

## **AED (Automated External Defibrillator) Guide**

\*ALL staff members must be informed that there is an AED unit(s) on campus and the location(s). Quick action by the first person on the scene can be the difference between life and death.

- 1) Designate an “AED Team”. This would be the group of key people who would be involved if a person was unconscious on campus. Several of the team members would need to be CPR/AED trained, others might not be. Suggested members of the Team include, but are not limited to: health paraprofessional(s), nurse(s) if applicable, SRO(s), principal, assistant principal(s), front office staff.

NOTE: If your school has after school activities, there should be people trained in CPR/AED on site during that time. Example: coaches, sponsors of clubs, ROTC, band, cheerleading sponsor, etc.

- 2) Decide how the team members will be notified of where and when they are needed (walkie-talkie, intercom, phone). ALL staff need to be given instructions on who/how to call to report an unconscious person. Each school county wide will use the same terminology- “**AED team needed immediately in \_\_\_\_\_**”. Do not use color codes i.e. “code red or code blue” to eliminate confusion. District personnel on campus who may be able to help may not know what “code blue” means.
- 3) The written plan must include someone designated to call emergency services 911 and someone to *quickly* bring the AED unit to the site of the unconscious person. Quickness should be stressed since lifesaving results depend on how quickly the first shock is delivered. The goal should be to get the AED hooked up to the unconscious person within 3 minutes. Without defibrillation, survival rates plunge approximately 10% with each minute.
- 4) The plan must be practiced to see how it works and periodic unannounced timed drills should be done to ensure that the plan continues to work efficiently. (Use the AED Drill Documentation Sheet). Anytime the AED Team is deployed, a debriefing session should be held to discuss what worked and what didn’t work.
- 5) The AED unit will be checked by the school health staff at least monthly using an AED Readiness Checksheet to help ensure that the unit is ready for an emergency. AED Drill Documentation Sheets should be kept in a folder with the monthly checksheets.

## AED (Automated External Defibrillator) Drill

School /Site name: \_\_\_\_\_ Date of Drill \_\_\_\_/\_\_\_\_/\_\_\_\_

**Instructions:**

- Designate a time keeper
- The timekeeper should use a reliable method of timing (cell phone, stopwatch, etc) The timekeeper should be with the mock victim. Hold a debriefing session after the AED drill to discuss the results.
- The goal is to get the AED hooked up to the victim within three minutes

AED DRILL ACTIVITIES	RESPONDING TEAM MEMBER(S)	RECORDED TIME (Record as hh:mm:ss)
1. Time when “AED Team needed immediately in the _____” is heard over intercom/walkie-talkie.		
2. Time when “911” mock call is placed. Person states, “This is (school name) located at (school address). We have a non-breather and are doing CPR.		
3. Time when <i>first</i> AED team member reaches the _____		
4. Time when <i>second</i> AED team member reaches the _____		
5. Time when CPR assessment has begun. ( Record time after circulation, airway, and breathing have been checked)		
6. Time when CPR initiated on victim. (Record time when mock chest compressions began)		
7. Time when AED arrives at the scene.		
8. Time when AED pads are simulated being attached to the victim. (Not necessary to open the AED, just simulate applying the pads)		

## AED (Automated External Defibrillator) Monthly Readiness Check

If criterion is met indicate with a (+), if not met indicate with a (-) and provide explanation in the Corrective Actions Section

AED Name: _____ Model Number: _____ Location: _____	Date															
	Time															
1. Storage unit intact and clean																
2. AED unit intact and clean																
3. Ready light on AED unit handle is green (not red)																
4. Key to inactivate alarm is in cabinet (Use it to inactivate alarm before removing AED unit for next steps of check) Remove AED unit from cabinet.																
5. Lift lid of AED unit to check for voice prompts																
6. Pads are sealed, undamaged and properly hooked to AED unit																
7. Expiration date on pads has not expired. Also check the expiration date on the additional pads that are in the large zippered area on the bottom of the unit.																
8. Close unit, replace back into cabinet and use key to turn alarm back on																
Initials of person/persons completing the check																

### Corrective Actions Required/ Completed

Date	Details

### AED (Automated External Defibrillator) Monthly Readiness Check

If criterion is met indicate with a (+), if not met indicate with a (-) and provide explanation in the Corrective Actions Section

Date	Details
Date	Details
Date	Details

# Medical Emergency Plan

For a medical emergency, it is important to use clear concise language.

NEVER use, “color codes” (code red, code blue, etc.) for a medical emergency!

- For a student with an emergency medication, notify the front office or call on the radio and state:

**“Name of medication (ie Diastat; Epi-pen) emergency for the student’s name and location.”**

Example: “DIASTAT EMERGENCY FOR (STUDENT’S NAME) IN THE CAFETERIA”

Follow the child specific Emergency Action Plan.

- For a child or adult who is unconscious, notify the front office or call on the radio and state, **“AED Team needed immediately in (location)”**. Follow the AED Plan.
- For an adult or student that requires first aid, notify the front office or call on the radio and state, **“First aid emergency in (location)”**

**The front office will call the Emergency over the radio**

The Emergency Team consists of:

- 1.
- 2.
- 3.
- 4.

**Call 911** immediately from the location of the emergency.

\_\_\_\_\_ will notify the parent of the 911 call and direct rescue to the location of the student.

\_\_\_\_\_ will remain in the office and keep conversation down (remember to respect confidentiality).

Limit the use of the Radio in times of an emergency.

When EMS has departed with the student/adult the principal or the principal’s designee will notify the District Office.