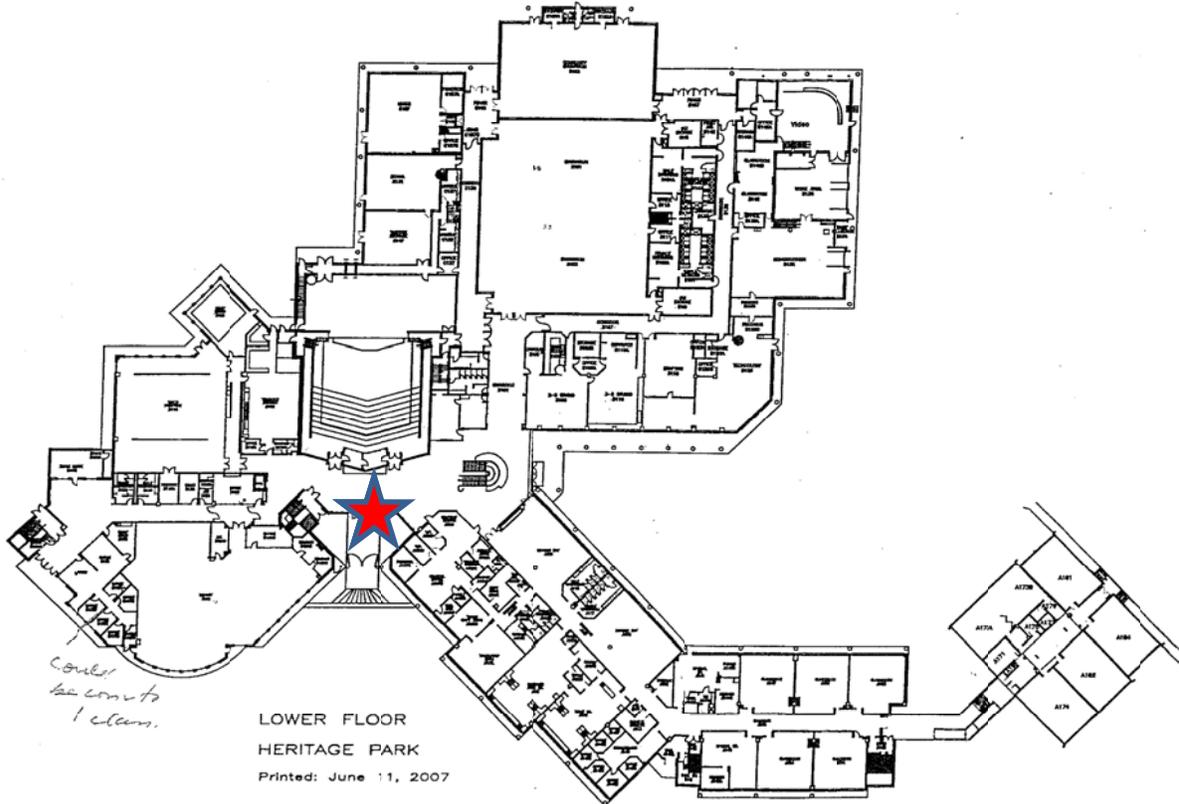
1. A copy of AED-use information will be sent within 48 hours (weekdays) of the emergency to: AED Program Coordinator, Board of Education Office.
2. The volunteer responder will document the event using the *Post-Incident Report Form* and will forward the completed copy of the form to AED Program Coordinator or designees on the next business day.
3. The AED will be wiped clean according to device instructions.
4. Electrode pads must be replaced and reconnected to device (*Defibtech DDU-100 Semi-Automatic External Defibrillator*).
5. Contents of attached resuscitation kit must be replaced if used.
6. Critical Event Stress Debriefing will be conducted by the *Site-based Critical Incidents Team*.

