# AUTOMATED EXTERNAL DEFIBRILLATOR
# AEDs

The Fremont Public Schools Board of Education as a policy matter has authorized placement of Automated External Defibrillators in the schools, with one or more additional portable AEDs available for use at athletic events.

The administration shall develop administrative guidelines for distribution and use of AEDs. The guidelines shall provide that AEDs be acquired and used consistent with applicable law, for the notification to emergency medical providers of the location of the devise or any change in location; for properly maintaining and testing the devices; for the training of designated employees in their use; and for other appropriate plans and protocols for the AEDs.

**Adopted: October 15, 2007**

**Reviewed: October 20, 2008**

**Revised: October 12, 2009**

**Revised: October 11, 2010**

## Administrative Guidelines for AEDs in Fremont Public School Facilities

### Distribution and Placement

Sudden cardiac arrest (SCA) is an electrical malfunction of the heart. It strikes suddenly, often without prior symptoms. A shock to the heart from an Automated External Defibrillator (AED) can restore a heart's rhythm for someone in SCA, which has been caused by ventricular fibrillation.

AEDs will be distributed to schools within the District as follows:

| | | |
|---|---|---|
| High School | | |
| West Gym | 1 | |
| Trainer | 1 | |
| Coaches | 2 | (To be used at events in other communities) |
| Auditorium | 1 | |
| Science Wing | 1 | |
| Office/Nurse | 1 | |
| Middle School | | |
| Office | 1 | |
| Nurse | 1 | |
| Gymnasium | 1 | |
| Coaches | 2 | (To be used at events in other communities) |
| Elementary Schools | | |
| Gymnasiums | 7 | |
| Davenport | 1 | |
| Platteville | 1 | |
| Lenihan Building | 1 | |
| Main Street Center | 4 | |
| Maintenance & Transportation | 1 | |

The placement of AEDs should take into consideration access for school and community activities with consultation of Fremont Fire and Rescue and the following guidelines:

- Each AED should be secured in a wall cabinet.
- AEDs should not generally be placed in locked rooms or areas which limit availability after school hours unless another unit or units are available.
- Signs with directions to access the AED should be posted in designated areas in the building where students or staff gather.

- AEDs designated for use in the school buildings will not be taken on field trips or other activities away from the school.
- The Athletic Director will be responsible for designation of athletic events at which portable AEDs are to be taken. Designation of the events at which the portable AEDs will be taken is to be determined based on consideration of the likelihood of a SCA occurring at the event (e.g. more participants; more spectators; and more strenuous or physical contact activity; equals greater likelihood of a SCA) and of the presence at the event of AED trained staff.
- The Executive Director of Business and Support Services is responsible for notifying the local emergency medical service of the existence, location, and type of defibrillator, and of any change in the location of such defibrillator. For portable AEDs, the primary site where the AED is located is to be reported.

**AED Maintenance and Use**

The following are guidelines on the maintenance and use of AEDs:

- AEDs should be maintained and tested in accordance with the operational guidelines of the manufacturer and monitored by the school nurse.
- The school nurse, to assure it is in proper working order and ready for use, should inspect the AED, on a regular basis, at least at the beginning of each school quarter when practicable and a log of such equipment check should be maintained in the office of the School Nurse.
- AEDs should be stored in wall-mounted cases.
- All AED pads exceeding the manufacturer's recommended shelf life should be replaced.
- All AED batteries exceeding the manufacturer's recommended shelf life should be replaced.

**Operating Procedures**

Unless the medical condition of the person experiencing or believed to be experiencing a SCA and/or circumstances dictate otherwise, the following standing guidelines for emergency response to cardiac arrest should be followed:

- Assess the patient (ABCs).
- Call 911 and get the AED. Report to dispatcher the person's status (unresponsive, not breathing, no pulse). Inform dispatcher if CPR is being performed and if an AED is being used.
- Administer CPR until AED arrives
- Continue as per CPR/AED training.
- Adult pads are used for persons over the age of 8 years and/or over 55 pounds. Pediatric pads are used for persons under 8 years and/or under 55 pounds.

The use of AEDs is to be in accordance with Health and Human Services AED Protocol[1]

Considerations:

If the "No Shock Advised" prompt is heard after three consecutive analyze steps continue CPR and prepare for transport via EMT for higher level care.

