

CPR/ AUTOMATED DEFIBRILLATOR POLICY

1.0 Purpose:

Good health is crucial to student learning, Wirt County Schools is committed to adhering to the standards and procedures established for providing for students with health care needs. The resulting Basic and Specialized Health Care Procedure Manual for West Virginia Public Schools was designed for use by certified school nurses in West Virginia to assure safe, consistent provision of health care guided by the laws and practice standards for West Virginia nurses as referenced in W. Va. Code §30-7-1, *et. seq.* and §30-7A-1, *et. seq.* and by the West Virginia Board of Examiners for Registered Professional Nurses and the West Virginia State Board of Examiners for Licensed Practical Nurses. These needs may include Cardiopulmonary Resuscitation (CPR) or Automated External Defibrillator (AED) which are addressed in this policy. This policy outlines the procedures and standards that are to be followed by Wirt County Schools' employees. The practices and procedures described in this document comprise the program through which Wirt County Schools will administer its Automated External Defibrillator (AED) Program. This program will conform to standards set forth by the American Heart Association (AHA). It is important to Wirt County Schools to minimize the risk associated with Sudden Cardiac Arrest (SCA) among its employees, students, volunteers, and visitors. This program is to be followed by any personnel that have volunteered for the CPR/AED training. This program is reviewed annually, and updated whenever new or modified procedures are implemented. A copy of this program has been provided to the local Wirt County Emergency Medical Services, Elizabeth, WV.

2.0 Definitions:

- 2.1 **Basic Health Care Procedures** - procedures performed by school personnel to ensure that health and safety needs of the students are met.
- 2.2 **Cardiopulmonary Resuscitation (CPR)** – possession of a current valid certificate from an approved training program for adult, child and/or infant CPR, e.g. American Heart Association/ American Red Cross.
- 2.3 **Automated External Defibrillator**- portable device that checks the heart rhythm and can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest (SCA).

- 2.4 **Certified School Nurse** - a registered professional nurse, who is licensed by the West Virginia Board of Examiners for Registered Professional Nurses (W. Va. Code §30-7-1, *et seq.*), who has completed a West Virginia Department of Education approved program as defined in the WVBE Policy 5100, Approval of Educational Personnel Preparation Programs (W. Va. 126CSR114), and meets the requirements for certification contained in WVBE Policy 5202, Minimum Requirements for the Licensure of Professional/Paraprofessional Personnel and Advanced Salary Classifications (W. Va. 126CSR136) (hereinafter Policy 5202). The certified school nurse must be employed by the county board of education or the county health department as specified in W. Va. Code §18-5-22.
- 2.5 **Training** - instruction and demonstration provided to designated school employees in preparation to be qualified for the performance of basic and/or specialized health care procedures.
- 2.6 **School Personnel** - includes any school employee, as defined in W. Va. Code §18-5-22 that is not a licensed health care provider but has been designated, trained and deemed competent by a certified school nurse and approved by a school administrator to provide basic and/or specialized health care procedure(s) to students in West Virginia public schools.
- 2.7 **AED Coordinator**- the person designated who conducts the day-to-day duties associated with the AED program and serves as the Program Medical Director's point of contact for for the AED program.
- 2.8 **Medical Response Team**- the group of volunteer, trained rescuers who provide basic life support and apply the AED during medical emergencies.
- 2.9 **Program Medical Director**- a designated, licenses physician providing medical oversight to the AED program.
- 2.10 **Sudden Cardiac Arrest (SCA)**- a condition in which the heart stops beating effectively, suddenly and unexpectedly, due to a disturbance in the heart's electrical system.

- 2.11 **Trained Rescuer-** a person or category of people designated to respond to medical emergencies, and possess proper training in Cardiopulmonary Resuscitation (CPR) and AED use within the confines of the

3.0 Procedures/ Training:

3.1 **Automated External Defibrillator Program-** an Automated External Defibrillator (AED) will be maintained on the premises of Wirt County Primary/Middle School and Wirt County High School. The AEDs shall be used by trained individuals in emergency situations involving sudden cardiac arrest (SCA). The AED's are registered with the West Virginia Office of Emergency Medical Services, Region 5, 603 29th Street, Vienna WV 26105.

- 3.2 **CPR/ AED Training-** Training in Cardiopulmonary Resuscitation (CPR) and (AED) use is according to American Heart Association Standards. On going training in CPR and AED use is completed at least every two years. The AED Coordinator shall keep records of training. Refresher training will be offered as Needed to review procedures

- 3.3 **Location and Maintenance of the AED(s)-** The AED(s) are to be located in an unrestricted, public access area within the school buildings at all times. This location will allow quick for responders in the event of SCA. At Wirt County Primary/Middle School, the AED is located in the entryway to the gym near the inside cafeteria doors. The type of device, intended use, location, plan for maintenance, and testing has been confirmed with the Wirt County Emergency Medical Services and 911 Center, Parkersburg, WV. Maintenance and testing is conducted as recommended by the manufacturer. Documentation of the maintenance and testing is kept in the AED cabinet in the building. Documentation shall include the date and type of maintenance/testing and the signature/initials of the person performing the maintenance/testing.

