

HORTONVILLE AREA SCHOOL DISTRICT

Title: Automated External
Defibrillators (AED)

Date Adopted: 1/24/05
Date Revised: 4/11/05

Policy No. 2030
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Policy Statement:

The AED (Automated External Defibrillator) Procedure is established as part of the emergency plan for Hortonville Area School District. An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, without a pulse and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Rationale:

To provide trained employees of the Hortonville Area School District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and intervening with an AED (Automated External Defibrillator).

Scope: District-wide

Responsibility: School Nurse and authorized trained personnel

Implementation:

System Owner: Hortonville Area School District

1. Selection of Code Blue members and distribution of Code Blue Team member lists as required.
2. Coordination of training for emergency responders.
3. Coordination of equipment and accessory maintenance.
4. Revision of procedure as required.
5. Monitoring the effectiveness of this system.
6. Communication with medical director on issues related to medical emergency response program including post event reviews.
7. Integrate with local Emergency Medical Services (EMS).

Applicable Documents:

1. General Safety and Health Standard
2. County AED Guidelines
3. Hortonville Area School District Crisis Plan

Medical Control:

The medical advisor of the AED program is Brian Harrison, M.D.

The medical advisor of the AED program is responsible for:

1. Providing medical direction for use of AED's
2. Writing a prescription for AED's.
3. Reviewing and approving guidelines for emergency procedures related to use of AED's and CPR.
4. Evaluation of post-event review forms and digital files downloaded from the AED.
5. Integrate with Emergency Medical Services.

President _____ Date _____

Clerk _____ Date _____

Authorized AED Users:

The AED may be used by:

1. All members of the Code Blue Team who have successfully completed training.
2. Any trained team member (volunteer responder) who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card.

Code Blue Team Member Responsibilities:

1. Activate the internal emergency response system and provide prompt, basic life support, including AED and CPR according to training and experience.
2. Understand and comply with the requirements of this policy/procedure.
3. Follow the more detailed procedures and guidelines for the Code Blue Team.
4. Integrate with the local Emergency Medical Services (EMS) response team.

Volunteer Responder Responsibilities:

1. Anyone can, at his/her discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to his/her training and experience. These responders are encouraged to contribute to an emergency response only to the extent he/she is comfortable. The emergency medical response of these individuals may include CPR and AED.

School Secretary Responsibilities:

The telephone operators are responsible for:

1. Receiving emergency medical calls from internal locations.
2. Using the established “911” checklist to assess the emergency and determine the appropriate level of response.
3. Contacting the external community “911” response team.
4. Deploying the internal Code Blue Team to the location of the emergency.

Equipment

The AED will be brought to all medical emergencies. The AED should be used on any person who is at least one (1) year of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after all the following symptoms are confirmed:

1. Victim is unconscious.
2. Victim is not breathing.
3. Victim has no pulse and/or shows not signs of circulation such as normal breathing, coughing or movement.

The AED's are located:

1. Hortonville High School - Athletic Office (Mobile Unit)
2. Hortonville High School – Lobby of Auditorium/Fieldhouse
3. Hortonville High School – Outside Room G150
4. Hortonville Middle School – Lunchroom/Commons
5. Greenville Middle School – Lunchroom/Commons
6. Hortonville Elementary School – Lunchroom/Commons
7. Greenville Elementary School – Lunchroom/Commons

Each AED will have

1. One (1) set of defibrillation electrodes connected to the device
2. One (1) spare Adult set of electrodes
3. One (1) set of Pediatric defibrillation electrodes.
4. One Resuscitation Kit that is contained with the AED. This kit contains:
 - a. Protective gloves
 - b. A razor
 - c. A scissors
 - d. A barrier mask
 - e. A towelette

Initial Training

Code Blue Members:

1. Must complete training adequate to provide CPR and AED. Training will be provided on site. The AED training course must be approved by the State Department of Health.
2. Will also be offered training in universal precautions against bloodborne pathogens.
3. Shall be offered Hepatitis B vaccination free of charge.
4. The Nurses Office shall maintain training records for Code Blue Team members.

