

## **AUTOMATIC EXTERNAL DEFIBRILLATOR**

### **Policy**

An automatic external defibrillator (AED) shall be available at each school in the District. They are available for emergency situations that necessitate their use. School staff will be specifically trained in applications of the device through training in a course that is approved by the Department of Health and Family Services. Principals shall post a list of staff certified in cardiopulmonary resuscitation (CPR) and automated external defibrillation in the office.

The type of device, intended usage area, plan for maintenance and testing and location of device on the premises shall be confirmed in writing annually by the District Safety Coordinator.

### **Procedure**

#### **A. Maintenance of AED**

The District safety coordinator is responsible for directing activities related to AED maintenance. Documentation of the maintenance and testing of the AED will be kept at each school/site. The documentation shall record the data and type of maintenance/testing, and the signature of the person performing the maintenance/testing (exhibit 453.11). The District safety coordinator is responsible for assigning staff to conduct maintenance/testing and preparedness of the device during the school year and summer.

#### **B. Check out procedure for portable (high school office) defibrillator.**

1. Sign out AED.
2. Person signing out AED shall have current certification in CPR and AED.

#### **C. Use of the AED**

1. Determine unresponsiveness of victim and activate emergency response team.
  - a. If victim is unresponsive, call 911 and get AED. Provide dispatcher with location, emergency details and notify them that an AED is being deployed. Do not hang up until the dispatcher hangs up.
  - b. Assess the victim: airway, breathing and circulation.
  - c. Initiate CPR if required, while the AED is brought to the victim's side.
  - d. Designate an individual to wait at facility entry to direct the Emergency Medical Service (EMS) to victim's location.
  - e. Designate a person to relocate staff, students and citizens away from the scene.
2. Upon arrival, place the AED near the head of the victim, close to the AED operator.
3. Prepare to use the AED.
  - a. Turn the power on.
  - b. Bare and prepare chest for AED use.
  - c. Attach the AED to the victim.
  - d. Follow the machine prompts for further action. If a shock is indicated, be sure all rescuers are "clear" before shock is administered.

Upon arrival, the EMS will take charge of the victim.

4. Provide the following information to the EMS:
  - a. Provide victim information: name, age, known medical problems, time of incident. If possible, supply student enrollment form, athlete emergency information form, curricular/co-curricular permission form or employee emergency information form.

- b. Provide information as to current condition and number of shocks administered.
5. Allow the EMS to take the AED with them to the hospital emergency room. Follow up after the incident to ensure that EMS returned the AED to school.

**D. Post-Use Procedure**

1. The District's medical advisor shall be notified of AED use by the District safety coordinator, school health aide or designee.
2. A critical incident debriefing session will be scheduled by the District safety coordinator, principal or designee.
3. The AED will be checked and put back in a readiness state by the District safety coordinator or designee.

LEGAL REF.: 121.02(1)(g) - Wisconsin Statutes  
895.48(4) (am) and (b) - Wisconsin Statutes  
PI 8.01(2)(g) - Wisconsin Administrative Code

CROSS REF.: 453.1 - Emergency Nursing Services  
453.4 - Administration of Medication to Students  
732 - Buildings, Grounds and Equipment Maintenance  
882 - Relation with External Agencies  
District Exposure Control Plan

**APPROVED:** March 19, 2012  
**SEPTEMBER 19, 2016**