3.4 Implementation of the AED

3.4.1 Determine unresponsiveness of victim and activate the emergency response plan.

- 3.4.1.a. If the victim is unresponsive call "911" and get the AED.
- 3.4.1.b. Assess the victim for airway, breathing, and circulation.
- 3.4.1.c. Initiate CPR if required, until the AED is brought to the victim's side.
- 3.4.1.d. The public address system and/ or cell phones will be used to activate first responders and indicate the location of the victim.

3.4.1.e. Designate an individual to wait at the school entrance to direct the EMS to the location.

3.4.2. Upon arrival of the AED, place it near the head of the victim, close to the AED operator and prepare to implement the AED.

3.4.2.a. Turn “ON”

3.4.2.b. Bare and prepare the chest for AED use.

3.4.2.c. Place the AED electrode pads on the victim.

3.4.2.d. Stop CPR while AED analyzes the heart rhythm

3.4.2.e Follow the AED prompts for further action. If shock is indicated, be sure all rescuers are cleared before shock is administered.

3.4.3 Upon arrival, the EMS shall take charge of the victim

3.4.3.a Provide victim information such as name, age, known medical problems, known allergies, time of incident.

3.4.3.b Provide information as to current condition and number of shocks administered.

3.5 Required Follow-up to Implementation of the AED

3.5.1.a An Early Defibrillation Patient Contact Form will be sent to the Program Medical Director following each use of the AED. The attending physician at Coplin Memorial Community Health Center, Elizabeth, WV, will act as the program director.

3.5.1.b After an incident debriefing session will be held within 48 hours for all initial responders.

3.5.1.c The Program Medical Director shall be notified of AED use.

3.5.1.d The AED Coordinator will arrange for a quality improvement review.

3.5.1.e The AED will be checked and put back into readiness state.

3.5.1.f Restock AED per AED inventory.

3.5.1.g Clean AED according to manufacturer recommendation.

3.5.1.h Document readiness

3.6 AED Required Equipment

3.6.1.a Two sets of electrodes

3.6.1.b Disposable gloves

3.6.1.c Facemask barrier device for mouth resuscitation

3.6.1.d Scissors to remove clothing

3.6.1.e Disposable razor

3.6.1.f Pen and Paper

3.6.1.g Disposable towels

3.7 Limitations

3.7.1.a The AED may not be taken off campus to provide emergency services.

3.7.1.b Early defibrillation programs are established for use on-site and must be maintained in a central location.

3.7.1.c An individual responder cannot provide medical assistance above the level of his/her training, certification, or professional license.

4.0 Responsibilities:

4.1 Program Medical Director

4.1.1.a Development and review of policies and procedures defining the standards of patient care and utilization of all AED(s) within Wirt County Schools.

4.1.1.b Review of response documentation and rescue data for all uses of AED(s).

4.1.1.c Oversight of the initial and continued training.

4.1.1.d Provide advice regarding the medical care of those in need of such

care.

4.2 AED Coordinator

- 4.2.1.a Serves as liaison between the AED Program and the Program Medical Director
- 4.2.1.b Coordinates all initial and on-going training for CPR/AED
- 4.2.1.c Maintains all AED equipment and related supplies
- 4.2.1.d Forwards Early Defibrillation Patient Contact Form to the Program Medical Director
- 4.2.1.e Conduct post-incident debriefing sessions as needed for any employees involved in AED use incidents

4.3 Medical Response Team/Trained Rescuers

- 4.3.1.a Activate the internal emergency response system during medical emergencies.
- 4.3.1.b Provide emergency basic life support which includes application of AED to victim of SCA.

5.0 Severability:

If any provisions of this policy or application thereof to any persons or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

Review Schedule

This policy will be reviewed in accordance with the policy review schedule published by the superintendent. Any changes or modifications due to legislative or state policy change may cause a modification to this policy by the superintendent.

Authorization: WV Code: Chapter 18, Article 2, Section 5; Chapter 18, Article 5, Section 22; Chapter 18, Article 5, Section 22b, Chapter 30, Article 7, Section 1, Chapter 30, Article 7A, Section 1; WV Constitution XII, § 2

Reviewed: February 25, 2016

Replaces: CU, Automated Defibrillator Policy, April 14, 2009