

**School District of Bayfield
School Access Defibrillation Program
Policy and Procedure**

Policy:

1. Automatic External Defibrillators (AED) are maintained on District premises.
2. AEDs are intended for use by individuals trained in the use of this device. Use follows emergency response.

Procedure:

Location, maintenance and testing of AEDs:

1. One AED is located outside the south entrance of the gymnasium in the Commons area, with an AED identifying sign. (See floor plan).
2. Maintenance and testing is conducted as recommended by the manufacturer during the school year. Additional testing/maintenance will be done if AED is used.
 - A) Documentation of the maintenance and testing is maintained in the nurse's office for a period of 3 years.
 - B) Documentation will record the date and type of maintenance/testing and the signature of the person performing the maintenance/testing.
 - C) The type of device, intended use, plan for maintenance/testing and location of the device on the premises will be confirmed annually in writing to:
Dr. Grace Heitsch MD, PO Box 529, Red Cliff Community Health Center, Bayfield, WI 54814, 715-779-3707
Bill Andresen, Bayfield Community Ambulance, Washington Ave., Bayfield, WI 54814, 715-779-3333

Training:

1. Initial training in CPR and AED use is done as outlined by the American Heart Association.
2. Periodic training in CPR and AED use is conducted by a certified instructor. A yearly refresher course is available at the beginning of the school year. Recertification training is available on a two year cycle.
3. Records of training shall be kept in the nurse's office.

Use of the AED:

1. Determine unresponsiveness of victim and activate Emergency Response Plan : Refer to Internal School Response Plan “AED Alert”
Summary:
 - a) Call 9-1-1, CPR as indicated per American Heart Association or American Red Cross Standards, get and use AED
 - b) Public address system will be used to alert responders and indicate location of victim.
 - c) The EMT will be directed to the victim’s location.
2. Place the AED near head of victim, close to the AED operator
3. Prepare for AED use:
 - a) Turn the power ON
 - b) Bare and prepare chest for AED use
 - c) Attach the AED to the victim
 - d) Stop CPR while the device analyzes the heart rhythm
 - e) Follow the machine prompts for further action. If a shock is indicated, be sure all rescuers are “clear” before shock is administered
4. Upon arrival, EMS shall take charge of victim while consulting with school nurse.
 - a) Provide victim information: name, age, gender, known medical conditions, and time of incident
 - b) Provide information as to current condition and number of shocks administered

After use of AED:

1. A Critical Incident Debriefing session will be held within 1-5 days for initial responders. Contact: school nurse
2. The program Medical Advisor shall be notified of AED use.
 - a) Complete follow-up report if deemed necessary by medical advisor
 - b) Arrange for quality improvement review
3. The AED will be checked and replaced in its location in readiness state
 - a) Restock AED per AED inventory
 - b) Clean AED if needed according to manufacturers recommendations
 - c) Document readiness

Placing AED in service after use:

1. Readiness status will be assured following any AED use.
2. Records of readiness verification shall be kept in nurse's office.

Routine verification of AED readiness status:

1. Readiness status will be assured by monthly checks by, or directed by, the school nurse.
2. Records of readiness verification are kept in the nurse's office.

_____ Date _____
School Nurse

_____ Date _____
Medical Advisor

_____ Date _____
District Administrator

Approval: 01-29-05
REVISED: 11-13-06