

KING GEORGE COUNTY SCHOOLS
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY

PURPOSE

To provide guidance in the management of a school based AED program in the event of a Sudden Cardiac Arrest (SCA).

PROGRAM MANAGEMENT

System Owner: King George Emergency Services

Responsibilities:

- Facilitate training of emergency responders
- Equipment and accessory maintenance
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school
- Monitor the effectiveness of the system
- Communication with medical director and superintendent on issues related to medical emergency response program including post-event review.

Program Coordinator: The Registered Nurse at the School and the Director of Special Services.

Responsibilities of the CPR Site Coordinator:

- Identification of employees for CPR/AED training.
 - Coordination of training in CPR/AED.
 - Maintain the list of staff trained in CPR/AED. This list will be updated annually.
 - Monitor effectiveness of this system.
 - Review equipment and accessory maintenance and maintain on file an owner's manual for each AED that is used.
 - Revision of the AED policy as required.

Authorized AED Users:

Employees will be authorized to utilize an AED only after successfully completing initial and recurrent training course(s) approved by the American Heart Association or Red Cross for AED's and CPR. This training will be provided or confirmed by the King George County Schools. Each school (with an AED on site) will have a minimum

of two CPR/AED trained employees in addition to the school nurse. CPR/AED trained employees will also be trained in universal precautions against blood borne pathogens.

- Employees including: administrators, nurses, athletic director, and athletic trainers.
- Additional staff as identified by administration. Examples: PE teachers, athletic coaches, teachers or assistants in key areas, etc.

AED/CPR Trained Employee Responsibilities:

- Activating internal emergency response system, identifying nature of and location of emergency, and providing prompt basic life support including CPR, AED, and first aid according to their training and experience.
- Understand and comply with requirements of these guidelines.

School Office Responsibilities:

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations
- Contacting the external community 911 response team (EMS) if required
- Deploying AED-trained employees to emergency location
- Assigning an individual to deliver the AED to the site.
- Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency
- Notify family of the patient(s) as to the status of the situation and where the patient is being transported.

Equipment: HeartStart FR2+

- Our current AED(s) are located, one each, at King George Middle School and King George High School. They are provided and maintained by King George Emergency Services.

Location of AED at the School:

- **During school hours**, the AED will be kept in a mounted cabinet with an audible alarm. The location shall be specific to each school but should allow the device to be easily seen by staff and the public. The location shall be centrally located and allow staff members/individuals to retrieve the device outside of normal school hours. The local EMS system will be informed of the designated location of the AED in each school.

- **After school hours**, the AED may be moved from its designated location by an AED-trained athletic trainer to support athletic department 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 athletic trainer, clearly indicating they have possession of the AED. King George Emergency Services must be notified.
- **Contracted and other community activities** are not guaranteed access to the AED as part of standard rental contracts.

Medical Response Documentation

- **Post-event documentation**
 - It is important to document each use of the medical emergency response system.
 - The following form shall be sent to the AED Program Coordinator and School Principal within 24 hours of a medical event:
 - A responding employee for each accident requiring first aid of any type shall complete an accident report form.
- **Post-Event Review**

Following each use of the AED, a review shall be conducted to learn from the experience. The AED Program Coordinator or their designees 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 Building and Safety Committee. The Program Coordinator shall maintain a copy of the post-event review summary.

Adopted: June 24, 2009

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