

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

It is the policy of the Board of Education to provide emergency Automated External Defibrillator (AED) care to any person on District property in sudden cardiac arrest. The following will outline the objective of the District's AED program as well as the implementation and execution of the program.

A. Definitions

As used in this policy:

1. Automated External Defibrillator (AED), means a medical device, approved by the United States Food and Drug Administration, that is capable of recognizing the presence or absence, in a patient, of ventricular fibrillation and rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed on the patient, and upon determination that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to the patient's heart, and then, upon action by an operator, delivers an appropriate electrical impulse to the patient's heart to perform defibrillation.
2. Instructional School Facility means a building or other facility maintained by a school district, a board of cooperative educational services, a county vocational education and extension board or a charter school where instruction is provided to students pursuant to its curriculum.
3. School-Sponsored, School-Approved Curricular, Extra-Curricular Events, or Activities mean events or activities of a school district, a board of cooperative educational services, a county vocational education and extension board or a charter school that are, respectively, associated with its instructional curriculum or otherwise offered to its students.
4. School-Sponsored Athletic Contest means an extra-class intramural athletic activity of instruction, practice and competition for pupils in Grades 4 through 12 consistent with Section 135.4 of the Regulations of the Commissioner of Education.
5. School-Sponsored Competitive Athletic Event means an extra-class interschool athletic activity of instruction, practice and competition for pupils in Grades 7 through 12 consistent with Section 135.4 of the Regulations of the Commissioner of Education.

B. Rationale for Use of Automated External Defibrillation System

It is the objective of the school district to provide lifesaving opportunities for victims of sudden cardiac arrest, if possible. It is well documented that prompt and accurate use of a defibrillator on a victim of sudden cardiac arrest is the single greatest determinant of survival and recovery.

C. Selection, Placement and Security of Automated External Defibrillators

Selection of AEDs shall be from manufacturer's models approved by the Food and Drug Administration for adult use and/or for pediatric use, as appropriate for the population reasonably anticipated to be served by such device.

AEDs shall be placed or made available near high student, faculty, or guest concentration areas in instructional school facilities. An AED unit shall be present during all on-site school-sponsored competitive athletic events, school-sponsored athletic contests, and school-sponsored or school-approved curricular or extra-curricular events or activities in instructional school facilities.

Placement and quantity of specific AED units on school grounds will be done in cooperation with local EMS services, program coordinator, and the AED task force. Consideration shall be given to:

1. The number of students, staff, and other individuals that are customarily or reasonably anticipated to be within such facility.
2. The physical layout of the facility, including but not limited to:
 - a. locations of stairways and elevators;
 - b. number of floors in the facility;
 - c. location of classrooms and other areas of the facility where large congregations of individuals may occur; and
 - d. any other unique design feature of the facility.

AEDs shall be placed so as to be both secure and accessible. All trained users shall know the location and how to access the nearest AED. Only those trained to use AEDs or those given express permission to access and transport a device to the scene of an emergency by a rescuer or the school district are allowed access to an AED.

D. Selection of Program Coordinator and Rescuers

The school district will designate a program coordinator who will implement and oversee the school's AED program. It will be the program coordinator's responsibility to develop agendas, formulate meeting dates and times, assist in the selection of an AED task force and design a response system in conjunction with the local EMS service. The AED task force will consist of staff members and teachers who shall assist the program coordinator with application of the school's AED program.

The school district, in conjunction with the program coordinator, will designate staff members and teachers who will serve as rescuers and be responsible for use of AEDs in an emergency. Rescuers are selected based upon their location in the facility, ability to respond throughout the workday, physical ability to perform CPR and other rescue skills, and willingness to serve as a rescuer.

Teachers or staff members designated as rescuers must be trained in use of the school district's AED units.

E. Training of Rescuers

Training shall be by approved course administered by the American Heart Association, the American Red Cross, or by other nationally recognized organization.

F. Rescuer Response and Use of Automated External Defibrillator

Rescuer response to an emergency situation will differ in each situation depending on the number of bystanders and trained rescuers on the scene. However, in priority order, the following should occur regardless of the number of persons in attendance:

1. Check to see if the victim is unresponsive.
2. Direct an individual to call 911 (or call yourself if alone).
3. Direct an individual to retrieve the AED (or retrieve yourself if alone).
4. Perform CPR, if needed.
5. Apply the AED as soon as cardiac arrest has been confirmed and the AED arrives on the scene.

G. Procedures To Be Followed After Use of Automated External Defibrillator Unit

The school district shall follow AED manufacturer's specifications when establishing record keeping requirements for incident use. Such specifications include, but are not limited to:

1. Name and contact information of rescuer on scene at time of incident.
2. Name and contact information of victim.
3. Time and place where incident occurred.
4. Probable cause (if known) of sudden cardiac arrest.

H. Care and Maintenance of Automated External Defibrillator

The school district shall follow manufacturer's specifications for care and maintenance of AED units. Regular maintenance shall be the responsibility of the program coordinator or duly appointed task force member in conformity with the manufacturer's specifications.

