

## Automated External Defibrillator (AED)

The purpose of this procedure is to provide trained employees of the Mission Public Schools with uniform guidelines for responding to (sudden cardiac arrest) SCA incidents and intervening with an AED.

**NOTE:** If the AED is not immediately available, perform cardiopulmonary resuscitation (CPR) until the AED arrives on the scene. The AED is 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 under 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 arrives.
  - 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 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 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*.

## 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.

- 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 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.

**Date Adopted: February 2012**

**Cross Reference:** [Administering Medication to Students AP#100](#)  
[Emergency and Critical Incident Procedures AP#106](#)  
[Occupational Health and Safety Program AP #108](#)

**Resources:** [Automated External Defibrillator Manual](#)