

# POLICY

## Queen Anne's County Public Schools

POLICY TITLE: <b>Automated External Defibrillator Program</b>
ADOPTION/EFFECTIVE DATE: <b>March 03, 2010</b>
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: <b>Personnel, Students</b> Amendments:

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). **It is to be applied only to victims who are unconscious, without a pulse, and not breathing.** The AED will analyze the heart rhythm. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock. The objective of the AED is to provide immediate advanced care to a victim until emergency services arrive.

### PURPOSE

The purpose of the Queen Anne's County Public Schools (QACPS) automated external defibrillator Program (hereafter, the AED program) is to:

1. provide access to an AED unit,
2. provide trained QACPS employee volunteers who can respond immediately to a potential cardiac arrest victim,
3. provide notification to emergency medical services (EMS), and
4. provide resources to initiate cardiopulmonary resuscitation (CPR) and external defibrillation until local EMS personnel arrive on the scene.

This manual is to provide instructions for the implementation of a program in QACPS facilities.

### SCOPE AND APPLICATION

All QACPS principals shall use this program manual to implement a facility-specific AED program. Facility-specific protocols shall include an approved program with complete maintenance of AED units consistent with manufacturers' recommendations and applicable laws of the state of Maryland, and CPR/AED training of local personnel.

This approved AED program for QACPS is written to comply with the American Heart Association recommendations and guidelines and is intended for situations in which cardiac arrest has occurred.

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### DEFINITIONS

Automatic External Defibrillator (AED) - A portable device designed to detect an irregular heart rhythm, determine if an electrical shock is necessary to restore the heart to a normal rhythm, charge to the appropriate energy level, and administer such a shock to the victim.

AED User- Any person physically able to place an AED unit into position to perform prescribed tasks.

School AED Service Conformer (SASC) - Principal's designee responsible for coordinating all QACPS AED facility based volunteers and meeting maintenance requirements.

QACPS AED Participant- Facility-based QACPS employee who volunteers to participate in the FCPS AED program.

Maintenance and Training Program- The mechanism to provide everything necessary for a complete AED-medical control program (excluding units):

1. Site Assessment (of Unit Needs)
2. Training of Personnel
3. Support for Post-event Downloads, Physician Review, Hot line, etc.
4. Tracking (of Trainees, Re-training, Replenishments, Maintenance)

### RESPONSIBILITY AND AUTHORITY

Principals shall have the overall responsibility and authority for ensuring compliance with all elements of the QACPS program (described herein).

### AED TRAINING REQUIREMENTS

The QACPS AED program shall include employees designated and trained as QACPS AED participant. QACPS AED participants must complete training adequate to provide CPR and AED services.

QACPS AED participants must successfully complete an approved CPR/AED course, and maintain current CPR/AED Provider status. QACPS AED participants may help in emergencies, but must participate only to the extent allowed by their training and experience. There must be two trained persons per AED unit per facility.

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All QACPS AED participants shall:

1. Be employees of QACPS
2. Successfully complete training in cardiopulmonary resuscitation (CPR), in accordance with the American Heart Association, and in the use of the automatic external defibrillators in a course provided by the county EMS director
3. Be capable of performing all duties necessary to administer CPR and AED
4. Obtain documented renewal training at least once every two years
5. Periodically refresh their AED skills

Continuing Educational Requirements:

1. Complete recertification of an American Heart Association Heart Saver CPR & AED course or Health Care Provider CPR & AED course, once every two years.
2. Attend training and review of an AED program twice a year.
3. Demonstrate skill proficiency in the use of the AED every two years.

### AED SUPPLIES AND EQUIPMENT

All AED units used by the QACPS AED program shall be manufactured by the QACPS approved vendor. Schools and offices shall develop a list of all permanent AED sites within each facility and provide that list to all facility-based employees and the Director of Operations.

The following supplies and equipment are required for each AED unit:

1. Pocket mask or other CPR barrier device, designed to limit transmission of bloodborne pathogens or other bodily fluids between the volunteer responder and the patient
2. CDC- recommended protective gloves (non latex or similar)
3. Equipment bag or other compartment to contain mask and gloves. A replacement set containing one disposable mask and a pair of gloves is necessary. Equipment bag may be attached directly to the AED
4. Disposable razor, scissors, and alcohol pads
5. Disposal bag

Employees trained in the use of AED's shall be familiar with the supplies and equipment required for the unit. The SASC shall arrange for all AED's to be inspected once a month and to stock supplies.

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### MAINTENANCE REQUIREMENTS

Each AED and all related equipment must be maintained in accordance with the standards established by the AED manufacturer and the U.S.A. Food and Drug Administration. The equipment must be maintained in good working order at all times, and adequate supplies must be replaced as necessary.

Program managers shall be responsible for:

1. Arranging for weekly visual inspections of each AED unit to ensure that necessary equipment is present and that unit batteries maintain proper charge
2. Arranging for monthly visual inspections to ensure proper operation, performing battery inspection test, and documenting findings on the AED inspection form
3. Removing all AED units, every six months, from the wall and thoroughly inspecting for signs of wear or damage.

Specific equipment maintenance requirements include:

1. Principals shall be informed of changes in availability of AED equipment, including when equipment is deployed, withdrawn from service, or re-deployed.
2. Principals shall be responsible for informing emergency response teams and QACPS AED volunteers of changes in the availability of AED's
3. Principals shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to the equipment maintenance procedures as outlined in the operating instructions.

### SANITATION REQUIREMENTS

The following requirements for sanitary conditions apply to all AED units and are the responsibility of the building principal:

1. All storage areas, equipment, and supplies must be kept clean and sanitary
2. Plastic bags must be supplied for storage of soiled supplies and used disposable items
3. Exterior AED surfaces must be kept clean
4. Waterless antiseptic hand-washing liquid or antiseptic towelettes shall be supplied

Following the use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be sanitized

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### COMMUNICATIONS

Facilities with AED's must have telephone service readily available at all times to notify the local EMS in the event of a medical emergency. If, at any time, an AED is deployed, 911 must be called.

### **RECORDS AND REPORTS**

All facility-based AED programs must maintain the following records:

1. Current listing of each AED volunteer employee, including documented training and qualifications
2. Maintenance and safety inspection records
3. Notifications to the Director of Operations made by telephone within two hours following all deployments of AED-related services
4. A written record must be provided for all early defibrillation service activities, including all incidents when an AED is deployed for an actual or potential patient. Records must be maintained for a minimum of five years from date of incident.
  1. The computer summary data must be downloaded from an AED after deployment and copies provided to all required recipients. Three copies of the record must be generated and distributed as follows:
    - i. Original forwarded to the Director of Operations
    - ii. Copy provided to the responding EMS department that assumed care for the patient within two business days
    - iii. Copy provided to Principal

### EQUIPMENT

The AED shall be brought to all appropriate medical emergencies on site. If the AED is needed, the appropriate pad pack (consistent with the size of the patient) shall be used.

The AED will be used only after the following symptoms are confirmed:

1. Victim is unconscious
2. Victim is not breathing, with the exclusion of agonal breathing
3. Victim has no pulse and/or shows no signs of circulation, such as normal breathing, coughing, or movement.