Volunteer Responders:

1. Will possess various amounts of training in emergency medical response. Training may be supplied by sources outside of the school.
2. Can assist in emergencies, but must only participate to the extent allowed by his/her training and experience.
3. May have training adequate to administer CPR and AED's deployed throughout the campus.
4. Hortonville Area School District will maintain records for any volunteer responder who has successfully completed a state-approved AED course including CPR with the last two years.

Refresher Training

1. Code Blue Team members will renew CPR and AED training every two years.
2. Volunteer responders should obtain documented renewal training at least once every two years.
3. Volunteer responders are encouraged to periodically refresh their AED skills by reviewing the CPR/AED student manuals located at the Health Office located at each school.

Medical Response Documentation

Internal Post Event Documentation:

It is important to document each use of the Code Blue Team system. The following forms shall be sent to the District School Nurse within 24 hours of a medical event:

1. An accident report form shall be completed by a responding Code Blue Team member for each accident requiring CPR/AED.
2. A member of the Health Office Staff or volunteer responder shall complete a medical event form (AED) incident form whenever medical supply kits or an AED is used.

External Post Event Documentation:

Medical emergencies involving the use an AED require special documentation.

1. Any and all patient information generated during the use shall be presented to the Medical Director of the AED Program within seventy-two (72) hours of the emergency *by the District School Nurse*.
2. At a minimum, event information supplied shall include any recorded and all data and all electronic files captured by the AED.

Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

1. The Health Office Staff shall be informed of changes in availability of emergency medical response equipment. If the equipment is withdrawn from service, the operator shall be informed and then notified when the equipment is returned to service.
2. The Health Office Staff shall be responsible for informing the Code Blue Team of changes to the availability of emergency medical equipment.
3. The Health Aide at each school shall be responsible for having daily equipment checks performed. All maintenance tasks shall be performed to equipment maintenance procedures as outlined in the operating instructions.
4. Following the use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to manufactory specifications.

System Verification and Review

The Code Blue Team is ultimately successful if necessary medical assistance is provided to victims in a timely manner. Since actual use of the system procedure is expected to be very infrequent, other measures of effectiveness are required.

Annual System Assessment

Once each calendar year, Hortonville Area School District shall conduct and document a system readiness review. This review shall include review of the following elements:

1. Training records
2. Equipment operation and maintenance records

Monthly System Check

Once each calendar month, the Hortonville Area School District Health Office Staff shall conduct and document a system check. These records shall be retained according the schedule established for the Hortonville Area School District. This check shall include a review of the following elements:

1. Phone operator checklist availability.
2. AED pads and supplies.
3. AED battery life.
4. AED operation and status.

Mock Drills

Once every semester, the Hortonville Area School District shall conduct and document a mock drill in all schools in the District. These drills will be scheduled by the AED Committee.

Post Event Review

1. Following each deployment of the Code Blue Team, or if a volunteer responder uses an AED, a review shall be conducted to learn from the experience.
2. Hortonville Area School District AED Committee shall conduct and document the post review event.
3. All key participants are encouraged to participate in the review.
4. Included in the review shall be the actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing.
5. A summary of the post event review shall be sent to the Environmental Health and Safety Committee. The Environmental Health and Safety Coordinator shall maintain a copy of the post event review summary according to the record retention policy.

Approvals

Function

Printed Name

Signature

Date

Medical Director _____

Associated Information:

SCHOOL AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROCEDURE

Statement:

The AED (Automated External Defibrillator) Procedure is established as part of the emergency plan for Hortonville Area School District.

Rationale:

To provide trained employees of the Hortonville Area School District with uniform guidelines to follow when responding to sudden cardiac arrest incidents and intervening with an AED (Automated External Defibrillator).

