

**School District of Bayfield**  
**Internal School Response Plan to an Unresponsive Person**  
**AED Alert**

**Policy:**

Immediate response to an unresponsive person, mobilizing internal school medical assistance including people certified in CPR and AED (automatic external defibrillation) use as well as initiating 9-1-1 assistance.

**Procedure:**

1. If a person finds a victim unresponsive – go call 9-1-1.
2. If a person is CPR/AED certified, CPR will be initiated as per standard training by the American Heart Association or the American Red Cross.
3. High School Secretary or Elementary School Secretary will be notified (whoever is closest to the incident).  
Secretaries will:
  - a. Use the public address system to alert responders by announcing “AED Alert” and state location (make sure to use room number – not only a teacher’s name) of incident. This will be repeated 3 times;
  - b. Confirm 9-1-1 was called;
  - c. Call and notify parents/guardian/family;
  - d. If victim is a student, copy student’s emergency card for EMS personnel.
4. Responders to “AED Alert”:
  - a. The School Nurse and EMT certified staff members will immediately go to the location of reported incident, picking up closest AED along the way;
  - b. Custodians working will immediately respond by going to EMT certified staff member’s room for adult supervision of students left in their classroom;
  - c. The Supervisor of Buildings and Grounds will remain available for directing Bayfield EMS to the victim’s location;
  - d. Employees will assist by keeping students in classrooms to help with crowd control until AED Alert is resolved and announced overhead;
  - e. AED Event Summary Sheet will be filled out.

After school activities and events: Response Plan is as follows: CALL 9-1-1.

Any CPR/AED trained person is to respond as per their training standards.

The District will continue to educate staff and the community regarding the importance of AED use and the availability/location of an AED in the school.

Testing: A drill will be performed 1-2 times annually for quality improvement purposes.

APPROVED: 01-29-05

REVISED: 05-08-06

REVISED: 10-27-08