

POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 1 of 10
Use of Defibrillator(s)

5300 USE OF DEFIBRILLATOR(S)

Purpose

To provide guidance in the management or administration of a school-based AED program. Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF. An AED is used to treat victims who experience SCA. It is only to be applied to victims who are unconscious, without pulse, signs of circulation and normal 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.

System Owner - Midland School

Program Coordinator - School Nurse

Responsibilities

Selection of employees for AED training and distribution of AED-trained employee lists as required

- Coordination of training for emergency responders
- Coordinating equipment and accessory maintenance
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school
- Revision of this procedure as required
- Monitoring the effectiveness of this system



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 2 of 10
Use of Defibrillator(s)

- Communication with medical director on issues related to medical emergency response program including post-event reviews

Applicable Documents

- List of trained responders
- AED Procedure

Medical Control

The medical advisor of the AED program is the School Nurse. The medical advisor of the AED program has ongoing responsibility for:

- Proving medical direction for use of AEDs
- Reviewing and approving guidelines for emergency procedures related to use of the AED and CPR

Authorized AED Users

The AED May Be Used By

- Employees including: teachers, coaches, administrators, nurses, activities director, custodial and office staff, additional staff as identified by administration and any trained volunteer responder who has successfully completed an approved AED training program within the last two years.

AED-Trained Employee Responsibilities

- Activating internal emergency response system and providing prompt basic life support including AED and CPR according to training and experience
- Understanding and complying with requirements of this policy
- Following the more detailed procedures and guidelines for the AED program



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 3 of 10
Use of Defibrillator(s)

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.

School Office Responsibilities

The School Office Staff Is Responsible For:

- Receiving emergency medical calls from internal locations
- Using an established 9-1-1 checklist to assess emergency and determine appropriate level of response
- Contacting the external community 9-1-1 response team (EMS) if required
- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency

Equipment

Approved equipment

The lifepak CR plus Automated External Defibrillators (AEDs) have been approved for this program. The AED conforms to the state/county standards.

- The AED will be brought to all medical emergencies.
- The AED should be used on any person who displays all the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed
 - Victim is unresponsive



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 4 of 10
Use of Defibrillator(s)

- Victim is not breathing, or is breathing ineffectively
- Victim has no signs of circulation such as pulse and coughing, or movement

Location of AED

During school hours, the AED will be located in Midland School's main hallway in close proximity to the main office. This location will allow the device to be easily seen by staff. The location will allow staff members to retrieve the device outside of normal school hours.

After school hours, the AED may be moved from its designated location by an AED-trained employee or volunteer to support athletic activities on a voluntary basis. A trained volunteer would have to be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED, with the phone number of the person who has the AED and clearly indicating the AED is in their possession. Contracted and other community activities are not guaranteed access to the AED as part of standard rental contracts.

Location of AED - Midland School main hallway

Additional Resuscitation Equipment

The AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes with the AED. One resuscitation kit will be connected to the handle of the AED. This kit contains two pair latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

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:

- The main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the main school office shall be informed and then notified when equipment is returned to service.



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 5 of 10
Use of Defibrillator(s)

- The main school office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required.

Routine Maintenance

The AED will perform a self-diagnostic test that includes a check of battery strength and an evaluation of the internal components. A volunteer, assigned by the AED Program Coordinator or designee, will perform a monthly AED check following the procedure checklist. The procedure checklist will be initialed at the completion of the monthly check. The procedure checklist will be posted with the AED.

- If the OK icon is not present on the readiness display, contact the AED Program Coordinator or designee immediately.
- If the battery icon is visible, the charge pak charging unit needs to be replaced. You may continue to use the AED if needed.
- If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.
- If the expiration date on the electrode is near, notify the AED Program Coordinator or designee immediately.

Initial Training

Trained Employees

- Must complete training adequate to provide CPR and ED that will be provided on site. AED training must be a course approved by the State. The Program Coordinator shall maintain training records for the trained employees.



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 6 of 10
Use of Defibrillator(s)

Volunteer Responders

These responders will possess various amounts of training in emergency medical response and their training may be supplied by sources outside of the company. Volunteer responders can assist in emergencies, and may participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR and use the AED.