Reference: Education Law § 917
Commissioner's Regulations §§ 135.4; 136.4
Public Health Law § 3000-b(1)(a)

Adopted: November 19, 2002

Initial Protocol for Unconscious Victims

1. Upon arrival, assess for scene safety, use universal precautions.
2. Assess patient for unresponsiveness.
3. If unresponsive, activate EMS and in-house emergency plan.
4. Call 911.
5. Call for AED.
6. Assess breathing.
7. Open airway.
8. Look, listen, and feel for breathing.
9. If breathing absent, deliver two (2) rescue breaths.
10. Assess pulse.
11. If pulse is absent, provide CPR.

Begin AED Treatment

1. As soon as the AED is available, turn on the AED and follow the prompts.
2. Shave chest with disposable razor if indicated. Discard razor in safe manner. Wipe chest if it is wet.
3. Apply defibrillation pads. Make sure that the AED pads are placed in their proper location and that they are making good contact with the patient's chest. Do not place the AED pads over the nipple, medication patches, or implantable devices.
4. Deliver a shock to the patient when advised by the AED after first clearing the patient area. Administer additional shocks as prompted by the AED until the AED advises no shock, or a series of three (3) consecutive shocks has been delivered.
5. When advised by the AED, check the patient's airway, breathing, and pulse and initiate CPR if pulse is absent.
6. Continue to perform CPR until otherwise prompted by the AED or EMS personnel.
7. Continue to follow Cardiac Science Power Heart AED prompts until EMS arrives.

When EMS Arrives

1. Responders working on the victim should document and communicate important information to the EMS provider, such as:
 - a. Victim's name.
 - b. Known medical problems, allergies or medical history.
 - c. Time the victim was found.
 - d. Initial and current condition of the victim.
 - e. Information from the Cardiac Science Power Heart AED's screen:
 - Number of shocks delivered
 - Length of time defibrillator has been used
2. Assist as requested by EMS providers.

Post-Use Procedure

1. Document the SCA event and complete the document no more than 24 hours following the event. Give all documentation to the AED Coordinator within 24 hours post-event. Complete all areas on the AED Incident Report.
2. AED Coordinator notifies Medical Director.
3. Transfer patient care to EMS. Retrieve data from AED internal memory via computer. Copy onto a computer disk. Give the disk and the AED Incident Report to the AED Coordinator within 24 hours post-event for evaluation. For assistance with information retrieval, call Cardiac Science Power Heart (see page 47 of instruction booklet).
4. Check the AED and replace any used supplies as soon as possible following the event so that the AED may be returned to service. Perform a battery insertion test on the AED after each use or in the event of a battery change to ensure proper AED operation prior to return to service. Clean the Cardiac Science Power Heart AED if needed. Battery insertion test is accomplished by removing battery and re-inserting. Follow on-screen prompts throughout self-test.
5. AED Coordinator should conduct employee incident debriefing, as needed.
6. AED Coordinator should complete incident follow-up report and fax to Medical Director.

Daily Maintenance

1. Check the status indicator. Verify indicating readiness for use. Notify AED Coordinator if a fault is detected.
2. Ensure all supplies, accessories, and spares are present and in operating condition.

Monthly Maintenance

1. Check supplies, accessories, and spares for expiration dates and damage.
2. Inspect the exterior and connector for signs of damage.

After Each Patient Use

1. Inspect the exterior and connector for dirt or contamination.
2. Check supplies, accessories and spares for expiration dates and damage.
3. Check operation of the AED by removing and reinstalling the battery and running a battery insertion test.

AED Inventory

- AED
- One (1) installed battery and one (1) spare
- One (1) carrying case
- Two (2) sets of electrodes
- CPR mask
- One (1) razor
- Two (2) pairs of gloves
- One (1) pair of scissors
- 4" X 4" gauze

District-Wide AEDs

<u>Building</u>	<u># AEDs</u>	<u>Exact Storage Location</u>
Colonie Central High School	3	See attached floor plan
Sand Creek Middle School	2	See attached floor plan
Lisha Kill Middle School	1	See attached floor plan
Forest Park Elementary School	1	See attached floor plan
Roessleville Elementary School	1	See attached floor plan
Saddlewood Elementary School	1	See attached floor plan
Shaker Road Elementary School	1	See attached floor plan
Veeder Elementary School	1	See attached floor plan
Bus Garage	1	Near front office
District Office	1	Near front entrance

Issued: January, 2003

**AUTOMATED EXTERNAL DEFIBRILLATION
INCIDENT REPORT**

Victim's Name: _____

Date: _____

Location of Event: _____

Time of Event: _____

Number of shocks delivered by Automated External Defibrillator: _____

EMS Contacted? Yes No

Name of EMS Agency: _____

Time of EMS Contact: _____

EMS Arrival Time: _____

Known Medical Problems: _____

Known Allergies: _____

Brief Description of Event: _____

Medical History: _____

Incident Report Circulated To:

- 1. Medical Director Yes No
- 2. AED Coordinator: Yes No