

Automated External Defibrillator (AED) Guidelines

On-site responders (school personnel) are more likely to arrive quicker than the Emergency Medical Services through AED intervention. Thus, this program will provide employees of Jackson County Schools who are *trained and willing* to use CPR and AED intervention with uniform guidelines to follow when responding to sudden cardiac arrest emergencies where CPR and AED use is warranted.

* If AED is not immediately available, perform CPR until AED arrives.

Determine responsiveness/level of consciousness (tap and shout).

Send a runner to retrieve the AED

Send a runner to inform trained staff, contact medical emergency services and report emergency location

Alert administration of emergency

CPR trained personnel will:

Assess the emergency

Begin emergency treatment procedures as dictated by the emergency Open airway - head tilt, chin lift

Check for breathing - If not breathing, or if breathing is ineffective, give 2 slow breaths.

Observe Universal Precautions, using gloves and ventilation mask or shield if available. If breathing, place in the recovery position and monitor breathing closely

If CPR/AED trained personnel are available, CPR and AED procedures should be initialized until EMS arrives

Notify the AED school coordinator and program coordinator

After AED use:

Immediately following the conclusion of the incident, the AED school coordinator will contact **Pam Vernon**, system program coordinator about downloading the event information from the AED. Leave the AED turned off unless it is needed for an additional incident

Appropriate school personnel will compile a report and forward a copy of the report to the AED system coordinator the next day

The AED school coordinator or designee will return the AED to operational service as soon as possible following the downloading of the information of the incident

AED school coordinator will complete the following:

AED will be wiped clean

Electrode pads must be replaced and reconnected to the device.

Contact system coordinator for replacement pads

Contents of resuscitation kit must be replaced if used (ventilation mask, non-latex gloves and towel)

Single use razor must be replaced if used

Event Debriefing:

If needed arrange an informal debriefing with the local counselors within 48 hours of the event if possible.

Responsibilities

AED system coordinator: (or designee)

- equipment and necessary maintenance
- Revision of the policy as needed
- Monitoring the effectiveness of this program through annual system assessment
- Post event review and documentation from all key participants in the event
- Notification of the local emergency care providers as to the presence of the AED
- Communication with the medical director on issues related to medical emergency response program including post event reviews

AED school coordinator: The AED school coordinator is a staff member from each Jackson County School where an AED is located

- Assist AED system coordinator with staff training
- Documentation of staff training
- Weekly and monthly AED equipment maintenance including restocking and returning AED to use following every incident

** Any school employee can, at their discretion, provide **voluntary** assistance to victims of medical emergencies. The extent to which these individuals respond should be appropriate to their training and experience. These individuals are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED, or medical first aid.

Voluntary responders may possess various amounts of training in emergency medical response and their training may be supplied by sources outside the school system. Volunteer responders can assist in emergencies, but it is strongly recommended that they participate to the extent allowed by their training and experience. Any volunteer wishing to potentially use one of the AEDs deployed on the school campuses should have successfully completed an approved AED course including CPR within the last 2 years. CPR and AED training/refresher training is available throughout the year via health services.

Post Event Documentation

It is important to document each use of the emergency response system within 24 hours of an occurrence. An AED incident report is to be completed by the school health coordinator as soon as feasibly possible after the event.

Any information collected shall be stored in a confidential file. (As per HIPAA and FERPA regulations).

A copy of AED use information shall be presented to the medical director of the AED program and the Jackson County system coordinator within 72 hours of the emergency. This includes an AED incident report, debriefing (if necessary), and any recorded data and all electronic files captured by the AED.

Following each use of an AED, a review shall be conducted to learn from the experience. The AED

system coordinator shall conduct and document the review. All key participants in the event shall participate in the review. Included in the review shall be identification of actions that went well and the collection of opportunities for improvement as well as incident debriefing. A summary of the post event review shall be sent to the medical director. The AED system coordinator shall maintain a copy of the post event review summary.

Equipment Maintenance / Assessment

The medical emergency response system is successful if the necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system is expected to be very infrequent, other measures of effectiveness are required:

Annual System Assessment:

Once each calendar year, tire AED System Coordinator or designee shall conduct a system readiness review. This review shall include the following elements:

- Training records
- Equipment operation and maintenance records

Monthly System Check

Once a month the AED school coordinator or **designee shall** conduct and document a system check and retain records. This check shall include review of the following elements:

- Resuscitation kit supplies
- Expiration date of AED electrode pads and battery has not exceeded.
(Reorder battery and pads 30 days prior to expiration.)
- AED operation and status

Equipment

The AED and resuscitation kit will be brought to emergencies. The adult AED electrode pads

Equipment Maintenance

All equipment and accessories necessary for support of the medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

The school AED coordinator shall be responsible for having regular equipment maintenance performed. All Maintenance tasks shall be performed according to equipment procedures previously outlined.

Following use of emergency response equipment, all equipment shall be cleaned and / or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to established procedures.