

**SOUTH BURLINGTON SCHOOL DISTRICT**  
**SCHOOL-BASED PUBLIC ACCESS DEFIBRILLATION**  
**ADMINISTRATIVE PROCEDURES**

The purpose of these procedures is to define and establish standard operating guidelines to acquire, maintain, and utilize **automatic external defibrillators (AED)** in the District in order to increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local emergency medical services (EMS).

**DEFINITIONS**

**Automated External Defibrillator (AED)** a device about the size of a laptop computer that analyzes the heart's rhythm for any abnormalities and, if necessary, directs the rescuer to deliver an electrical shock to the victim. The shock, called defibrillation, may help the heart to reestablish an effective rhythm of its own.

**Cardio-pulmonary Resuscitation (CPR)** compressing the victim's chest and giving rescue breaths to someone who is not breathing and has no pulse.

**Medical Director** is the physician of record for the District.

**IMPLEMENTATION/PROCESS**

An **AED** will be available to faculty, staff, students, and visitors at each school in the District. The **AED** will be stored and maintained by the program coordinators in each school. Program coordinators will report to the nurse liaison. Only **AED** certified individuals are authorized to use an **AED**. The District is the **AED** provider agency and will meet all Department of Public Health requirements for **AED** implementation.

The superintendent or designee will name the **AED Medical Director**, EMS liaison, nurse liaison, and the District program coordinators.

The **AED Medical Director** will:

- Be a resource for all medical aspects of the program.
- Establish a quality review and improvement program that includes event information downloaded from the **AED**, post-drill, and post event debriefing.

The nurse liaison will:

- Identify the location of the **AED's** in each school in the district.
- Assign a program coordinator at each school who will carry out the **AED** procedures.
- Assist with the development and implementation of the **AED** program.
- Act as a liaison to the **AED** program participants.
- Coordinate and oversee non-medical aspects of the program.
- Coordinate documentation relating to training, maintenance, use, and post incident data collection including downloading and transmission of event information from the **AED** to the **Medical Director**.

- Coordinate training of **AED** certified District staff.
- Maintain training records.
- Be responsible for the day-to-day accountability of the **AED** program at the District during the school year.

The EMS liaison will:

- Act as a resource to the medical director and nurse liaison.
- Participate in immediate post incident debriefing.
- Retain a copy of usage report for documentation.

## **Training**

The District Nurses will maintain annual **CPR** and **AED** certification and first aid certification every three years.

The nurse liaison will be responsible for coordinating and documenting initial **CPR** and **AED** training and annual refresher training for **AED** responders.

## **PROCEDURES**

### **Use of AED and Emergency Action Instructions**

When the health office or main office receives a call with a medical emergency the following action will be taken:

1. Ask the caller the nature of the emergency. If caller indicates life-threatening situation, 9-1-1 will be called.
2. Record the specific location of the event. Be precise so that the response of the rescuers is not delayed. This should include room number or area of the school.
3. Certified responder will perform CPR and use AED per certified training.
4. The SBSB Standard Emergency Protocol Plan, which is posted in each room, will be followed and the appropriate administrative/custodial person will be notified immediately and will help direct EMS to the scene.

## **Maintenance of the AED**

Maintenance of the AED shall be the responsibility of the SBS D program coordinators. See the AED manufacturer's operating instructions manual for detailed maintenance information and instructions. The program coordinator who is responsible for the AED will perform and document maintenance on the AED log sheet.

Daily and after each use:

- Check readiness display and confirm no battery indicator or service indicator displayed.
- Visually inspect the AED for proper location and to ensure there has been no tampering with the unit/case.

Quarterly and after each use:

- Inspect AED case, connectors, and battery according to operator's checklist.
- Check station against inventory and restock as needed.

After each use:

- Inspect exterior for dirt and contamination and clean if needed. (See operating instructions)
- Complete AED incident report.

If the unit needs immediate service or supplies:

- Remove from service and notify the nurse liaison immediately.

If the unit is still operational but requires service or supplies will expire soon:

- Program coordinator is to notify the nurse liaison promptly.

## **CROSS-REFERENCE**

18 V.S.A. § 907 C. (An act relating to the use of heart defibrillator machines with appropriate training.)

\* [www.redcross.org](http://www.redcross.org)

\* [www.aedsafety.com](http://www.aedsafety.com)