

JONESVILLE COMMUNITY SCHOOLS

AUTOMATED EXTERNAL DEFIBRILLATION (AED) PROGRAM POLICY

I. Purpose

The practices and procedures described in this document comprise the program through which Jonesville Community Schools – Jonesville High School will administer its Automated External Defibrillator Program. This program will conform to standards set forth by the American Heart Association (AHA), and will follow the requirements of the Food and Drug Administration. It is the policy of Jonesville Community Schools to minimize the risk associated with Sudden Cardiac Arrest (SCA) among its employees, students, and visitors. This program is to be followed by all personnel. A copy of this program is to be made available to every employee upon hiring, and a copy will be supplied to any employee upon request. This program will be reviewed annually, and updated whenever new, or modified tasks, or procedures are implemented.

A copy of this Program has been provided to the local EMS agency listed below:

Reading Emergency Unit
320 N. Main St.
Reading, MI 49274

Jonesville Fire Department
265. E. Chicago
Jonesville, MI 49250

II. Definitions

Automatic External Defibrillator (AED): A device that delivers an electrical charge to someone who is experiencing a life-threatening, abnormal heart rhythm called “ventricular fibrillation”, also known as sudden cardiac arrest. The electrical charge is pre-set, and will only be administered by the device if ventricular fibrillation is detected. The device will not shock someone who is not experiencing this arrhythmia.

AED Program Coordinator: The person designated by Jonesville Community Schools who conducts the day-to-day duties associated with the AED program and serves as the Oversight Physician's point of contact for the AED program.

AED Oversight Physician: A designated, licensed physician providing medical oversight to the AED program whose responsibilities include the issuance of the FDA required prescription, protocol for AED use, post event clinical data review and consulting, if requested, as it relates to the AED program.

Medical Response Team: The Trained Rescuers who provide basic life support (CPR & First Aid) and apply AEDs during medical emergencies.

Sudden Cardiac Arrest (SCA): A condition where the heart stops beating suddenly and unexpectedly, due to a disturbance in the heart's electrical system called ventricular fibrillation.

Trained Rescuer: Person or category of people designated to respond to medical emergencies and possess proper CPR, First Aid, and AED use training within the confines of the AED program including defibrillation of the victim.

III. Responsibilities

A. Oversight Physician

The physician providing medical oversight for this program is:

Scott Gutowski, D.O.
216 Olds St.
Jonesville, MI 49250
517/849-7100 or 517-542-3655

Medical direction includes the issuance of the FDA required prescription, protocol for AED use, post event clinical data review and consulting, if requested, as it relates to the AED program.

B. AED Program Coordinator

The AED Program Coordinator is Tina Varney, RN, School Nurse.

The AED Program Coordinator is responsible for the following:

- Serves as liaison between the district's AED program and the Oversight Physician.
- Organize and provide all initial and refresher training programs.
- Maintain all training records.
- Maintains all AED equipment and related supplies.
- Forwards incident data to the Oversight Physician.
- Conducts post-incident debriefing sessions for any employees involved in AED use.
- Revision of this policy/procedure as required.
- Maintain on file a specifications/technical information sheet for each approved AED model assigned to each school.

C. Medical Response Team and Trained Rescuers:

Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card may use the AED.

The Medical Response Team and Trained Rescuers are responsible for the following:

- Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
- Understanding and complying with the requirements of this policy.

***See attached sheet for trained rescuers**

D. School Office Responsibilities:

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations
- Transporting AED to site of emergency if needed
- Contacting the external community 911 response team (EMS) if required
- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of emergency

IV. AED Location

During School Hours

The AED is located in the following locations:

- on the north wall of the High School Cafetorium near the vending machines
- outside the Women's restroom of the Middle School Gymnasium
- outside the Nurse's office in the Kindergarten hallway at the Elementary
- in the maintenance room of the Alternative School Gymnasium.

Quick response time, large gathering locations and high-risk activities were considered in determining these locations. The following placard indicates the location of the AED:



The AED is equipped with one pair of spare electrodes, one pair of Infant/Child Reduced Energy electrodes, one pair of latex gloves, one CPR mask, one pair of scissors, one towel, one razor, and one alcohol wipe.

