

AUTOMATED EXTERNAL DEFIBRILLATOR

NONINSTRUCTIONAL

Automated External Defibrillator (AED) Program

The program anticipates that when employees who are present when an incident occurs and who are trained to do so may react to incidents with the potential of “sudden death” by activating the Emergency Medical System (EMS), by calling 911, or pulling the fire alarm if no phone is available. The AED program makes an AED available at designated sites for these potential incidents in an attempt to intervene through the use of both Cardio-Pulmonary Resuscitation (CPR) and AEDs according to the guidelines of the Washington State Department of Health.

Trained employees, who choose to respond as rescuers, will comply with the following guidelines.

1. Approved Equipment:

- Automated External Defibrillators

The device conforms to the requirements of and has been approved by the Skagit County Director of Emergency Medicine. (Unit is the Zoll AED Basic.)

- Equipment Documentation

The district will maintain on file a specifications/technical information sheet for each approved AED model. This information is available in the Business Office.

- The Superintendent or designee shall notify the local EMS organization about the existence and location of each AED.

2. Training

- All AED rescuers/providers will be provided an initial training course approved by the Washington State Department of Health in the use of AEDs.
- The AED training course shall be consistent with the approved Washington State Department of Health training program.
- Employees trained to use an AED will only be held to the standards of the Good Samaritan Act.

- The superintendent or designee, in accordance with the Washington State Labor and Industry requirements, will maintain AED and CPR Training records.
- Employees to receive training may include any of the following individuals: administrators, nurses, athletic/activities directors, athletic trainers, custodians, coaches, office staff and those individuals having health room/building first aid responder responsibilities.
- Additional staff may be trained as identified by building administration.

3. Skills Review and Proficiency Demonstrations

When possible, an AED will be included in CPR training programs. The program will include demonstrating proficiency in adult CPR, and the following:

- Safe and effective use of the AED device.
- Common trouble-shooting techniques used for an AED device.
- Proficiency training for district employees certified in AED-CPR skills will be required every two years.

4. Medical Direction

The district AED program will follow the state approved Medical Direction provided by the Skagit County Director of Emergency Medicine.

PRE-EVENT

1. Accessibility, Availability, and Security

- During school hours the AED will be housed in a place specific to each school and should be positioned to allow the device to be easily seen and accessible upon entering these locations.
- Users of district buildings through facility use agreements or rental contracts are neither guaranteed access to the AED nor an AED-trained staff member as part of facility use or rental contracts.

2. Routine Maintenance

- The primary maintenance schedule will be dictated by the Original Equipment Manufacturer (OEM) of each individual AED and by standards of the Washington State Department of Health.

- The AED will perform a self-test every 24 hours and weekly as programmed by the OEM. This self-test will include a check of battery strength and an evaluation of the internal components as specified by the manufacturer.
- If the unit self-test indicates the battery has inadequate voltage or the AED is in need of services, as indicated on the machine by an audible alarm and visual prompt on the unit handle, the principal or principal's designee will immediately call the superintendent or designee to arrange for replacement or service.
- The principal or designee will maintain and periodically test the AED according to the specifications of the OEM and according to the state guidelines, and will inspect the battery and maintenance indicators, the electrodes and battery expiration dates, and the resuscitation kit contents each month. Periodic maintenance will include a monthly review (see Operator Checklist, Form 3419F1) and an annual review of each AED unit (see Form 3419F2).
- The principal or designee will immediately contact the superintendent or designee if any supplies are missing or will expire within the next two months, to allow time to provide replacement supplies.
- Batteries will need replacement every 5 years unless otherwise indicated and electrode patches every 2 years or as indicated on the package. These will be included on the annual task list at the school site.
- Dating and initialing the Operator Checklist located in the AED storage cabinet will document the monthly maintenance check or any other additional checks within the month if needed.
- In January of each year, the superintendent or designee will collect the Operator Checklist from the building principal or the designee and place a new Operator Checklist in the cabinet to document the monthly maintenance check.

EVENT

1. Scene Safety: Rescuer safety is of utmost importance. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. Instead, reasonable attempts will be made to make the scene or environment around a victim safe prior to attempts to assist. This may include but is not limited to stopping motor vehicles, removal of poisonous gases, structural safety of buildings, disconnection of dangerous power lines, removal of potentially falling objects, and having people stand clear of the victim if activating the AED unit to "shock."

2. Recommended Response to Potential Sudden Death Incidents: AED-trained individuals are to follow the recommendations identified by their individual certifying agency, as approved by the Washington State Department of Health.

POST EVENT: On scene coordination with Emergency Medical System (EMS).

1. Event Data

- Immediately following the conclusion of the incident, the rescuer or building designee, if during the school day, will contact the following district administrators to notify them of the event:
 - a. Superintendent or designee
 - b. Building nurse
 - c. Building principal/site administrator
- The principal or designee will arrange to have the data from the AED downloaded.
- Within 48 hours post event, the principal or designee will send a copy of the AED data to the Local Fire District and to the Skagit County Director of Emergency Medicine.
- The building principal or site administrator will document the name of the fire/rescue responder and forward one copy of the Accident Form to the superintendent or designee the next school day.

2. Return of the AED to Operational Service

- When the AED is returned to the wall cabinet, a sign (see Form 3419F3) that is located in the unit resuscitation kit will be posted in the cabinet indicating the unit has been used and supplies need to be restocked.
- During school hours (or if after school hours, the next business day), the principal or designee will proceed to the facility to complete a post-event checklist to ensure the AED is returned to operational condition. This will include replacement of any used single-used items stored with the AED. The Operator Checklist must be initialed once the unit has been re-supplied.

- a. Electrodes: 2 sets
- b. Resuscitation kit supplies to include: accident forms, razor, 2 pairs of latex free gloves, trauma shears, and face mask barrier as listed on the resuscitation kit inventory card.

3. Critical event stress debriefing

The building principal or designee may arrange an informal debriefing for school district and/or community participants. EMS may also assist in setting up a debriefing following an incident.