

- PURPOSE:** Provide guidance in the management or administration of a school-based AED program for adults and children. Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance, the most common is called ventricular fibrillation (VF). This abnormal heart rhythm causes complete cessation of the heart 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 Automated External Defibrillator or 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. The AED will charge to the appropriate energy level and advise the operator to deliver a shock.
- POLICY:** Cassia Jt. School District No. 151 will be the owner of the AED's, and will work to identify a Licensed Physician who will act as the Medical Director for the Automated External Defibrillator program. The Cassia Jt. School District #151 will ensure that the Automated External Defibrillator is used in accordance with this policy.
- PROCEDURES:** The Medical Director will review and provide advice on the policies and procedures for the use of the Automated External Defibrillator. When the current Medical Director leaves or resigns, the AED Program Manager will immediately obtain a new director and have him/her review and approve the policies and procedures.
- Medical Director External Responsibilities:** The Medical Director will provide advice and oversight for the Automated Defibrillator Program. The AED Program Manager carries out the everyday operations and maintenance of the program.
- AED Program Manager Responsibilities:**
1. The School District nurse or a designated Cassia School District employee will act as the Program Manager, and participate in the implementation of the AED plan.
 2. The Program Manager will facilitate the training of staff members on the use of the Automated External Defibrillator and/or arrange to have trainings offered using the protocol of a certified program. The Manager will ensure that records and reports are maintained on all staff that receive training and dates that the training occurred. Authorized AED users will be staff members trained in the use of the device. Renewal for trainings will be required every two years.
 3. Notify appropriate agencies and authorities of the location of Automated External Defibrillators in school district buildings and/or vehicles.
 4. Notify appropriate agencies and authorities of the use of Automated External Defibrillators. Required reports of AED use will be given to the Medical Director within twenty four hours of an event, a written report will be sent to defib tech within forty eight hours of the occurrence of an event.

5. The Program Manager will maintain records regarding the maintenance of all devices. The Manager will perform and/or appoint a building employee at each location to perform monthly maintenance checks on all AED units, and to provide the checklist to the Program Manager monthly.
6. Review policies and procedures on a regular basis to make sure they are current and approved by all appropriate agencies.
7. The AED Program Manager will ensure that the Cassia County Sheriffs Dispatch and the Cassia Regional EMS Coordinator has been informed in writing the following information:
 - A) Location of the AED's in the District
 - B) Building name and physical address
 - C) Location of the AED within the building
 - D) Name and type of AED
 - E) How many trained staff is at the location
 - F) Contact names and phone numbers for the following:
 - Medical Director
 - AED Program Manager
 - Contact administrators or supervisors for each building

INDICATIONS FOR USE OF THE AED:

The indications that the AED with adult pads can be used on a patient are as follows:

1. Patient is over 8 years of age and at least 55 pounds
- And**
2. Patient is unresponsive and has no signs of circulation (not breathing, moving, coughing and no pulse)

The indications that the AED with pediatric pads can be used on a patient are as follows:

1. Patient is 1-8 years old and weighs less than 55 pounds
- And**
2. Patient is unresponsive and has no signs of circulation (not breathing, moving, coughing and no pulse)

CONTRAINDICATIONS FOR USE OF THE AED:

The contraindications for AED use on a patient are as follows:

1. Patients who are responsive and have signs of circulation (breathing, moving, coughing and have a pulse)
2. Adult pads should not be used on a patient who is 8 years old or younger (or 55 pounds or less)
3. Pediatric pads should not be used on a victim who is older than 8 years of age (or weighs more than 55 pounds)

PROCEDURES IN THE USE OF THE AED:

In order to use the Automated External Defibrillator, the patient **must be pulseless and nonbreathing** or else the Automated External Defibrillator will not be attached and used.

