

FINAL

MARTHA'S VINEYARD PUBLIC SCHOOLS
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY



Martha's Vineyard Public Schools

Automated External Defibrillator (AED) Policy

1. Purpose of this Martha's Vineyard Public School Policy is to:

1.0

Define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health, Title XVI Chapter 112 12V, 12V Y2 in order for the Martha's Vineyard Public Schools Health Care Services to acquire, maintain and utilize Automatic External Defibrillators (AED's)

2.0

Increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local EMS. This policy does not create an obligation to use the AED's nor to create any expectation that either an AED or trained employee will be present at every event.

3.0

Identify individuals responsible for the AED Program:

3.1 Medical Director - Dr. Alan Hirshberg- MV Hospital

3.2 EMS Coordinator-EMS Coordinator, from each town

3.3 Site Coordinator-to be determined by each school

II. Policy

1.0

An Automated External Defibrillator (AED) will be available to AED trained faculty, staff and students at participating school buildings in case of a sudden cardiac arrest during regular school hours.

2.0

AED trained faculty, staff, students and bystanders are authorized to use an AED.

2.1 *All* AED trained faculty, staff and students must maintain certification and participate in practice drills annually.

2.2 Bystanders who are trained to use an AED may, after identifying themselves as being trained in the use of the AED, request and use the AED if it is accessible in the event of a sudden cardiac arrest on school grounds.

3.0

The Martha's Vineyard Hospital which is the AED provider agency, will meet all Department of Public Health requirements for AED implementation.

4.0

Maintenance of the AED shall be the responsibility of the each school

III. Responsibilities

1.0 Responsibilities as defined by the American Heart Association and as stated in the Automated External Defibrillator Program Memorandum of Agreement, which is on file with each school

1.1 The Medical Director will:

Oversee. all medical aspects of the program

Ensure compliance with appropriate regulatory requirements, including specific requirements of M.G.L. c.112 §12V and 12V 1/2

Ensure proper skills training and maintenance of skills *for* targeted AED faculty and staff responders >- Establish and review procedures *for* AED use >- Establish a quality review and improvement program, that includes event information

downloaded from the AED to obtain event information, post-drill and post event debriefing

Establish and maintain a relationship with local EMS.

1.2 Each School's Coordinator will:

>- Assist with the development and implementation of the AED program

>- Act as a liaison among the AED program participants

>- Coordinate and oversee non-medical aspects of the program

>- Coordinate documentation relating to training, maintenance, use and post event data collection including downloading and transmission of event information from the AED by EMT's to the Medical Director

>- Coordinate training of AED certified School staff

> Maintain a master list of all AED certified School staff and training records.

1.3 Each School's designated person will:

>- Be responsible *for* the AED program at his/her site during the contracted school year

>- Check AED equipment and accessories (by School *Nurse* and/or designees) and document, in accordance with maintenance procedures

> Maintain training documentation of all targeted AED responders at the site (Attachment A)

> Coordinate and document site-specific drills and refresher training

> Maintain documentation regarding use of AED

>- Notify the Principal nurse and EMS Coordinator if the AED is out of service
Steps will be taken to replace or repair the AED

1.4 The EMS Coordinators will:

➤ Act as a resource to the Medical Director and School Leader

➤ Facilitate immediate post incident debriefing

> Retains copy of usage report *for* documentation

IV. Training

1.0

All School Nurses are required per contract to maintain certification by the American Heart Association: Basic Life Support (BLS) for Healthcare Providers.

2.0

All Physical Educators, Health Educators and coaches should maintain certification by the American Heart Association: BLS and/or *Heartsaver* AED.

3.0

Students in grade 11 will be trained in *CPR/AED* as part of the Martha's Vineyard Public Schools Comprehensive School Health Curriculum Frameworks using the AHA "CPR for Schools" and *Heartsaver* AED Programs. When possible, students in junior high will be offered the opportunity to receive *CPR/ AED* training.

4.0

All Building Crisis-and Medical Response Team Members are encouraged to have current documentation of successful completion of a course of Basic Life Support (BLS) that includes cardiopulmonary resuscitation and the use of AED's according to standards and guidelines of the American Heart Association, preferably the *Heartsaver* AED Program. First Aid training is an additional voluntary credential for Building Medical Response Team Members.

5.0

Employees of the Martha's Vineyard Public Schools will be offered the opportunity to receive *CPR/ AED* training.

6.0

High School student AED documentation will be kept on file with the HPE Department. Junior High documentation will be kept on file with the school nurse.

7.

Upon request of the Site Coordinator or Medical Director, the EMS Liaison will assist the school district as needed to accomplish AED training requirements.

8.0

On site drills will be conducted at least once during the school calendar year by the School Nurse/ Coordinator and/or EMS Liaison. Documentation of the drills will be done by School Nurse. Drills will include but not limited to:

8.1 Review of site-specific emergency communication and response plans

8.2 Use of specific AED device

V. Procedures

1.0

Procedures for use of the AED will be developed by the School Coordinator, Nurse and EMS Coordinator and Medical Director. Copies of the procedures will be kept at each AED site.

VI. Policy Review and Revision

1.0

Review and revision of these policies and procedures by the School Coordinator and Medical Director shall occur as needed, but at least every two years.

TO BE KEPT AT EACH AED LOCATION

Martha's Vineyard Public Schools Automated External Defibrillator (AED) Procedures

Introduction

As per the Martha's Vineyard Public School Policy Automated External Defibrillator (AED) Policy the following procedures are for operational purposes of the AED. These procedures will be reviewed annually by the Medical Director, School Coordinator and EMS Coordinator and will be signed annually by the Medical Director.

