

BOARD AGENDA ITEM

May 14, 2013

SUBJECT:

New Policy JLCEE: *Automated External Defibrillators* – **Final Reading**

BACKGROUND:

In 1999 the legislature passed the automated external defibrillator act, now codified in Section 44-76-10 *et seq.*, Code of Laws of South Carolina, 1976, as amended. The act was amended in 2008 to expand and clarify the necessary training which interfaced with the immunity provisions of this act. The act together with the amendments made the acquisition and the maintaining of these devices in athletic scenarios more attractive, especially to school districts and other institutions having athletic teams, but not being medical providers. Since 2009, the School Boards Association has encouraged standardized procedures or policies to comply with the AED legislation. The District has had in place these same protocols and procedures, and we believe that a policy and administrative rule readily available for reference by those who are certified in the use of these devices will enhance the standardization of our practices. The Board approved these documents on First Reading at the April 16, 2013 meeting.

ADMINISTRATIVE CONSIDERATION:

Since the District already has in place most of these procedures, formalizing them into policy and an administrative rule will further ensure the immunity provisions of the law. We believe that the proposed policy and administrative rule is fully compliant with those provisions and should be made a part of the policy manual for the School District. Copies of these proposals have been circulated to high school principals previously to share with athletic directors, and for feedback to determine if compliance with these requirements has, or is perceived to impose unnecessary burdens on the school leadership. We have received no negative concerns and, therefore, are proceeding with finalizing this into a policy format.

RECOMMENDATION:

Approve on final reading policy JLCEE and administrative rule JLCEE-R.

ATTACHMENT:

- 1) New policy and administrative rule
- 2) Forms (recommended) for use in compliance with documentation

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Automated External Defibrillator

Code **JLCEE** Issued **3/13**

Purpose

To provide guidance in the management and administration of Automated External Defibrillators (AEDs) in schools.

To enable school personnel to intervene promptly in the case of a sudden cardiac arrest with technology that may help sustain an individual's life until trained emergency medical service personnel arrive on the scene.

The AED is a portable automatic device that is used to administer a preset electrical charge through the chest wall to the heart in someone who is experiencing a life-threatening abnormal heart rhythm. It is capable of recognizing the presence or absence of ventricular fibrillation (VF) and is capable of determining if defibrillation should be performed. The AED will guide the user with audible or visual prompts and does not require the user to employ any discretion or judgment in its use. It should be applied only to individuals who are unconscious, not breathing normally and showing not signs of circulation.

All AED users are required to follow guidelines developed by the District to meet the requirements of the AED Act to include:

- Current credentials for cardiopulmonary resuscitation (CPR) and AED training by an American Heart Association or American Red Cross certified instructor.
- Knowledge of the requirements for the maintenance and testing of the AED according to the manufacturer's recommendations.
- Understand and comply with the requirement of written record keeping of the maintenance and testing.

The District will employ or obtain a health care professional to serve as its AED liaison.

Legal References:

S.C. Code Section 44-76-10 *et seq* – Automated External Defibrillator Act

Automated External Defibrillators

Code **JLCEE-R** Issued **3/13**

Implementing an Automated External Defibrillator (AED) program will enhance the safety and security of staff, students, and visitors in District schools. However, given that the primary mission of the school district is educational and not medical, the school district does not purport to imply that AEDs will be available in all medical emergencies that might occur on school property. This program will be implemented only in schools that have acquired AEDs.

Use of Automated External Defibrillator (AED)

The first action taken by school personnel in any medical emergency will be to activate the Emergency Medical Services (EMS) system immediately upon discovery of a situation in which the use of the AED is anticipated.

AED users will be authorized to use an AED only after successfully completing initial and recurrent training courses in cardiopulmonary resuscitation (CPR) and AED by the American Heart Association (AHA). The AHA recommends that formal retraining occur every two years.

On an annual basis, the AED user will certify with their signature that he/she has read and understands the Aiken County School District AED Policy and Administrative Rule (Appendix E). The principal and the school nurse will maintain a record of credentials of the trained users in the school. A minimum of two people will be trained per school building.

AED equipment maintenance and location

The AED will be strategically placed to allow quick access. The location of the AED will be determined by the school principal with input from the school nurse.

The school nurse or a designee appointed by the principal will check the AED unit according to the manufacturer's operational guidelines on a regular basis, at least monthly, and verify that:

- The unit is in the proper location
- Contains inventory items listed in Appendix C
- A self-diagnostic test has been performed according to the manufacturer's recommendations
- Document on the Inspection Log (Appendix C) that the unit has been checked
- If the equipment is not functional, the Corrective Action Form (Appendix D) is completed and reported to the principal

The school is responsible for any cost related to repair or replacement of the AED.

The school nurse/designee is responsible for the inspection of the AED during the normal contracted school year. The principal is responsible during the summer break.

AED Inspection Log(s) (Appendix C) will be maintained by trained responders and kept on file for 5 years at the school.

