

TITLE: AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Automated External Defibrillator (AED) Program
Administrative Procedures

The procedural guidelines for the Automated External Defibrillator (AED) Program will include the following components:

District AED Site Coordinator
Building AED Coordinator
Medical Oversight
Responders
Training
Equipment Maintenance
Post Event Debriefing, Review and Documentation
AED Selection and Placement

FORMS:

AED Post Event Report Form F-1, AED Post Event Checklist Form F-2, Emergency Action Plan Form F-3, Maintenance Log for AED-Daily Form F4, Monthly Maintenance Check Form F-5

District Site Coordinator

The District AED Coordinator for Kettle Falls School District will be the Athletic Director or Designee. This person is the primary liaison among Kettle Falls School District's AED Program, the Building Coordinator, Stevens County Sheriff's Ambulance (EMS) in Colville and the Project ADAM Coordinator.

Responsibilities of the District Site Coordinator:

- Obtain and maintain a list of employees who are currently trained in CPR/AED. Insure this number meets Project Adam Program standard of 1 staff per 100 students.
- Insure that the district has personnel training and appropriate retraining program for all schools that have AEDs.
- Insure that the AED equipment, supplies and records are being maintained at each building site. Coordinate with Project Adam Program Coordinator for annual periodic maintenance with Sacred Heart Engineering Services(SHES).
- Maintain on file a specification sheet and technical information on each approved AED model purchased or donated to the program.
- Monitor the effectiveness of this system by completing an annual systems assessment at each building site of Training Records, Review of AED operation/event records, Review of the "Code CPR/AED" procedure for all teaching and support staff, Review of maintenance records and Review of building medical response plan (EAP).

District Site Coordinator (Cont'd)

Responsibilities of the District Site Coordinator: (Cont'd)

- Provide communication between selected school staff/administration, Project Adam Coordinator and EMS services on issues related to medical emergency response program including post-event reviews. Specifically, the District AED coordinator or designee will notify the Project Adam Coordinator whenever the AED is opened and applied to a person regardless of whether a shock was delivered or the victim was in cardiac arrest.
- Establish that each designated building runs an annual AED practice drill.

Building AED Coordinator

This individual is designated by the District AED Coordinator.

Responsibilities of the Building Coordinator:

- Insure that responders are current in CPR/AED certification.
- Complete or have designee complete weekly or daily AED checks (whichever is recommended by the AED manufacturer) and maintain a log to that effect.
- Work with District Coordinator, School Nurse and Building Principal to designate location of AED within the building with consultation from Local EMS and/or Project ADAM team.
- Coordinate Building office's responsibilities and Volunteer responsibilities.
- Insure that the Post Event Summary Form is completed.
- Insure placement of a readily visible sign to indicate the location of the AED.

Medical Oversight

The Kettle Falls School District AED program will follow state approved medical direction from the Project Adam Medical Director.

The medical director has ongoing responsibility for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR
- Evaluation of post-event review forms and digital files downloaded from the AED

Responders

Responders are volunteer employees who have been trained in CPR and AED use and who are present at a site where an AED is located at the time of a “sudden death” incident. Responders will be expected to use an AED only if they have successfully completed the approved accredited CPR/AED course and feel confident using the equipment. Refer to RCW70.54.310, Semiautomatic external defibrillator-Duty of Acquired-Immunity from civil liability, RCW70.136.070-Verbal Emergency Assistance Agreements, “Good Samaritan Law” & RCW 70.136.050:RCW4.24.300-Immunity from liability for certain types of medical care.

AED trained Employee Responsibilities:

- Activate “ Code CPR/AED” emergency response system:
 1. Immediately dial 911 activating the Stevens County Sheriff’s Ambulance (EMS)
 2. Contact building office to announce “Code CPR/AED” and location.
 3. Instruction will then be given for someone to retrieve the AED from its stored location.
 4. At that time the Emergency Action Plan (EAP) will be followed.
 5. Start CPR and continue until AED or EMS arrives on scene.

Volunteer Responder Responsibilities

Anyone can, at their discretion, provide voluntary assistance to victims 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.

Training

CPR/AED training:

Kettle Falls School District employees will be offered training in CPR and the use of AEDs through the American Heart Association, Red Cross or another state approved accredited course. A roster of trained employees and dates of training will be maintained by the District Site Coordinator and kept in the District office. Renewal training will be provided at intervals of every two years.

Employees who are encouraged to receive training may include the following individuals: Administrators, athletic/activities directors, health and fitness staff, coaches, nurses, custodians, teachers, para-educators, office staff and bus drivers.

Equipment Maintenance

AED maintenance will be done according to the manufacturers guidelines and will be recorded for each unit. A log will be maintained in the school building with a copy kept with the District Coordinator or designee. Through the Project Adam Program, Sacred Heart Engineering Services will provide yearly maintenance and testing of the AED(s) in accordance with manufactures guidelines as well as checks and maintenance as needed after use.

Post Event Debriefing, Review and Documentation

The District AED Coordinator or designee will conduct a debriefing with responders following each medical emergency requiring the use of an AED. A Post Event Report Form (F1) will be completed and a copy sent to Project Adam Coordinator and EMS (Stevens County Sheriff's Ambulance). Also, the AED Post Event Checklist (F2) will be initiated and completed to insure the AED is ready for use.

AED Selection and Placement

- Automated External Defibrillators (AEDs) selected for Kettle Falls School District's AED program will conform to the requirements of and be approved by the Project Adam Coordinator and Medical Director.
- The District AED Coordinator will maintain a file on specifications and technical information for each approved AED used in the program.
- Placement will take into account Accessibility, Availability, Safety, and Security. The location of AED will be determined by the District Coordinator, School Nurse, Building Coordination and Administration of each site. If necessary the Medical Director, Project Adam Coordinator and local EMS department may be consulted. The project Adam Coordinator will notify Emergency Medical Services organization of existence and planned location of AED-(including make and model of defibrillator).
- The AED will be housed in a secured alarmed wall cabinet. The designated area will be determined by the above mentioned team. At this time there will be one AED placed in the High School and AED placed in the Middle School. The Kettle Falls School District recognizes the need to have more AEDs to accommodate students, staff and visitors in all schools. As funds are available either from within the budget or from donations, it is the district's intention to place more AEDs within the district. The use of mobile AED units may be considered by the district, in the future. The location shall be specific to each school but should be positioned to allow that the device (or Signage) be easily seen and accessible upon entering the location. A seal will be applied to the door of the cabinet so tampering of the contents will be visible upon inspection.

- Should a “sudden death” incident occur during After Normal School Hours or during a Non-School Sponsored Event the AED may be used by a CPR/AED trained employee or volunteer responder who is on site at the time of the incident. The Emergency Action Plan (EAP) should be followed including notification to the District AED Coordinator and Building Coordinator or designees to insure all post event procedures are completed.

Information indicating the location of the AED and appropriate forms will be given to groups or individuals who have been given permission to use the Kettle Falls School District facilities. This does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained individual will be present and/or able to use an AED if a condition arises making the use of an AED beneficial. (See the Kettle Falls School District AED Policy)