

Automated External Defibrillator (AED) Procedure for Schools

This sample AED procedure is intended as an example and is not intended as medical or legal advice. Permission is granted to reproduce this sample AED procedure for the purpose of using it as a starting point towards the creation of a formal AED procedure. Before preparing and implementing any AED procedure, ensure it fully complies with the directions of your medical advisor, applicable laws, regulations, corporate policies and manufacturer's operating procedures.

NOTE: If AED is not immediately available, perform CPR until AED arrives on the scene.

The AED is for use by individuals trained in CPR/AED.

Purpose

To provide trained employees of the school district with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

During School Hours

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others, instead, the scene or environment around a victim must be made safe prior to attempts to assist.
2. Confirm unresponsiveness.
3. Activate system:
 - a) At any school phone: Dial # _____.
 - b) At any public phone or cellular phone Dial 9-1-1 or local emergency number.
 - c) Call main office and alert them to emergency and location of unconscious person.
 - d) Main office staff will assign someone to retrieve AED and meet responding volunteer at emergency scene.
 - e) The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location.

CPR/AED Procedure

4. CPR-trained individuals will assess the emergency:
 - a) Open airway
 - b) Check for breathing — if not breathing normally, give two breaths. Observe universal precautions using gloves and ventilation mask, if available. If breathing normally, place in the recovery position and monitor breathing closely.
 - c) If not breathing normally, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.

NOTE: If a rescuer is alone and the victim is a child under eight years old or under 25kg (55 lbs) and has no known cardiac condition, perform two minutes of infant/child CPR prior to activating the emergency response system and getting the AED.

5. Turn ON AED.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a) Peel electrode pads, one at a time, from the backing or liner.
 - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.

- c) Wipe chest clean and dry if victim's chest is dirty or wet.
- d) Press electrode pads firmly to skin.

NOTE: If victim is under eight years old or under 25kg (55 lbs), remove pre-connected adult defibrillation electrodes, connect the Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps a, c, and d. Do not delay therapy to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes.

7. Follow AED visual and voice prompts.
8. Refrain from using portable radios or cell phones within four feet of victim while AED is evaluating heart rhythm.
9. If patient recovers consciousness or starts moving, place the patient in the recovery position and leave the AED attached.

After-School Hours

1. Athletic trainer-covered events:

a) Confirm unresponsiveness

b) Activate system:

- At any school phone, dial # _____.
- Public or cellular phone, dial 9-1-1 or local emergency number.
- Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.

c) If present, the athletic trainer, or a designee, will retrieve the AED

d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.

e) Follow procedure outlined above. See School Hours section starting with 4a.

2. Other school events (if AED is available)

a) Confirm unresponsiveness

b) Activate system:

- At any school phone, dial # _____.
- Public or cellular phone, 911 or local emergency number.
- Alert the supervising staff member of the emergency.

c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives

d) Follow procedure outlined above. See *During School Hours—CPR/AED Procedure* section starting with 4a.

After Use:

1. A copy of AED use information will be sent within 48 hours (weekdays) of the emergency to:

2. The volunteer responder will document the event using the school district accident form and will forward a copy of completed form to AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to policy.
4. Electrode pads must be replaced and reconnected to device (electrode pads and CHARGE-PAK™ charging unit must be replaced in the LIFEPAK CR® Plus AED).
5. Contents of attached resuscitation kit must be replaced if used.
6. Critical Event Stress Debriefing will be conducted by: _____

Authorizing physician signature: _____ Date: _____

Print or type name: _____

Address: _____

Telephone: _____

Registration number: _____ This authorization expires: _____



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This sample is intended as a starting point. It must be modified in accordance with the directions of your medical advisor, and reflect applicable laws and regulations. Adapted with permission from the King County EMS Community Responder Site Information Form.

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