Scope: District-wide

Responsibility: Code Blue Team

Implementation During School Hours

1. Assess the scene safety. Code Blue Team members are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, the scene/environment around the victim must be made safe prior to attempts to assist.
2. After determining the scene is safe, go to patient.
3. Determine patient's needs and responsiveness.
4. If AED is needed, retrieve the nearest unit. Activate emergency system by calling appropriate school office with emergency information.
 - a) At any school phone call the school office. If busy or no answer, dial 9-1-1 per phone procedure in that building and send someone to school office to have office staff activate the Code Blue Procedures.
 - b) At any public phone or cellular phone – dial 9-1-1.
5. Assess the emergency and, if needed, begin CPR until the AED arrives.
 - a) Observe universal precautions by using gloves and airway mask, if available.
 - b) Open airway
 - c) Check for Breathing – if not breathing, give two slow breaths. If adequately breathing and unconscious, place in the recovery position and monitor breathing closely.
 - d) Check for signs of Circulation: breathing, coughing and movement. If no signs of circulation, when available apply AED immediately. If not immediately available, begin CPR until AED arrives.
Note: If a rescuer is alone and the victim is under eight years old or under 55 pounds and has no cardiac condition, perform one minute of child CPR prior to activation of the EMS system and getting the AED.
6. Turn on AED and follow verbal prompts.
7. Apply electrode pads, according to diagram on pads, to victim's bare skin.
 - a) Peel backing.
 - b) Shave or clip chest hair, if needed, create a good seal between pad and skin.
 - c) Wipe chest, if wet or dirty.
 - d) If medication patches are visible, remove patch and wipe chest clean.
 - e) Place electrode firmly on chest.
Note: If victim is under eight (8) years or fifty-five (55) pounds, follow child CPR/AED protocol and remove pre-connected Adult Electrodes and replace with Pediatric Electrodes in cover of AED. Do not delay therapy to determine age or weight.
8. Refrain from using portable radios or cell phones within eight (8) feet of victim while AED is evaluating heart rhythm.

TREATMENT ADVISED

1. Clear area of conductive material, make sure no one is touching victim.
2. Push TREATMENT button when prompted.
3. Device will analyze and prompt TREATMENT up to three times.
4. After delivering 1-3 Treatments, AED will prompt to check signs of circulation and if absent, perform CPR for one minute.
5. AED will count down one minute of CPR and RE-ANALYZE heart rhythm.

NO TREATMENT ADVISED

1. If no treatment advised, AED will prompt to check signs of circulation and if absent, start CPR for one minute.
2. If signs of circulation present, check for adequate breathing.

3. If not breathing adequately, give rescue breaths, according to American Heart Association Heart Saver AED training.
4. AED will automatically re-evaluate victim's heart rhythm after one minute.
5. If breathing and signs of circulation present, place in the recovery position and monitor breathing and signs of circulation closely.
6. Leave AED attached to victim. EMS will disconnect upon arrival.
7. Once EMS has arrived, turn over care to EMS and assist as needed.

AFTER SCHOOL HOURS WITH TRAINED PERSONNEL PRESENT

1. AED/CPR trained personnel - Respond to accident scene.
2. Assess scene safety.
3. Determine patient's needs and responsiveness. If AED is needed, retrieve the nearest unit.
4. Activate emergency system. Access 9-1-1 per phone procedures in each school building.
5. Inform athletic trainer, athletic director, field/gym supervisor or appropriate event supervisor immediately.
6. Assign someone to wait at closet entrance to direct EMS to victim.
7. If a CPR and/or AED trained individual is present, CPR and AED procedure should be initiated until EMS arrives.
8. During School Hours section above for AED/CPR procedure outline starting with 5.

After Use

1. A copy of AED use information will be sent within forty-eight (48) weekday hours to the District School Nurse.
2. Responder will document event using HASD accident form and will forward a completed copy to School District Nurse the next business day.
3. AED will be wiped clean according to District policy.
4. Electrode pads must be replaced and reconnected to AED unit.
5. Contents of Resuscitation bag must be checked by District School Nurse and replaced if used. (Contents include: dry cloth, bandage scissors, razor, resuscitation mask, latex-free gloves.)
6. Debriefing will be conducted by: CSID Team assigned by Medical Director

Associated Information:

Authorizing Physician Signature: _____ Date: _____

Print Name: _____

Address: _____

_____ Phone: _____

Registration Number: _____

Authorization Expiration Date: _____