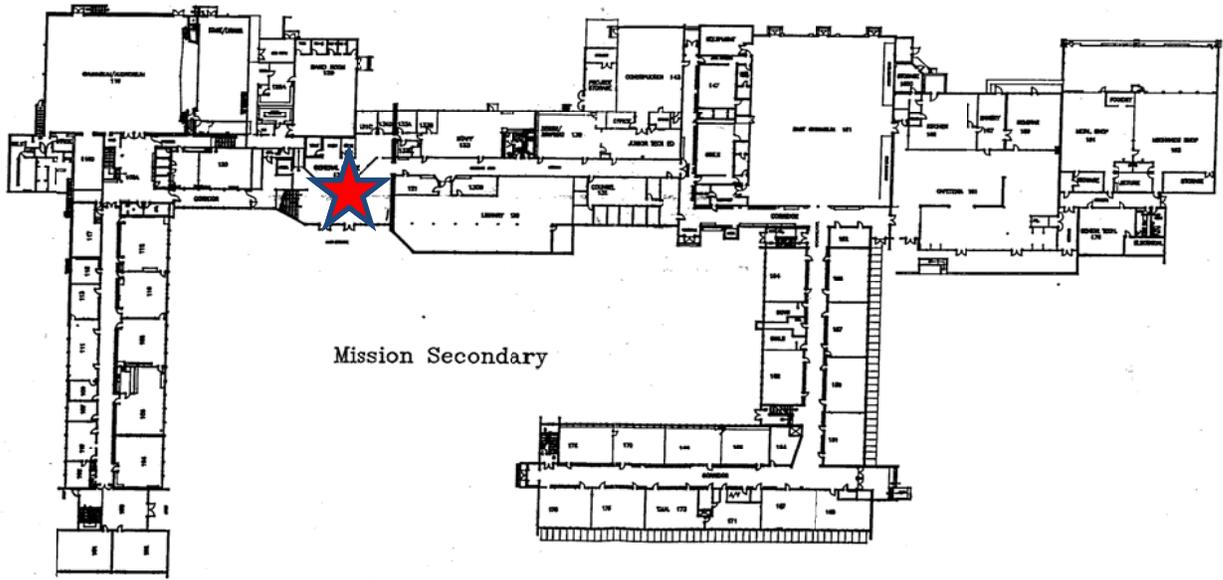
### 4.6 Incident Confidentiality

Lay responders and program participants must protect the confidentiality of a patient's health information and forward any and all information related to the AED incident only to necessary and appropriate personnel involved in the patient's care. The AED Post-Incident Report is confidential and shall not be altered once it is completed. Access, disclosure, copying, distribution, or reliance on any of it by anyone else is prohibited and may be a criminal offence.

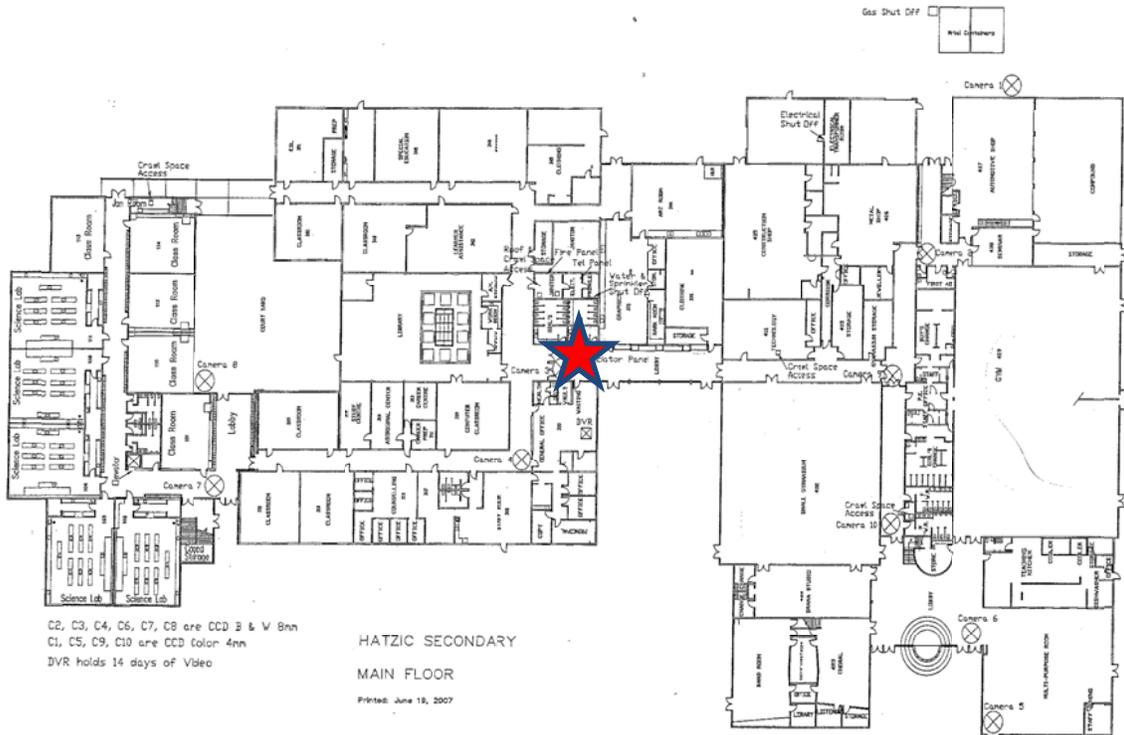
## Appendix A: AED Location List

	Building	Address	Room No./Area	# of Units
1.	Hatzic Middle/Secondary School	34800 Dewdney Trunk Road	Lobby – Main Office	1
2.	Heritage Park Middle/Secondary School	33700 Prentis Avenue	Lobby/Foyer – Main Entrance	1
3.	Mission Middle/Secondary School	32939 7th Avenue	Lobby/Foyer – Main Entrance	1





Mission Secondary



C2, C3, C4, C6, C7, C8 are CCD B & V 8mm  
 C1, C5, C9, C10 are CCD color 4mm  
 DVR holds 14 days of Video

HATZIC SECONDARY  
 MAIN FLOOR

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## Appendix B: AED Post-Incident Report Form

This form must be completed for every incident necessitating AED use, submitting via fax within 24 hours of use to the AED Medical Program Advisor (Mission Fire/Rescue Service) and HR Coordinator, Health and Safety (604-826-1761).