The Consolidated School District of Aiken County

Trained Responders

The trained responders to a crisis situation will follow procedures of emergency response (Appendix A) by assessing responsiveness, activating the EMS system as soon as possible, sending for the AED and performing CPR until it arrives, then following all the voice prompts for the AED.

Post-Event Review

Following each use of the AED, a review will be conducted to identify actions that went well and any deficient practices needing improvement. The trained responder must complete an AED Incident Report Form (Appendix B). This form, along with all AED generated rescue data, must be provided to the school nurse and copies sent to the principal and District AED liaison.

Physician Oversight

The district's medical consultant is the medical advisor of the AED program. Medical direction will include the following:

- Reviewing and approving protocols for emergency procedures related to the use of AED and CPR
- Writing a prescription for the purchase of the AED
- Review of response documentation and rescue data for all uses of AEDs

AED Liaison

The AED liaison is responsible for the following:

- Serves as liaison between the AED program and the School District's Consulting Physician
- Oversees implementation of the program requirements, including the training programs and maintenance of all AED equipment and related supplies at each school through coordination with the school's AED coordinator
- Review Incident Reports and rescue data for all uses of AEDs with the school AED coordinator and school principal

School Coordinator

The AED Liaison in the school building is responsible for the following:

- Serves as liaison between the school and the District AED Liaison
- Oversees implementation of the program requirements at the school level, including training programs and maintenance of all AED equipment and related supplies.
- Reviews Incident Reports and rescue data for all uses of AEDs with District AED Liaison.

Legal References:

S.C. Code Section 44-76-10 *et seq* – Automated External Defibrillator Act

AIKEN COUNTY SCHOOL DISTRICT
AED – INCIDENT REPORT – Appendix - B

Date of Incident: _____ Time of Incident: _____ AM/PM

Name of person on whom AED was applied: _____

Age (if known) _____

Status of person: _____ Student
 _____ Staff/Faculty Member
 _____ Other, explain _____

Arrest witnessed	Yes	No
Bystander CPR started	Yes	No
Breathing on arrival of Trained Rescuers	Yes	No
Pulse on arrival of Trained Rescuers	Yes	No
Number of shocks by AED _____		

Trained Rescuers Responding:

_____	_____
_____	_____
_____	_____

Comments: _____

Name of person completing the report: _____

Signature of reporter: _____

Date report is being completed: _____

Please forward a copy of the Incident Report to the School Health Supervisor within 48 hours after the incident.

**AIKEN COUNTY SCHOOL DISTRICT
AED - INSPECTION LOG – Appendix C**

_____ School _____ Year

Inventory Items

- | | |
|--|--|
| AED placement is visible, unobstructed
Check the indicator light
Battery Installed & Functional
Spare Battery Available
AED Self Test
Electrodes in sealed package (2 sets)
Emergency Procedures | Incident Report Form (2)
Pen
Pocket mask with one-way valve (2)
Razor
Scissors
Non-latex gloves (2 pair)
Absorbent gauze pads or Towel |
|--|--|

Date	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
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Signature and Initials of Persons checking AED: _____

AIKEN COUNTY SCHOOL DISTRICT
AED- COMPLIANCE WITH AED REQUIREMENTS – Appendix E

I have completed the required AED training and I have read and understand the Aiken County School District Automated External Defibrillator Policy and Administrative Rule. If I have questions at any time while serving as an emergency responder, I will ask the school nurse or school principal for clarification. I agree to follow the Policy and Administrative Rule for this district.

CPR/AED Responder Signature

Date

School Nurse

Date

Principal

Date

AIKEN COUNTY SCHOOL DISTRICT
AED – EMERGENCY PROCEDURES – Appendix A
(To be laminated and stored with AED)

- A. Assess Unresponsiveness
Verify that the victim is actually unconscious. Tap the victim on the shoulder and shout, “Are you OK?”
- B. Activate the EMS system by dialing 9-1-1
Have a designated person wait for EMS to arrive to give the victim’s location.
- C. Call or send someone to get the AED.
- D. Verify that the victim:
- Is unconscious
 - Is not breathing
 - Has no pulse
- Perform CPR until the AED arrives at the scene. Check for signs of circulation such as pulse, coughing, or movement
- E. Turn on the AED and follow all voice prompts
- Place electrodes on chest
 - If large amounts of body hair, shave areas prior to placement of electrodes since body hair may interfere with AED. The AED kits include disposable razors and shave cream.
 - Stand clear of the victim
 - Follow AED voice prompts
- F. When EMS arrives, provide the following information:
- Victim’s name
 - Any known medical problems, allergies or medical history
 - Time victim was found
 - Initial and current condition of the victim
 - Information from the AED screen (number of shocks delivered, length of time the defibrillator has been used)
- G. Return the AED to a state of readiness
- Replace the pads, pocket mask and other supplies that were used
 - Use the AED Inspection Log (Appendix C) to certify the device and supplies are ready for use