

## **Administrative Procedure: EBCF – R**

### **AUTOMATED EXTERNAL DEFIBRILLATORS (AED'S) POLICY GUIDELINES**

Procedures: MSAD#44 anticipates that where reasonably possible, employees who have been trained and who are present when an incident occurs will: 1) activate the EMS system by calling 911; 2) begin CPR; and 3) use the AED available to them according to guidelines of the American Heart Association.

Pre-Evaluation and AED Selection: Only USFDA approved AED's will be provided for this program. The Superintendent, or designee, will keep on file the specification/technical information sheet for each approved AED that is purchased or donated to the school department.

Training: All volunteering employees will participate in a recognized AED initial training course (American Heart Association or American Red Cross), which will include the following:

- Proper use, maintenance, periodic inspection of AED.
- Assessment of an unconscious person to determine if a cardiac arrest has occurred and the appropriateness of applying the AED.
- Defibrillator safety precautions to enable the user to administer a shock without jeopardizing the safety of the victim, the user, or other persons on the scene.
- Rapid accurate assessment of the victim's post-shock status to determine if further activation of the AED is necessary.
- The role of the initial rescuer in the coordination of care for the cardiac arrest victim on arrival of EMS personnel.
- Scenario-based practice consistent with the common scenarios that rescuers may face.
- Routine AED maintenance, trouble shooting options, and special situations that initial rescuers may encounter.

All staff will be offered the opportunity for AED training. Employees of the school department will be held to the standards of "Good Samaritan" laws of the State of Maine.

Volunteer AED team members will be defined and a team list will be maintained in each building and the Superintendent's office. Each AED team will receive instruction and maintain certification in CPR and receive 4-hour training to include use of an AED presented by a certified American Health Association or American Red Cross trainer. After initial training, each team member will receive an annual inservice to review guidelines, use of the AED, and receipt of current updates on protocols.

Emergency Plan: A well-defined emergency plan that clearly states all the procedures for use of

an AED will be communicated to AED trained team members.

Post-Emergency Follow-up: Completed Event Summary Forms need to be completed within 24 hours by the first responder to a medical emergency in the school building and sent to the Superintendent's office. Forms may be found at each AED station or obtained from the building school nurse.

Maintenance and Monitoring of AED Equipment: Each AED shall be monitored and maintained by the school nurse in each building, or designee consistent with the manufacturer's operating instructions. Regular visual inspection of the AED station will be conducted by the school nurse and documented on the AED Inspection Log. The school nurse will also document a monthly check of the AED batteries and accessories on the AED Monthly Log.

Medical Direction: The consulting school physician supports the implementation of an AED program in the MSAD#44. A letter is on file from the school physician stating support of the program, its policy and guidelines. Additionally, the school physician will review all post-event incident reports (Event Summary Forms).

Legal Reference:

Cross Reference: EBCF – Automated External Defibrillators (AED's)

Adopted: April 20, 2008