

USE OF DEFIBRILLATOR PROCEDURES

A. Location, Maintenance and Testing of Automatic External Defibrillators (AED(s))

The type of device, intended use area, plan for maintenance and testing and location of the device on the premises shall be confirmed annually in writing to the Director of Student Services.

1. The AED units shall be located at all District Schools, the School Administration Center, the Recreation Department, and the Athletic Complex.
2. Maintenance and testing shall be conducted as recommended by the manufacturer.
3. Testing of AED units will be verified by the school nurse in writing to the Director of Student Services.
4. The school nurse/building principal shall determine one person in each building to conduct regular checks of equipment and supplies of the AED.
5. Documentation records shall include the date and type of maintenance/testing and the signature of the person performing the maintenance/testing.
6. The documentation of maintenance and testing shall be maintained in the District Nursing Office for a period of three (3) years.

B. Training

1. All District Emergency Response Team members, coaches/physical education teachers, and administrators are eligible to complete an approved training course in the operation of the AED.
2. Staff members must be CPR certified and complete a refresher course as prescribed. The District will offer recertification training every two years and the emergency response plan will be reviewed annually at the beginning of the school year by the school nurse/designee.
3. Training documentation shall be kept in the District Nursing Office.

C. Use of the AED

1. Determine unresponsiveness of victim and activate Emergency Response Plan
 - a. If the victim is unresponsive, call 911 and get AED.
 - b. Assess the victim: airway, breathing and circulation
 - c. Initiate CPR, if required, while the AED is brought to the victim's side.
 - d. The public address system will be used to activate responders and indicate location of the victim.
 - e. Designate an individual to wait at the facility entry to direct the EMS to victim's location.

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2. Upon arrival, place the AED near head of victim, close to AED operator.
 3. Prepare to use the AED
 - a. Turn the power ON
 - b. Bare and prepare the 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.
 - a. Provide victim information: name, age, known medical problems, time of incident.
 - b. Provide information as to current condition and number of shocks administered
- D. After use of AED
1. Critical Incident Debriefing session will be held within 1-5 days for all initial responders. Contact: School Nurse and Principal.
 2. The Director of Student Services shall be notified of AED use by the school nurse.
 - a. Complete follow-up report if deemed necessary by the medical advisor
 - b. Arrange for quality improvement review.
 3. Contact the Bureau of Emergency Medical Services (EMS) of the West Allis Fire Department. EMS will download data from the AED card and complete follow-up report, if necessary.
 4. The AED shall be checked and put back into readiness state by the school nurse/designee.
 - a. Restock after AED per AED inventory
 - b. Clean AED, if needed, according to manufacturer’s recommendations
 - c. Document readiness
- E. Use of AED during evening, weekends, and non-school day hours
1. Trained staff may not be available to assist in the event of an emergency.
 2. If an individual has been trained in CPR and the use of the AED, he/she may use the AED available at the school
 3. Notify the School Nurse in the event that the AED has been used
 4. The District assumes no liability for rendering of care after normal business/school hours

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