

750 USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

I. Purpose

The purpose of this policy is to make automated external defibrillators (AED) available and outline the procedure to implementing this service

II. Statement of Policy

- a. The Lake of the Woods School District welcomes the opportunity in cooperation with our local emergency medical service (EMS), to make Automated External Defibrillator (AED) available for the benefit of the school community.
- b. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the AED.

III. Procedures

- a. Lake of the Woods School will have a written AED Policy approved of and signed by a Lakewood Clinic physician who will be the acting medical director of the AED program in Lake of the Woods events.
- b. The school nurse will serve as the AED project coordinator with the following responsibilities:
 1. Shall annually route copies of current AED policy and procedure, which will indicate the type of device, intended use area, plan for maintenance and testing and location of device to:
 1. Lakewood Clinic physician acting Medical Director for AED program in the school
 2. Lake of the Woods Emergency Medical Services
 3. 911 Call receiving center. (If someone calls for a person down, dispatch can tell the caller where the closest AED is located.)
 11. Monitor to assure the District is in compliance with the current AED policy and procedure and communicate concerns to the medical director and school administration.
- m. Work with the medical director and school administration on any needed revisions to the AED policy and procedures.
- 1v. Coordinate training of emergency responders, acquisition of necessary equipment, and assign staff (and alternates) to complete equipment inspections.
- v. Provide record of staff members' CPR/AED training status and written records documenting equipment readiness.

- vi. Coordinate, with the local EMS, orientation to the student body as to the placement of AED's in the school.
- c. AED's will be centrally located in the school nurse office, high school hallway "F", commons area near men's washroom and pool area across from Transportation/Facility Supervisor. AED's will be stored in accessible non locking cabinets.
 1. When there are unique circumstances that may deem it appropriate to have the AED on standby at an event taking place at the school, authorized users may request permission from the school nurse or building administrator to temporarily relocate the AED. When doing so the authorized user must securely place a sign on the AED cabinet that clearly identifies the location of the AED, specifying the date and time the AED was removed and the date and time the AED will be returned; the name of the user, who must have current certification on the proper use of the AED and agrees to assume responsibility of the unit; and the name of the person who authorized the AED removal from its storage cabinet at the appropriate time in the non-locking cabinet.
- d. The public will be informed of the presence of the AED. Lake of the Woods School will publicize that the AED is available. AED locations will be announced before all athletic games and all activities at L/W school. Multiple signs will be displayed throughout the building identifying that the building AED equipped.
- e. Individuals trained in AED use and CPR is permitted to use the AED in an emergency. In the event that a trained individual is not available, an untrained willing individual may use the AED if needed without liability to that person (under the Minnesota Good Samaritan Law) and to the school district.
- f. American Heart Association procedures for the proper use of the AED will be followed.
- g. Ongoing education is essential.
 1. Lake of the Woods School will extend an invitation to our local EMS to offer voluntary CPR/AED training to school staff a minimum of once every two years.
 11. Health Office staff will maintain current First Aid, CPR and AED Certification.
- h. Evaluation process for assuring AED readiness and effective use of the AED.
 1. Routine AED checks will be completed and documented a minimum of once per month by the maintenance staff to assure:
 1. The unit is ready for use using the guideline provided by the manufacturer.

2. Batteries, pads, ancillary equipment pouch containing: towel, scissors, razor, gloves, and pocket CPR mask, are available and in functional condition.
 3. If any equipment is found to be missing, tampered with, or not working condition, the school nurse is to be notified immediately. In her absence, the building supervisor. Concerns relating directly to functioning of the AED may be directed to Cardiac Science rep by calling 1-888-247-3342 ext. 3892.
 4. The person performing the maintenance/testing shall record the date and checked areas and sign the documentation form.
11. Procedure following the use of the AED
1. AED coordinator/ school nurse will be notified that the AED was used and is responsible for getting the AED back in service. The school nurse will:
 - a. Initiate the retrieval of data from the AED's memory. This should not prevent the use of the AED if circumstances do not allow data retrieval prior to initiating treatment on another victim.
 - b. Restock all necessary AED supplies.
 - c. Clean AED according to manufacturer's recommendations.
 2. A formal review and evaluation of all situations involved in the use of the AED will be called by the building supervisor or school nurse, which will include the following individuals:
 - a. First responders/EMS
 - b. Medical director
 - c. School Administrator
 - d. Any other person identified and designated by school administration.
 3. A review/debriefing will be conducted. Emotional support and/or counseling may be suggested for those involved in the incident. The review/debriefing could include:
 - a. School nurse
 - b. Building supervisor
 - c. Responders at the scene
 - d. Student witness
 - e. Others as indicated.

AED Authorizing Physician Signature: _____

Print Name: _____

Date: _____



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