Refresher Training

- Trained employees will renew AED/CPR training every two years.
- AED-trained employees may wish to refresh their knowledge by watching the lifepak CR plus orientation video.

Post-Event Review

Following each deployment of the response team member, or if a volunteer responder uses an AED, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the Program Coordinator and reviewed by the Superintendent.

System Verification and Review

The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

Annual System Assessment

Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include review of the following elements:



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 7 of 10
Use of Defibrillator(s)

- Training records
- Equipment operation and maintenance records

Procedures

Purpose

To provide trained employees of the school district with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

School Hours

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others, instead, the scene or environment around a victim must be made safe prior to attempts to assist.
2. Determine unresponsiveness.
3. Activate system:
 - a. Contact the main office and alert them to emergency and location of unconscious person. Have them call 9-1-1 immediately.
 - b. If after school hours, have someone call 9-1-1.
 - c. Assign someone to retrieve AED and meet responding volunteer at emergency scene.
 - d. The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:
 - a. Open airway (A)
 - b. Check for breathing (B)-if not breathing, or if breathing is ineffective, give two slow breaths. Observe universal precautions using gloves and ventilation mask, if available. If breathing, place in the recovery position and monitor breathing closely.



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 8 of 10
Use of Defibrillator(s)

- c. Check for pulse and or signs of circulation such as pulse and coughing, or movement.
 - d. If no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.
5. Turn on AED. Do not touch the victim unless instructed to do so.
 6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a. Peel electrode pads, one at a time, from the blue plastic liner.
 - b. Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - c. Wipe chest clean and dry if victim's chest is dirty or wet.
 - d. Press electrode pads firmly to skin.

If victim is under eight years old or less than 55 pounds, remove pre-connected adult defibrillation electrodes, connect the infant/child electrodes to the AED and proceed with steps a, c and d. Do not delay treatment to determine precise age or weight. If in doubt, use the adult, pre-connected pads.

7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Refrain from using portable radios or cell phones within four feet of victim while AED is evaluating heart rhythm.

Shock Advised

1. Clear area, making sure no one is touching the victim.
2. Device will analyze the victim's heart rhythm and shock up to three times if needed.



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 9 of 10
Use of Defibrillator(s)

3. After three shocks device will prompt to check pulse (or for breathing and movement) and if absent, start CPR.
4. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute.
5. Device will countdown one minute of CPR and will automatically evaluate victim's heart rhythm when CPR time is over.

No Shock Advised:

1. Device will prompt to check pulse (or breathing and movement) and if absent, start CPR.
2. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute.
3. If pulse or signs of circulation are present check for normal breathing.
4. If victim is not breathing normally, give rescue breaths at a rate of 12-20 per minute.
5. AED will automatically evaluate victim's heart rhythm after one minute.
6. If victim regains signs of circulation, such as breathing and movement, place them on their side, in the recovery position, and monitor their breathing closely.
7. Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives.
8. Victim must be transported to hospital.
9. Leave AED attached to victim until EMS arrives and disconnects AED.
10. Turn over care of the victim to EMS personnel. Once they have arrived, follow the directions of EMS personnel for further actions.



POLICY

ROCHELLE PARK BOARD OF EDUCATION

PUPILS
5300/page 10 of 10
Use of Defibrillator(s)

After-School Hours

1. Athletic activities supervised by Midland School Personnel:
 - a. Determine unresponsiveness.
 - b. Activate system: Public or cellular phone, dial 9-1-1 or local emergency number.
 - c. Designate someone to retrieve the AED located in the main office.
 - d. If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
 - e. Follow procedure outlined above. See school hours section starting with 4a.
2. Other school events (if AED is available)
 - a. Determine unresponsiveness.
 - b. Activate system: Public or cellular phone, Dial 9-1-1 or local emergency number. Alert the supervising staff member of the emergency.
 - c. If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives.
 - d. Follow procedure outlined above. See school hours section starting with 4a.

After Use

1. The responder will document the event using the school district accident form and will forward a copy of completed form to AED Program Coordinator or designee on the next business day.
2. The AED will be wiped clean according to policy.
3. Electrode pads must be replaced and reconnected to device (electrode pads and charge-pak charging unit must be replaced).
4. Contents of attached resuscitation kit must be replaced if used.

Adopted: 02 April 2007

