

OLD FORGE SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: AUTOMATIC EXTERNAL
DEFIBRILLATION

ADOPTED: May 15, 2002

REVISED:

<p>1. Purpose</p> <p>2. Delegation of Responsibility</p> <p>3. Guidelines</p>	<p style="text-align: center;">822. AUTOMATIC EXTERNAL DEFIBRILLATION</p> <p>An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, without a pulse and not breathing. 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 advise the operator to deliver a shock.</p> <p>An Automatic External Defibrillator (AED) will be maintained on the premises of the Old Forge High School and the Old Forge Elementary School.</p> <p>The AED shall be used in emergency situations warranting its use by individuals specifically trained in use of the device.</p> <p><u>Location, Maintenance and Testing of AED(s)</u></p> <p>One (1) AED shall be located in the principal's office at the Old Forge Elementary School. Devices will also be located near the gymnasium and near the assistant principal's office in the high school. AEDs will be available during after-school events/activities.</p> <p>The type of device, intended use area, plan for maintenance and testing and location of the device on the mentioned premises shall be confirmed annually in writing to:</p> <ol style="list-style-type: none"> 1. Old Forge Ambulance. 2. Dr. Armando Sallavanti, 315 S. Main Street, Old Forge, PA 18518. <p>Maintenance and testing are conducted as required by the manufacturer.</p> <p>Documentation of the maintenance and testing is maintained in the offices of the school nurse for a period of three (3) years.</p> <p>Documentation shall record the date and type of maintenance/testing, and the signature of the person performing the maintenance/testing.</p>
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PROCEDURE

Determine responsiveness of victim and activate Emergency Response Plan.

1. If a victim is unresponsive, call 911 and get AED.
2. Assess the victim: airway, breathing and circulation.
3. Initiate CPR, if required, while the AED is brought to the victim's side.
4. The public address system may be used to activate responders and indicate location of victim.
5. Designate an individual to wait at facility entry/near vicinity of emergency to direct the EMS to victim's location.

Upon arrival, place the AED near head of victim, close to AED operator.

Prepare to use the AED:

1. Turn the power ON.
2. Bare and prepare chest for AED use.
3. Attach the AED to the victim.
4. Stop CPR while the device analyzes the heart rhythm.
5. Follow the machine prompts for further action. If a shock is indicated, be sure all rescuers are "clear" before the shock is administered.
6. **SHOCK ADVISED:** Clear area, making sure no one is touching the victim. Push Shock button when instructed. Device will analyze and shock up to three times. After 3 shocks device will prompt to check pulse (signs of life) and if absent, start CPR. If pulse and/or signs of life are absent, perform CPR for one minute. Device will countdown one minute of CPR and will analyze when CPR time is over.
7. **NO SHOCK ADVISED:** Device will prompt to check pulse (signs of life) and if absent, start CPR. If pulse/signs of life are absent, do CPR for one minute. If pulse/signs of life are present, check breathing. If victim is not breathing or breathing abnormally, give rescue breaths at a rate of 12 per minute. AED will reanalyze after one minute.

Continue cycles of analyses, shocks (if advised) and CPR until professional help arrives. Victim must be transported to hospital. Leave AED attached to victim until EMS arrived and disconnects AED.

Upon arrival, EMS shall take charge of victim:

1. Provide victim information: name, age, known medical problems, time of incident.
2. Provide information as to current condition and number of shocks administered.

Data card following AED use shall be delivered to the school nurse and a copy sent to the school physician.

After Use of AED

AED data will be downloaded within twenty-four (24) hours (weekdays) with copies sent to: EMS and the authorizing physician.

A Critical Incident Debriefing session will be held within seventy-two (72) hours for all initial responders.

Contact: Rhonda Sugarman, School Nurse
Old Forge School District
(570) 457-8391

Dr. Armando Sallavanti
315 S. Main Street
Old Forge, PA 18518

The School Physician (Dr. Sallavanti) shall be notified of AED use.

1. Complete follow-up report if deemed necessary by school physician.
2. Arrange for quality improvement review.

The AED will be checked and put back in readiness state.

1. Remove data card and label with victim data. Deliver to appropriate personnel according to program protocol.
2. Replace data card.

3. Restock AED per AED Inventory.
4. Clean AED, if needed, according to manufacturer recommendations.
5. Document readiness.

AED Inventory

Readiness status will be assured by daily checks.

