

**Administrative Procedures  
Automated External Defibrillator (AED)**

**PURPOSE:** The purpose of these procedures is to give guidance to those employees of the Lynden School District who are trained and willing to use an Automated External Defibrillator (AED) in the event such use is needed. These guidelines are not to create an obligation to use such AEDs nor to create any expectation that either an AED or a trained employee will be present and/or able to use an AED even if a condition arises making the use of an AED beneficial. It is the hope of the Lynden School District that by increasing the availability of AEDs, and persons trained to use them, both the school and larger community may benefit. This is because of the evidence that on-site responders are more likely to arrive quicker than the Emergency Medical Services (EMS) to incidents of “sudden death.” Therefore, by equipping and training employees in the use of AEDs we will increase the potential to save lives through AED intervention. This Program is intended to provide the rescuers with uniform procedures to follow when responding to potential “sudden death” incidents and in intervening with an AED.

**DEFINITION:** “Sudden Death” 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.

**PROCEDURES:** The Lynden School District anticipates that its employees who are present when an incident occurs and who are trained to do so will react to incidents with the potential of “sudden death” by activating the EMS response. The Lynden School District hopes to make an AED available for these potential incidents at all school sites through this program, which is being implemented in an attempt to intervene through the use of Cardio-Pulmonary Resuscitation (CPR) and AEDs according to the guidelines of the American Heart Association.

**GUIDELINES:** Lynden School District employees trained as rescuers will use the following guidelines in complying with these procedures. Other Lynden School District employees will call 911, follow CPR procedures, and retrieve the AED as training dictates.

***PRE-PLACEMENT***

**I. AED Selection**

**Approved Equipment: Automated External Defibrillators**

The device conforms to the requirements of, and has been approved by the Whatcom County Director of Emergency Medicine. The AED device has been provided for this program. The device conforms to Lynden School District and Whatcom County standards for AEDs which includes an event documentation system with at least 20 minutes of both voice and ECG recording.

### **Equipment documentation**

The AED Program Coordinator will maintain on file a specifications/technical information sheet for each approved AED model assigned and donated to the school district.

## **II. Training**

All designated employees will be provided training in CPR and proper use of AEDs through a course approved by the Washington State Department of Public Health. This includes courses provided by the American Red Cross or American Heart Association (AHA).

AED training course shall be consistent with the AHA Heartsaver AED course and include the following content:

1. The proper use, maintenance and a periodic inspection of the AED.
2. Assessment of an unconscious person to determine if a cardiac arrest has occurred and the appropriateness of applying the AED.
3. Defibrillator safety precaution to enable the user to administer a shock without jeopardizing the safety of the victim, the user, or other persons on the scene.
4. Rapid, accurate assessment of the victim's post-shock status to determine if further activation of the AED is necessary.
5. The role of the rescuer in the coordination of care for the cardiac arrest victim on arrival of EMS personnel.
6. Scenario based practice consistent with common scenarios that rescuers may face.
7. Routine AED maintenance, trouble shooting options, and special situations that the rescuers might encounter.

Employees will only be held to the standards of the Good Samaritan Act and shall only be expected to use an AED if they have successfully completed the approved AED course and feel confident using the device.

Employees initially identified to receive training may include the following individuals: Administrators, Nurses, Athletic/Activities Director, Athletic Trainers, coaches, custodians, office staff with health room responsibilities and members of building emergency response teams.

Additional staff may be trained as identified by building administration.

The AED Program Coordinator will maintain AED and CPR training records in accordance with Washington State Labor and Industry requirements.

All school employees that use an AED at the scene of an emergency and all other persons providing services are immune from civil liability for any personal injury that results from any act of omission in the use of the AED in an emergency setting.

The immunity from civil liability does not apply if the acts or omissions amount to gross negligence or willful or wanton misconduct.

The above requirements shall not apply to any individual using a defibrillator in an emergency setting if that individual is acting as a Good Samaritan under RCW 4.24.300.