- Notify parent/guardian as soon as reasonably possible upon signs of an emergency. If trained designated staff is involved, personnel not administering emergency treatment should make the contact.
- During the instructional day, the AED should be administered only by designated staff, certified in CPR/AED, when emergency events occur resulting from cardiac arrest, provided such staff are readily available.
- After the instructional day and on weekends the AEDs should be on the premises and reasonably available for members of the community who self-identify themselves as trained and qualified personnel to use an AED.

**AED Training and Implementation**

A. The following persons are required to have current CPR/AED certification:

   1. School Nurses
   2. Athletic Trainers
   3. Coaches and Assistant (Varsity) Coaches

B. It is recommended that the following staff be included in the training:
   1. Administrators
   2. Physical Education Teachers
   3. Security Personnel
   4. Custodial Staff

C. Training will be implemented and completed within a reasonable time period following acquisition of the AEDs, and for new employees, within a reasonable time period upon beginning employment. CPR/AED classes should be scheduled with consideration of staff availability and time.

D. Certified CPR/AED instructors will provide the CPR/AED training.

E. Parents, guardians and emancipated students should be notified that in the event of a cardiac arrest, designated staff certified in CPR/AED or others may utilize an AED. In the first year following acquisition of the AEDs, the notice will be placed in the school's student handbook.

[1] HHS's AED Protocol: http://www.hss.state.ne.us/crl/rcs/ems/protocols.pdf (page 5).

F. The school nurse should:

- Maintain a current list of building staff certified in CPR/AED. A listing should be provided to the Principal and the Health Office.
- (Consideration should be given to posting names in lounges, cafeterias, offices, etc. for emergency access.)
- Demonstrate annually the procedure for using an AED to building staff and how to access.

G. Purchasing AEDs and Replacements

- All requests for AEDs and replacement supplies should be processed through the Business Office.
- Health Services should keep a set of pads for replacement when an AED has been used.
- All AEDs should meet district specifications.
- All AEDs should be of the same model and manufacturer.
- All AEDs should be labeled with a bar code.
- When using an AED trainer, do not remove the seals. Simulate placement.

H. Actions Following Administration of AED

As soon as reasonably possible following the use of an AED, the designated staff certified in CPR/AED should complete an AED Emergency Form (see attached).

The school nurse should review the documentation, sign the form, file and/or submit the information within 24 hours or as soon as reasonably possible following the incident. If the person is a student, a copy should be filed in the student's health record. A copy should be sent to the Supervisor of Health Services. A copy should be sent to the Executive Director of Business and Support Services for risk management purposes.

I. Periodic Review

The guidelines should be discussed or reviewed annually and reported to the Board of Education by the Superintendent of Schools. Input for consideration of possible revisions should be provided by:

- Representatives from the Fremont Fire Department
- Supervisor of Health Services
- AED Product Representative
- Staff who used an AED for an emergency response during the prior year

**Fremont Public Schools**

**AED (Automated External Defibrillator) Emergency Form**

Date of incident: _____ Time: _____ a.m. _____ p.m.

Name of person on whom AED used: _____

❑ M ❑ F Age, if known: _____

Briefly describe precipitating events:

_____

_____

**Step 1** **Initial Assessment (check box or complete as indicated)**

Pulse _____ Responds ❑ Yes ❑ No

Skin Color (pale, blue, etc.) _____ Chest or Arm Pain ❑ Yes ❑ No

Breathing/Respirations _____ Headache ❑ Yes ❑ No

Blood Pressure (if available) _____ Anxious/Restless ❑ Yes ❑ No

**Step 2** **Time 911 was called**_____

**Step 3** **CPR/AED Administration – Record Approximate Times:**

CPR initiated at: _____
AED applied at: _____
Number of shocks delivered: _____

**Step 4** **Transport**

Time EMS Arrived: _____ Transported To: _____

Name Parent/Guardian Notified: _____ Time: _____

If Parent/Guardian not reached, name of Emergency Contact: _____
Time: _____

**Step 5** **Post Assessment (Upon Transport)**

Pulse _____ Breathing/Respirations _____

Skin Color (pale, blue, etc.) _____

Response _____

Complaints _____

Signatures of Initial Responders:

(1) _____

(2) _____

Name of Emergency Responders and/or Squad Number: _____

School Nurse _____ Date _____