

## **Automated External Defibrillators (AEDs)**

### **Purpose**

The purpose of this procedure is to assist employees who are trained and willing to use an AED in the event of Sudden Cardiac Arrest (SCA).

### **Scope**

This procedure applies to the Superintendent, Principals, Administrators, Valley School AED Support Team, and all Valley School District staff members.

### **Procedure**

1. The purpose of this procedure is to assist employees who are trained and willing to use an AED in the event of sudden cardiac arrest. These procedures do not create an obligation to use the AEDs, nor do they create an expectation that trained staff will be present at every event where use of the AED might be beneficial.
2. The AED will be placed in the Paideia High School Administrative Building - Staff Work Room. At every location where an AED is present, the district will select and train staff members in its use. If an event occurs requiring use of an AED, trained staff will:
  - (a) Dial 911 immediately.
  - (b) Follow Cardio-Pulmonary Resuscitation (CPR) procedures.
  - (c) Retrieve and use the AED as training dictates.
3. **PRE-PLACEMENT**
  - 3.1. **Approved Equipment**
    - 3.1.1. All AEDs purchased or donated for placement in district facilities must meet the requirements of and be approved by Project Adam Inland Northwest Medical Director.
    - 3.1.2. To the extent possible, the brand of AED used should be the same throughout District facilities to provide consistency in training and operation.
    - 3.1.3. The District will maintain on file a specifications/technical information sheet for each approved AED model purchased or donated to the district.
    - 3.1.4. The Project Adam Inland Northwest Medical Director will notify local EMS (Emergency Medical Services) of the existence and location of Valley School District AED(s).
4. **TRAINING**
  - 4.1. Selected staff will be provided with an initial training course approved by the Washington State Department of Health in the use of AEDs. A copy of the training certificate will be kept in the employee's personnel file.

- 4.2. Upon acquiring the defibrillator, medically approved protocols in using CPR and the AED will be obtained from a licensed physician.
  - 4.3. The ADAM Grant Agreement requires the ratio of CPR/AED trained staff be one (1) trained staff member per one-hundred (100) students.
  - 4.4. AED use will be included in the Washington State approved CPR training programs arranged by the district. The course will include:
    - (a) Safe and effective use of the AED device.
    - (b) Common troubleshooting techniques for an AED.
  - 4.5. Proficiency retraining for district employees certified in AED-CPR skills will be required every two years.
  - 4.6. Employees who receive training in the use of the AED may include principals, administrators, teachers, nurses, athletic/activities directors, coaches, facility operations managers, and office staff. Absent a contractual requirement, training is voluntary.
  - 4.7. Employees should use the AED only to the extent of their training allows.
  - 4.8. Employees trained to use an AED will only be held to the standards embodied in the state's Good Samaritan Legislation (RCW 4.24.300– Immunity from liability for certain types of medical care).
5. **PRE-EVENT**
- 5.1. **Accessibility, Availability, Security**
    - 5.1.1. During school hours, the AED will be housed in the Paideia High School Administration Building's Staff Work Room.
    - 5.1.2. Outside of school hours, the AED may be moved from its normal location by trained staff in order to support athletic or academic activities. A sign must be left in its place that clearly indicates who has the AED, its exact temporary location and estimated time of return.
    - 5.1.3. Community members and individuals using district facilities on a contractual basis are not guaranteed access to an AED or AED trained staff.
  - 5.2. **Routine Maintenance**
    - 5.2.1. Sacred Heart Engineering Services (SHES) will provide yearly maintenance and testing of the AED in accordance with manufactures guidelines as well as checks and maintenance as needed after each use.
    - 5.2.2. Most AEDs perform periodic self-diagnosis, including a check of battery strength and an evaluation of internal components.
    - 5.2.3. The Paideia school secretary will be responsible for visually inspecting the AED weekly, verifying AED is in designated location, status indicator

displays the unit is ready to use and battery and pads are within expiration date. The Paideia secretary will immediately contact Sacred Heart Engineering Services (SHES) if the device needs to be serviced or if supplies are missing or will soon expire.

- 5.2.4. Periodic maintenance of the AED will be documented by dating and initialing a card located in the AED storage cabinet. (3412F2)

## 6. **EVENT**

- 6.1. Staff trained in the use of an AED are volunteers and are not expected to place their own safety in jeopardy in order to aid others. The scene around the victim must be made safe before a rescue is attempted.
- 6.2. If an event occurs requiring use of an AED, trained staff should first ensure that EMS has been contacted and then proceed as their training in use of the AED dictates.
- 6.3. Upon arrival of EMS personnel, school district employees will immediately turn responsibility for care of the victim over to EMS personnel.

## 7. **POST EVENT**

### 7.1. **Event Data**

- 7.1.1. The Site Coordinator will document the name of the fire/rescue responder and include this information on the district accident form.
- 7.1.2. Immediately following the incident, the Site Coordinator will contact EMS and/or other medical agency to retrieve data from the AED.
- 7.1.3. Project ADAM Inland Northwest Medical Director will be notified and provided with a copy of all the data retrieved data from the EMS and/or medical agency.
- 7.1.4. Sacred Heart's Project ADAM Coordinator is to be contacted whenever the AED is opened and applied to a person, regardless of whether a shock was delivered or the victim was in cardiac arrest.

### 7.2. **Return of the AED to Operational Service**

Immediately after the event, the Paideia High School Secretary will complete a post-event checklist to ensure that the AED is returned to operational condition, including replacement of any single use items.

### 7.3. **Critical Event Stress Debriefing**

District employees may arrange an informal debriefing for school district and community members regarding the incident. EMS may also assist in setting up a debriefing.

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**8. AED SCHOOL SITE COORDINATOR**

- 8.1. The primary AED School Site Coordinator is the Paideia Principal.
- 8.2. The secondary AED School Site Coordinator is the Paideia High School Secretary.
- 8.3. **AED Site Coordinator Pre-Event Duties:**
  - (a) Provide communication between selected school staff, administration and Project Adam Inland Northwest.
  - (b) Maintain a roster of CPR/AED trained employees, dates of training and projected date for recertification.
  - (c) Ensure minimum number of staff is trained in CPR/AED to meet the ADAM program standard of one (1) staff per one-hundred (100) students.
  - (d) Coordinate process for routine device inspection consistent with district and manufacturer guidelines.
  - (e) Maintain completed maintenance checklist
  - (f) Report inspection failures and the need for replacement supplies
  - (g) Coordinate the notification to school staff of changes in availability of emergency equipment resulting from routine maintenance inspection.
  - (h) Insure that annual periodic maintenance was completed as arranged by Safety Services Department.
  - (i) Annually coordinate practice drills with Spokane Fire Department.
- 8.4. **AED School Site Coordinator Post-Event Duties:**
  - (a) Submit completed Event Summary Form for every event in which an AED was retrieved.
  - (b) Arrange for post event transfer of data with Sacred Heart's Project Adam Coordinator.
  - (c) Clean and disinfect equipment.
  - (d) Replenish AED supplies.

**Supporting Documentation**

3412F1-Event Summary Form

3412F2-AED Readiness Inventory

3412F3-Medically Approved Protocols for the Use of the AED

**Document History**

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