THE STEPS IN USING THE AUTOMATED EXTERNAL DEFIBRILLATOR:

1. On a suspected Cardiac Arrest, follow standard CPR Procedures as established by the American Heart Association or the Red Cross
2. Turn on the Automated External Defibrillator
3. Check to make sure that there is a green check mark on the self test screen
4. Stop CPR and quickly apply the pads by placing the electrodes on the bare chest as demonstrated on the package
5. Allow the unit to analyze the heart rhythm of the patient, making sure no one is touching the patient
6. If the Automated External Defibrillator states a shock is indicated, deliver the shock as directed after:
 - A) Making sure that no one is touching the patient by stating “**All clear?**” as you visually check the patient and all responders
7. After the Automated External Defibrillator delivers the shock, follow the voice prompts
8. Up to three shocks may be delivered one right after the other if the Automated External Defibrillator indicates that there is a shockable rhythm. No breathing and circulation checks are to be performed between shocks.
9. Resume CPR beginning with compressions (at a ratio of 30 compressions to 2 breaths)
10. After 1 minute, the voice prompt will instruct you to repeat the cycle. First, by analyzing rhythm and then prompting delivery of a shock if a shockable rhythm is detected. If no shock is indicated, the voice prompt will tell you to continue CPR. Do so until EMS arrives to take over.

TRAINING

Cassia Jt School District #151 will ensure that all building facilities conduct staff CPR and AED Training, delegate and maintain a team of trained staff, and routinely review proper procedure of AED use.

The AED Program Manager will facilitate the training of School District staff on proper use of the Automated External Defibrillators. The AED Program Manager will keep records of all trained staff members and when training occurred. CPR/AED training will be in compliance with a current certified program.

The building facility will designate sufficient staff to be trained and ensure that their skills and training are maintained. Designated staff members will receive the initial CPR/AED training and on a biennial basis thereafter. This will include sufficient staff during any off-season, summer or after school hours. The AED Program Manager will perform periodic skills checks in addition to scheduled staff training by:

1. Observing AED operation with a training device
2. Assessing skills through completion of an online review course and post-test
3. All substitute and new hires will be encouraged to have training

MAINTENANCE:

The Cassia Jt School District #151 will ensure that the AED's are maintained according to the manufacturer's specifications. The facility housing the AED will maintain the unit on a regular basis. Each month, staff designees from that site or the AED Program Manager will conduct a physical inspection of the AED and record results on the corresponding maintenance log.

The following monthly maintenance checks will be completed on a routine basis:

1. Is the unit clean, undamaged and free of excessive wear?
2. Are there any cracks or loose parts in the housing?
3. Are the electrodes connected to the unit and sealed in their package?
4. Are the electrode pads expired?
5. Are the cables free of cracks, cuts and exposed or broken wires?
6. Turn the unit on and off and verify the green check indicates ready for use.
7. Are the batteries expired?
8. Battery expiration date: _____
9. Check for adequate supplies in reserve:
 - a. Extra set of pads and preparation kit?
 - b. Batteries?

When discrepancies are discovered during routine maintenance checks, the site designee will immediately contact the Program Manager. The Program Manager will act to have issues regarding repairs or needs of replacement parts resolved quickly and will return the AED to its housing agency as soon as possible.

The AED Program Manager will maintain records of regular maintenance checks, as well as any repairs or updates performed.

Nothing contained within this policy shall limit or eliminate any liability protection or other immunity as provided in Idaho Code, Section 5-337, or other applicable statutes, case law or common law.

ADOPTED: May 15, 2012

AED Maintenance Check Form

Building Location _____

Make _____

Model _____

Serial Number _____

Date	Check Performed	Initials	Comments
	Is the unit clean, undamaged, free of excessive wear		
	Are there any cracks or loose parts in the housing		
	Verify electrodes are connected to the unit and sealed in their package		
	Electrode package expiration date		
	Are all cables free of cracks, cuts and exposed or broken wires		
	Turn unit on and off and verify the green check or status indicator light shows that the unit is Ready for Use		
	Battery expiration date		
	Check for adequate supplies: Batteries, electrode pads, and prep kit		
Date	Check Performed	Initials	Comments
	Is the unit clean, undamaged, free of excessive wear		
	Are there any cracks or loose parts in the housing		
	Verify electrodes are connected to the unit and sealed in their package		
	Electrode package expiration date		
	Are all cables free of cracks, cuts and exposed or broken wires		
	Turn unit on and off and verify the green check or status indicator light shows that the unit is Ready for Use		
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