Patient's Last Name	Patient's First Name	Patient's Address
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Incident:	Name of AED Operator:
Exact Location of Incident: (include building name, room #, city):		
Incident Address:		Assistant:
Time of Incident: AM PM	AED Serial Number:	Assistant:
Estimated time from patient's collapse until CPR begun:		Estimated total time of CRE until application of AED:
Was Cardiac Arrest Witnessed? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	By Whom:	Time:
Was CPR Started? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	By Whom:	Time:
EMS Unit Receiving Person:	Time of Transport: AM PM	Location of Transport(hospital):
Description of Incident:		
Report Completed By:		Date:

<b>Medical Director's Comments/Recommendations:</b>

<b>Coordinator Reviewed:</b>	<b>Date:</b>
<b>Physician Reviewed:</b>	<b>Date:</b>

## Appendix C: AED Emergency Contact List

For information and assistance regarding the AED program, the individuals listed below may be contacted. Every effort should be made to first contact the program coordinator or alternate contact. **If any contact information changes, the program coordinator and Emergency Medical Services will be notified within 72 hours.**

### AED PROGRAM COORDINATOR

**Hanna Park**, HR Coordinator, Health, Safety and Wellness  
Mission Public Schools, Board Office  
Phone: (604) 814-3714  
E-mail: hanna.park@mpsd.ca

### ALTERNATE CONTACT

**Carrie McVeigh**, Secretary Treasurer  
Mission Public Schools, Board Office  
Phone: (604) 814-3703  
Cell Phone: (604) 302-9664  
E-mail: carrie.mcveigh@mpsd.ca

### SITE CONTACT – Hatzic Middle/Secondary School

**Larry Jepsen**, Principal/Administrative Officer  
Phone: (604) 826-3651  
E-mail: larry.jepsen@mpsd.ca

### SITE CONTACT – Heritage Park Middle/Secondary School

**Shirley Gibson**, Principal/Administrative Officer  
Phone: (604) 820-4587  
E-mail: shirley.gibson@mpsd.ca

### SITE CONTACT – Mission Middle/Secondary School

**Jim Pearce**, Principal/Administrative Officer  
Phone: (604) 826-7191  
E-mail: jim.pearce@mpsd.ca

### EMERGENCY MEDICAL SERVICES

**Ian Fitzpatrick**, Fire Chief  
Mission Fire/Rescue Service  
Phone: (604) 820-3794  
E-mail: ifitzpatrick@mission.ca

## Appendix D: AED Maintenance Log Checklist

The following checklist shall be completed quarterly by the designated school/site-based joint health and safety committee members who shall conduct and document a system check that includes the inspection of AED kit supplies, AED battery life and AED operation and status. Inspection and maintenance records shall be retained by the school district according to its records retention policy. All equipment maintenance shall be performed according to the AED manufacturer's user manual and operating instructions.

The district central office administration will conduct an annual assessment of the AED program to include review of training records, equipment operation and maintenance records.

Date of Inspection: \_\_\_\_\_ AED Location (name of school): \_\_\_\_\_

Inspection Performed by (Employee Name (s)): \_\_\_\_\_

Criteria	Yes/No	Corrective Action/Comments
Visible placement	<input type="checkbox"/> Y <input type="checkbox"/> N	
Placement is unobstructed	<input type="checkbox"/> Y <input type="checkbox"/> N	
Check the status/service light indicator	<input type="checkbox"/> Y <input type="checkbox"/> N	
Check battery is present	<input type="checkbox"/> Y <input type="checkbox"/> N	
Verify date of last battery maintenance and check	<input type="checkbox"/> Y <input type="checkbox"/> N	
Check presence of two sets of AED pads in sealed package	<input type="checkbox"/> Y <input type="checkbox"/> N	
Check expiration date on pad packages	<input type="checkbox"/> Y <input type="checkbox"/> N	
Check housing or cabinet access	<input type="checkbox"/> Y <input type="checkbox"/> N	
AED Prep Kit (scissor, towel, razor, gloves, wet wipe, dry wipe) stocked in cabinet	<input type="checkbox"/> Y <input type="checkbox"/> N	