Readiness status will be assured following any AED use.

RESPONSIBILITIES

School Nurse

Responsible for the location, maintenance and testing of AEDs.

Coordinate and communicate AED related issues with school physician, including post event reviews.

Selection of Medical Emergency Team (MERT) members and distribution of MERT member list as required.

Coordination of training.

Coordinating equipment and accessory maintenance.

Revision of AED procedures as required (with school administration input).

Monitoring the effectiveness of this system.

School Physician (Medical Control)

Providing medical direction for use of AEDs.

Writing a prescription for AEDs.

Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.

Evaluation of post-event review forms and digital files downloaded from the AED.

Authorized AED Users

The AED may be used by any trained team member (volunteer responder) who has successfully completed an approved CPR plus AED training program within the last two (2) years and has a current successful course completion card.

MERT Member (Faculty)

When MERT is activated teacher members will retrieve the AED from its location and immediately proceed to the scene.

Understanding and complying with the requirements of this procedure.

Following the more detailed procedures and guidelines for the MERT.

School Nurse Member

Immediately respond to scene and assess situation.

Understanding and complying with the requirements of this procedure.

Following the more detailed procedures and guidelines for the MERT.

Administration Member

Immediately respond to scene and assess situation.

Understanding and complying with the requirements of this procedure.

Following the more detailed procedures and guidelines for the MERT.

Coordinate crowd control and work directly with coordination of the EMS responders.

Volunteer Responder Responsibilities

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable.

The emergency medical response of these individuals may include CPR, AED or medical first aid.

Clerical Responsibilities

Receiving emergency medical calls from internal locations.

Using the established 911 checklist to assess the emergency and determine the appropriate level of response.

Contacting the external community 911 response team (EMS) if required. Deploying the internal MERT members to the location of the emergency.

Assigning team members to meet the responding EMS aid vehicle to direct EMS personnel to the site of the medical emergency.

Equipment

The AED and first aid emergency care kit (including an ambu bag and oral airway) will be brought to all medical emergencies. The AED should be used on any person who is at least eight (8) years of age and displays ALL the symptoms of cardiac arrest.

Each AED will have one (1) set of defibrillation electrodes connect to the device and one (1) spare set of electrodes with the AF~D. One (1) resuscitation kit will be inside the cover of the AED. This kit contains two (2) pair latex-free gloves, one (1) razor, one (1) set of trauma shears, and one (1) facemask barrier device.

TRAINING

Initial Training

MERT members must complete training adequate to provide basic first aid, CPR and AED. AED training must be a course approved by the state. MERT members will also be trained in universal, precautions against bloodborne pathogens. The school administration shall maintain training records for MERT members.

Refresher Training

MERT Members will renew CPR and AED training every two (2) years.

DOCUMENTATION

Medical Response Documentation

Medical Response Documentation - It is important to document each use of the medical emergency response system. The following forms shall be sent to the EHS coordinator within twenty-four (24) hours of a medical event:

An accident report form shall be completed by a responding MERT member for each accident requiring first aid of any type.

External Post Event Documentation - Medical emergencies involving the use of an AED require special documentation. Any and all patient information generated during AED use must be collected and kept on file. A copy of AED use information shall be presented to the school physician, EMS and school nurse within seventy-two (72) hours of the emergency. At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

1. The Facility Administrators/principals and secretaries shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the school administrators and secretaries shall be informed and then notified when equipment is returned to service.
2. The school nurse shall be responsible for informing response teams of changes to availability of emergency medical equipment.
3. The school nurse 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.
4. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required by the school nurse.

SYSTEM ASSESSMENT

Annual System Assessment

Once each calendar year, the school nurse or their designees shall conduct and document a system readiness review. This review shall include review of the following elements:

1. Training records.
2. Equipment operation and maintenance records.

Monthly System Check

Once each calendar month, school nurse or their designee shall conduct and document a system check. These records shall be retained in the school nurse's office. This check shall include review of the following elements:

1. Phone operator checklist availability.
2. Emergency kit supplies.
3. AED battery life.
4. AED operation and status.

Post Event Review

Following each deployment of the MERT, or if a volunteer responder uses an AED, a review shall be conducted to learn from the experience. The medical emergency school nurse 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:

1. The identification of actions that went well.
2. The collection of opportunities for improvement.
3. Critical incident stress debriefing, if necessary.
4. A summary of the post event review shall be sent to the school physician.