

JONESVILLE COMMUNITY SCHOOLS

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROCEDURE

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

Use of the AED is authorized for emergency response personnel trained in CPR and use of the 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.
Some examples are:
 - Electrical dangers (downed power lines, electrical cords, etc.)
 - Chemical (hazardous gases, liquids or solids, smoke, etc.)
 - Harmful people (anyone that could potentially harm you)
 - Traffic (make sure you are not in the path of traffic)
 - Fire or flammable gases such as medical oxygen, cooking gas, etc.
 - Physical hazards (make sure victim is not lying in water or in contact with any metal)
2. **Determine unresponsiveness.** Verify that the victim is actually unconscious. Tap the victim on the shoulder and shout, "Are you OK?"
3. **Activate the emergency response system.**
 - a. At any school phone: Dial 8-911 or at any public phone or cellular phone Dial 911
 - b. Call main office and alert them to emergency and location of unconscious person
 - c. Main office staff will assign someone to retrieve AED and meet responding volunteer at emergency scene
 - d. Main office staff will contact school nurse to respond to emergency scene
 - e. Main office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location.
4. **CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived.**
 - a. Open airway (A).
 - b. Check for breathing (B) – if not breathing, or if breathing is ineffective, give two slow breaths. Observe universal precautions using gloves and ventilation mask, if available. If breathing, place in the recovery position and monitor breathing closely.
 - c. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.
 - d. Apply AED as soon as it is available.

NOTE: If a rescuer is alone and the victim is a child under eight years old or under 25 kg. (55 lbs.) perform 5 cycles of 30 compressions and 2 breaths prior to activating the emergency response system and getting the AED.
5. **Turn on the AED by opening the lid and follow all voice prompts.**

6. **Apply electrodes (according to diagram on back of electrode pads) to victim's bare chest.**
 - a. For patients with large amounts of body hair, it may be necessary to shave areas prior to placement of electrodes. Body hair may interfere with the AED. The First Aid Kit attached to the AED includes a disposable razor.
 - b. Remove any medication patches and jewelry on the chest.
 - c. Wipe chest clean and dry if victim's chest is dirty or wet.
 - d. Peel electrode pads, one at a time, from the backing or liner.
 - e. Press electrode pads firmly to skin

NOTE: If victim is under eight years old or under 25 kg. (55 lbs.), remove pre-connected adult defibrillation electrodes, connect the Infant/Child Reduced Energy Defibrillation Electrodes to the AED and proceed with steps c, d, and e. Do not delay therapy to determine precise age or weight of child. If in doubt, defibrillate with pre-connected defibrillation electrodes making sure they are at least 1 inch apart.
7. **Stand clear of the victim and allow the AED to analyze.**

The Trained Rescuer will state "clear" and make a visual head-to-toe check of the victim making sure that he/she and any other rescuers are "clear" of contact with the victim.
8. **Refrain from using portable radios or cell phones within four feet of victim while AED is evaluating heart rhythm.**
9. **SHOCK ADVISED**
 - a. Clear area, making sure no one is touching the victim.
 - b. The device will indicate it is preparing to shock and begin charging, then it will prompt: EVERYONE CLEAR – DO NOT TOUCH PATIENT – DELIVERING SHOCK (plus a tone).
 - c. Next the device will prompt: SHOCK DELIVERED.
 - d. Continue to follow voice prompts.
 - e. Device will evaluate the victim's heart rhythm.
10. **NO SHOCK ADVISED**
 - a. Device will prompt to resume CPR start with compressions
 - b. If victim regains normal breathing, place them on their side, in the recovery position, and monitor their breathing closely
 - c. Continue to follow voice prompts.
 - d. Victim must be transported to hospital.
 - e. Leave AED attached to victim until EMS arrives and disconnects AED.
11. **Turn over care of the victim to EMS personnel.**
 - a. Once EMS personnel have arrived, follow their directions for further actions.
 - b. Provide the following information to EMS upon their arrival:
 - i. Victim's name
 - ii. Any known medical problems, allergies, or medical history
 - iii. Time victim was found
 - iv. Initial and current condition of the victim
 - v. Information from the AED screen (shocks delivered, length of time the defibrillator has been used)

AFTER-SCHOOL HOURS

1. **Athletic trainer-covered events:**
 - a. Determine unresponsiveness
 - b. Activate system:
 - i. At any school phone: Dial 8-911 or at any public phone or cellular phone Dial 911
 - ii. 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 outline above. See School Hours section starting with 4a.

2. Other school events (if AED is available)

- a. Determine unresponsiveness.
- b. Activate system:
 - i. At any school phone: Dial 8-911 or at any public phone or cellular phone Dial 911
 - ii. Alert the supervising staff member of the emergency
- c. If a CPR and/or AED trained individual is available, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives.
- d. Follow procedure outline above. See School Hours section starting with 4a.

AFTER USE

- 1. The volunteer responder will document the event using the AED Incident Summary Report
- 2. If Infant/Child Reduced Energy Defibrillation Electrodes used AED Program Coordinator to complete Infant/Child Reduced Energy Defibrillation Electrodes Data Collection Form.
- 3. If there are any adverse events/problems with the performance of this medical device complete the FDA Safety Information and Adverse Event Reporting Program Form (Form FDA 3500).
- 4. All documentation of AED use will be sent within 48 hours of the emergency to AED Program Coordinator.
 Tina Varney, RN
 440 Adrian St.
 Jonesville, MI 49250
- 5. The AED Program Coordinator or designee shall conduct and document the post-event review.

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