After School Hours

After school hours, the AED may be moved from its designated location by an AED-trained athletic director/trainer to support athletic department activities on a voluntary basis. A trained volunteer would have to be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED, with the phone number of the athletic director/trainer, clearly indicating they have possession of the AED.

Contracted and other community activities are not guaranteed access to the AED as part of standard rental contracts.

V. Training Requirements (Trained Rescuers)

Any employee, (Trained Rescuer) who is expected to provide emergency care to a patient of SCA, or other medical emergency, will be trained in basic first aid, CPR and AED use. This training will conform to the American Heart Association (AHA) standards or another nationally recognized training organization. Training will also include information on observing "Universal Precautions" against bloodborne pathogens when treating SCA and/or accident victims. The AED Coordinator will maintain all training records.

Trained Rescuers are required to renew First Aid, CPR, and AED training every two (2) years.

Act No. 173 amending The Michigan Good Samaritan Law does not stipulate training as it relates to the use of an AED. This law states in part *“an individual who having no duty to do so in good faith voluntarily renders emergency services to another individual using an automated external defibrillator is not liable in a civil action for damages resulting from an act or omission in rendering the emergency services using the automated external defibrillator, except an act or omission that constitutes gross negligence or willful and wanton misconduct.”*

Should circumstances arise when Trained Rescuers are not available, it is an individual’s decision to perform CPR and AED use on a victim.

VI. Indications for AED Use

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart’s normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

The AED should be used only on a victim who is:

- Unconscious
- Not Breathing
- Has no signs of circulation

The AED should be used with caution if the victim has:

- Nitroglycerin patch on chest (remove any medication patches carefully, then apply AED)
- Implanted pacemaker (pacemaker may interfere with rhythm analysis; place electrodes at least 1 inch away from pacemaker)
- Remove any jewelry if possible

Use Infant/Child Reduced Energy Defibrillation Electrodes on an infant or child victim who is over 1 year and up to 8 years old or up to 25 kg (55lbs). **Do not delay therapy to determine precise age or weight.** It will be necessary to disconnect and remove the adult defibrillation electrodes from the defibrillator. If Infant/Child Reduced Energy Defibrillation Electrodes are used the AED coordinator is to complete appropriate forms and submit to Medtronics. If Infant/Child Reduced Energy Defibrillation Electrodes are not available, Adult electrodes may be used on victims between the ages of 1 and 8 years but must be placed at least 1 inch apart.

***See Automated External Defibrillator Procedure**

VIII. Post Event Review

An AED Incident Summary Report must be completed after each use of the AED. This form should be filled out by the main caregiver at the scene and submitted to the AED Coordinator. The AED Coordinator will provide any reports to the Oversight Physician for review.

Following each use of the AED, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The AED Program Coordinator shall maintain a summary of the post-event review. All depleted AED supplies must be restocked, and the AED checked for damage. The AED battery must be replaced prior to returning to service.

IX. Basic Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.

Specific maintenance requirements include:

- The main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the main school office shall be informed and then notified when equipment is returned to service.
- The main school office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Weekly check of "OK" status and cabinet lock intact.
- Quarterly completion of the Automated External Defibrillator Maintenance Checklist
- Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include review of the following elements:
 - Training records
 - Equipment operation and maintenance records

NOTE: If there are any adverse events/problems with the performance of this medical device the main caregiver must complete the FDA Safety Information and Adverse Event Reporting Program Form (Form FDA 3500) and submit to the AED Coordinator.

X. Forms

- AED Incident Summary Report
- AED Maintenance Checklist
- Infant/Child Reduced Energy Defibrillation Electrodes Data Collection Form
- AED Post Event Review Form
- MedWatch – FDA Safety Information and Adverse Event Reporting Program Form (Form FDA 3500)

Approvals

Function	Printed Name	Signature	Date
AED Program Coordinator	_____	_____	_____
AED Oversight Physician	_____	_____	_____
Superintendent	_____	_____	_____
School Board President	_____	_____	_____

Adopted: 1/21/04

Reviewed: 5/30/07, 7/22/08

The Trained Rescuers for Jonesville Community Schools (*Denotes Medical Response Team Member.)

See Attached Document