

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The purpose of this procedure is to assist employees and students who are willing to use Automatic External Defibrillators (AED) in an event such use is necessary. These procedures do not create an obligation to use an AED, nor do they create an expectation that an AED will be present at every event where use of the AED might be beneficial.

AEDs will be located as documented in each school/site AED Emergency Action Plan for Sudden Cardiac Arrest. At every location where an AED is present, staff members will be notified of location and receive instructions in its proper use. If a cardiac arrest event occurs, staff:

- A. Will dial 911 immediately
- B. May retrieve and use the AED

Pre-Placement

A. Approved Equipment

1. All AEDs purchased or donated for placement in district facilities must meet the requirements of, and be approved by Lance Jobe, Medical Program Director (679-1089 or Lance.Jobe@confluencehealth.org) for North Central Emergency Care Council (<http://ncecc.net/>)
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. The district will maintain on file in the Maintenance Office a specifications/technical information sheet for each approved AED model purchased or donated to the district.
4. The district Maintenance Office will notify local EMS and RiverCom dispatch center of the existence and location of the AED's.

B. Training

1. AED use will be included in CPR training programs arranged by the district for employees listed in Paragraph 2 below. The course will include demonstrating proficiency in adult CPR, and the following:
 - a. Safe and effective use of the AED device and
 - b. Common troubleshooting techniques for an AED
2. Employees who will be offered instruction in the proper use of the AED will include nurses, athletic/activities directors, coaches, facility operations managers, building administrators, and office staff with health room responsibilities. Absent a contractual requirement, job description, or certification requirements, training is voluntary.

3. Anyone using an AED will be held only to the standards embodied in the state's Good Samaritan Legislation (RCW 4.24.300).

Pre-Event

A. Accessibility, availability, security

1. During school hours, the AED will be housed in a designated location that allows for security and visibility. Ideally, the AED will be placed where staff should be able to access the device outside of school hours. See below.
2. Certain AED's will be designated as travel machines which will be the responsibility of the Athletic Department.
3. Community members and individuals using district facilities on a contractual basis are not guaranteed access an AED or AED trained staff.

B. Routine Maintenance

1. A schedule for maintenance of the AED will be dictated by the product manufacturer and the Washington Department of Health.
2. Most AEDs perform periodic self-diagnosis, including a check of battery strength and an evaluation of internal components.
3. The Maintenance Department will be responsible for checking each AED, including monitoring battery and maintenance indicators, and will immediately provide necessary service or supplies as needed.
4. The schedule for, and conduct of, maintenance of each AED will be documented and maintained in the building office.

Event

- A. Staff using 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.
- B. If a cardiac arrest event occurs, staff should first ensure that EMS had been contacted (Call 911) and then may proceed as appropriate in the use of the AED.
- C. Upon arrival of EMS personnel, school district employees will turn over responsibility for care of the victim to EMS.

Post Event

A. Event Data

1. Following the incident, the Maintenance Department will be notified and they in turn will ensure EMS is able to retrieve data for the AED.
2. In the event an AED is used, the District AED coordinator will document the event in an Incident Report (Appendix D). In addition, in the event an AED is used, the school/district administrator will document the event using the appropriate District Accident/Injury Report.

B. Return of the AED to Operational Service

As soon as possible after the event, the Maintenance Office will issue a post-event report including a checklist to ensure that the AED is returned to operational condition, including replacement of any single use items.

C. Critical Event Stress Debriefing

The District AED Coordinator or designee may arrange with local EMS to have an informal debriefing for school district and community members regarding the incident. EMS may also assist in setting up a debriefing.