### **III. Skills review and proficiency demonstrations**

The AED trained employee will need to demonstrate proficiency in adult CPR, and the following:

1. Safe and effective use of the AED device.
2. Perform in a single or multi-shock practical exam conducted by a qualified AHA or ARC instructor.
3. Demonstrate common-troubleshooting techniques used with the AED device.

Every two years all designated employees will undergo an AED-CPR skills proficiency demonstration. The instructor will review this performance with each employee and provide remediation as appropriate.

Following any use of the AED, the Lynden School District AED Program Coordinator will review the AED event data for indications of operator's AED-CPR skill performance and compliment and or remediate the operator as appropriate.

### **IV. Medical Direction**

The Lynden School District AED program follows state approved medical direction by Whatcom County's director of emergency medicine.

The following are standing orders to be followed in the event of a possible cardiac arrest situation where a Lynden School District employee is called upon to perform resuscitation procedures.

## ***PRE-EVENT***

### **I. Accessibility, Availability, and Security**

During school hours the AED will be housed in a designated location. This location shall be specific to each school but should be positioned to allow the device to be easily seen and accessible upon entering the location. The position should be such as to allow staff members to retrieve the device outside of normal school hours. If installed in a public area, a local alarm shall sound if the AED is removed.

If the AED is removed for emergency use, a visible sign must be left in the place of the AED clearly indicating who has possession of the AED and its exact temporary location.

Contracted and other community activities are not guaranteed access to the AED nor an AED trained staff member as part of standard rental contracts.

### **II. Routine Maintenance**

The primary maintenance schedule will be dictated by the original Equipment Manufacturer (OEM) of each individual AED by standards of the Washington State Department of Health.

The AED will perform a self-diagnostic test every 24 hours that includes a check of battery strength and an evaluation of the internal components.

1. The AED Program Coordinator or designee will perform a periodic AED check following the procedure checklist. The procedure checklist and calendar will be posted with the AED.
2. If the battery is found to have inadequate voltage, indicated by a flashing or solid lit battery indicator on the front surface of the LP 500, the AED Program Coordinator or designee will replace the low battery with the spare battery.
3. If the AED is in need of service, the wrench shaped indicator light will illuminate. If the service indicator light is flashing or solid, immediately notify the AED Program Coordinator to remove it from service and arrange for service.
4. The AED Program Coordinator or designee will check the AED monthly for the expiration dates on the defibrillator pads and batteries. Upon finding supplies that will expire within the next 2 months notify the AED coordinator as soon as possible and replacement supplies will be provided. This monthly check will be documented on the AED checklist by initializing and circling the initials on the date the check was performed.

***EVENT:***

**I. Scene Safety:**

**Rescuer safety is of the utmost importance.** 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. This may include but is not limited to stopping motor vehicles, removal of poisonous gases, structural safety of buildings, disconnection of dangerous power lines, removal of potentially falling objects, and having people stand clear of the victim if activating the AED unit to “shock”.

1. Verify that the victim is not in contact with any live electrical connections.
2. Remove the victim from any exposure to water to a dry surface, whenever possible.
3. Refrain from using any portable radios near the victim while the AED is analyzing.

**II. Recommended response to potential sudden death incidents**

**During School Hours**

Assess consciousness.

At any school phone: Call 911.

At any pay phone or cellular phone call 911.

At any school phone: Call main office and alert them of the emergency. If possible (or if phone access is unavailable) send a runner to the main office.

The office staff will notify the AED trained members of the Emergency Response team and notify them of the emergency and the location of the unconscious person by direct contact phone call to their room /cellular phone or over the school paging system.

The office staff will assign someone to get the AED and take it to the scene.

CPR trained individuals will begin assessing the emergency by checking consciousness upon arrival at the scene of the emergency, whether or not the AED has arrived.

Determine absence of respirations. Tilt head back to open air passageway. (If breathing, place in recovery position and monitor breathing closely.)

