

Superintendent Procedure 3412SP Automated External Defibrillators

Approved by: s/Larry Nyland Date: 11/19/14

Dr. Larry Nyland, Interim Superintendent



The purpose of this procedure is to assist employees and students who are willing to use Automatic External Defibrillators (AED) in the 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; and
- 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 King County Emergency Medical Services (EMS).
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 Safety & Security Office a specifications/technical information sheet for each approved AED model purchased or donated to the district.
4. The district Safety and Security Office will notify local EMS of the existence and location of the AEDs

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, security supervisors, security specialists, health room assistants 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 near a phone and staff should be able to access the device outside of school hours.
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.
3. Community members and individuals using district facilities on a contractual basis are not guaranteed access to an AED or AED trained staff.

B. Routine maintenance

1. A schedule for maintaining 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 Safety and Security Department will be responsible for checking each AED, including monitoring battery and maintenance indicators, and will immediately contact the appropriate staff member if the device needs to be serviced or if supplies are missing or will soon expire.
4. The schedule for, and conduct of, maintenance of each AED will be documented and maintained in the Safety and Security 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 has been contacted 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 Safety and Security department will be notified and they in turn will ensure EMS is able to retrieve data from the AED.
2. In the event an AED is used, the Safety and Security Office will document the event in a SPS Incident Report. In addition, in the event an AED is used, the school/district administrator will document the event using the appropriate Risk Management Accident/Injury Report.

- B. Return of the AED to operational service:** As soon as possible after the event, the Safety and Security 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:** 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.

Approved: November 2014

Revised:

Cross Reference: Policy Nos. 3412, 2410, 3432