1.0

Location of the AED

- 1.1 An AED will be stored and maintained as determined by each school
- 1.2 Whenever the school nurse is called to an emergency outside the confines of the Nurse's Office, the AED will be taken along with the Medical Emergency Bag
- 1.3 AED's for athletic use will be stored and maintained by the Athletic Department following the same responsibilities as delineated in Martha's Vineyard Public Schools Policy

2.0

Maintenance

2.1 See the AED Manufacture's Operating Instructions Manual for detailed maintenance information and instructions. The School Nurse and/or designee responsible for an AED will perform and document, during the school year as follows on the AED device-specific Maintenance Checklist (Attachments A)

Daily and after each use:

- >- Check readiness display and confirm no battery indicator or service indicator displayed
- >- Visually inspect the AED: Proper location, clean, no tampering. Monthly 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, clean if needed (See Operating Instructions)

- >- Complete AED incident report

If the unit needs immediate service or supplies, remove from service and notify the School Leader immediately. If the unit is still operational but requires service or supplies will expire soon, the School Nurse is to notify the School Coordinator promptly.

3.0

Use of AED

3.1

Early Access to EMS (911)

3.1.1 Assess responsiveness - tap victim "Are you OK?"

3.1.2 If unresponsive, activate emergency response system by calling 911

- >- If alone, activate EMS by calling 911 and get the AED

- >- If not alone, stay with the victim and assign someone to:
Activate EMS by calling 911, and get AED

When activating 911, provide: location, telephone number, nature of emergency, what aid is being provided (CPR and AED)

3.2

Early CPR

3.2.1 Check ABC's (Airway, Breathing, Circulation)

3.2.2 If no breathing, provide rescue breathing

3.2.3 If no circulation, perform CPR and prepare for defibrillation

If chest is wet - DRY IT If chest is hairy - SHA VE IT

If heart device implanted - WORK AROUND IT

If jewelry is in place - REMOVE IT

3.3

Early Defibrillation

NOTE: >- DO NOT USE AN AED ON A Victim <8 YEARS OF AGE OR <55 LBS/25 KGS

REMOVE VICTIM FROM CONTACT WITH WATER AND DRY CHEST

Power on AED

Attach AED electrodes to victim's bare chest

Allow AED to analyze (do not touch victim- listen to prompts)

>- Clear victim during analysis ("I'm clear, you're clear, everyone's clear")

3.3.4 If advised to shock (do not touch victim)

>- Clear victim ("I'm clear, you're clear, everyone's~ clear")

.>- Press shock button, if the device has a button. (Note: The Medtronic LifePak CR+ device provides the shock automatically and does not have a button to push)

3.3.4 Continue to follow AED prompts until EMS arrives

Early Advanced Care

3.4.1 EMS takes charge of victim upon arrival

3.4.2 Provide victim information to EMS: name, age, known medical problems, details of incident, victim condition and aid provided (including number of shocks administered)

3.4.3. When EMS arrives, the defibrillator pads and electrodes shall remain in place on the victim.

3.4.4 The AED will remain at the school where information regarding the cardiac event will be downloaded by the Nurse or EMS.

Post-incident

3.5.1 Any time defibrillator pads are attached to a patient

3.5.1.1 School Nurse notifies the Medical Director and EMS Coordinator.

3.5.1.2 The School Nurse and AED responder completes the MV Hospital EMS Event Summary Form (Attachment C) and keeps the original and forwards a copy to the Medical Director and EMS Coordinator.

3.5.1.3 The School Nurse takes the AED out of service. Any AED data will be downloaded or printed from the AED by or under the direction of the Medical Director. The Medical Director will retain one copy of the report and forward one copy to the School Nurse.

3.5.1.4 Before the AED is entered back into service, the School Nurse will inspect, clean if needed and restock AED station (according to maintenance procedure above).

3.5.1.5 The Medical Director will conduct a post-incident review (including quality improvement) and debrief program staff and those involved in the incident.

TO BE KEPT AT EACH AED LOCATION

**Medical Director Approval of
Martha's Vineyard Public Schools Automated
Defibrillator Procedures**

Dr. Alan Hirshberg, MD
EMS Director Martha's Vineyard Hospital

Date

These procedures are in effect for a period of twelve months from the date of signature of the Medical Director.

TO BE *KEPT* AT EACH AED LOCATION

Attachment C
**Martha's Vineyard Public Schools/Martha's Vineyard Hospital
EMS Event Summary Form**

Location of Event:

Date of Event:

Time of Event:

Medical Director: Dr. Alan Hirshberg M.D.

Site Leader:

Victim's Name:

Gender

Age

Was the event witnessed? Yes
 If yes, name of witness (es):

No

Witness contact information (phone building) Name of trained rescuer (s):

Was internal response plan activated? Yes No

Was 911 called? Yes No If yes, name of 911 caller:

Was circulation assessed? Yes No

Was CPR given before AED arrived? Yes No

If yes, estimated length of time CPR was given before AED arrived:

 Name of CPR rescuer(s)

Were shock(s) given? Yes No

Did the victim

Regain circulation	Yes	No
Resume breathing?	Yes	No
Regain consciousness	Yes	No

Was the procedure for transferring patient care to the local EMS agency executed?
Yes No – If no, please explain:

Any problems encountered?

Name of person(s) completing this form: .

Date form completed: .

Please Forward Form to Nurse Immediately

TO BE *KEPT* AT EACH AED LOCATION

Nurse 's Comments:

Recommendations *for* process improvement?

Nurse's Signature:

Date:

.Medical Director Comments:

Recommendations for process improvement?

Medical Director's Signature:

Date:

APPROVED: May 12, 2004
by Edgartown School Committee

1 st Reading	-	3.12.2004
2 nd Reading	-	4.08.2004
3 rd Reading	-	5.12.2004