### **IF NOT BREATHING**

Initiate resuscitation and continue survey.

1. Observe universal precautions using gloves and ventilation mask (if available).
2. Provide 2 breaths using the ventilation mask.

Determine absence of pulse and or lack of *signs of life*. (If pulse is present, but the victim is not breathing, provide rescuer breathing, one every 5 seconds.)

### **IF PULSE IS ABSENT:**

Begin chest compressions with continued rescue breathing.

Turn on and attach the AED as soon as it is available.

1. Analyze rhythm (Make sure no one is touching the victim, cables, clothing or AED).
2. If the AED detects a shockable rhythm, it will charge itself.
3. Look around to make sure no one is touching the person and call loudly, "Stand Clear."
4. Depress the shock button when directed to do so by the AED, and after clearing the person.
5. Repeat from #1 above. Following delivery of up to 3 shocks administer CPR for 1 minute and then again repeat from #1 above.
6. If a non-shockable rhythm is detected, the AED will direct you to check a pulse and if no pulse to begin CPR.
7. Continue with CPR and re-analyze with the AED every 1-2 minutes.
8. If the victim should regain a pulse but not breathing, perform rescue breathing.
9. If the victim should regain a pulse/*signs of life*, and breathing, place them on their side, in the recovery position, and monitor pulse and breathing very closely!

Care rendered by an AED trained staff member will follow recommendations identified by the certifying agency, as approved by the Washington State Department of Health.

Upon their arrival, turn over the care of the cardiac arrest victim to Emergency Medical System (EMS) responders.

### **During After School Hours**

#### **During athletic activities**

Assess consciousness

At any school phone: Call 9-911.

At any pay phone or cellular phone call 911.

Alert the Staff of the emergency by sending a runner to inform the office staff, Athletic Director, or other responsible employee

If present, the Athletic Director or trained AED employee will bring the AED to the scene.

If an AED trained individual is available, CPR and AED procedures should be initiated while awaiting the arrival of the fire department.

#### **Other School Events (If AED is available)**

Assess consciousness

At any school phone: Call 9-911.

At any pay phone or cellular phone call 911.

Following the routine procedure, alert the supervising staff member of the emergency.

If trained, supervising staff will bring the AED to the scene and CPR should be provided until relieved by the fire department, as training allows.

If an AED trained individual is available, CPR and AED procedures should be initiated while awaiting the arrival of the fire department.

***POST EVENT:***

**I. Event data**

Immediately following the conclusion of the incident, the rescuer or building designee will contact the AED Program Coordinator and arrange for the AED coordinator to obtain the event information from the used AED. Leave the AED turned off unless it is immediately needed for an additional incident. Both fire districts 1 and 14 have offered to provide the resources to download the information from the AED.

The staff member will document the name of the Fire Department Officer on the Lynden School District Accident Form and forward a copy of the completed form to the AED Program Coordinator on the next business day.

Within 48 hours post event, the district AED coordinator will send a copy of the AED data to the Local Fire District and to the Whatcom County Director of Emergency Medicine.

**II. Return AED to Operational Service**

When the AED is returned to the wall cabinet, a sign will be posted in the cabinet indicating the unit has been used and supplies need to be restocked.

During school hours (or if after school hours, the next business day), the AED Program Coordinator will complete the Post Event Checklist to ensure the AED is returned to operational condition. This will include replacement of any single-use items stored with the AED. The checklist will be initialed once the unit has been re-supplied.

The Lynden School District AED coordinator will have supplies for replacement as needed.

- Electrodes: 2 sets
- Accessory Pouch with supplies

Make sure multiple use items stored with the AED are present.

- Battery

**III. Critical Event Stress Debriefing**

The Lynden School District AED Program Coordinator will arrange an informal stress debriefing for school district and/or community participants by contacting the District's Critical Incident Stress Debriefing Team. EMS may also assist in setting up a debriefing following an incident.