

**USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR***Adoption Date: 3/9/10**Revision Date:**Page 1 of 1*

The Welch Public Schools district will follow the American Heart Association guidelines for automatic external defibrillator (AED) use and storage. Responders' use of the AED should not replace the care provided by emergency medical services (EMS), but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

The AEDs are to be located so that any victim may be reached in five minutes or less. Therefore, they will be stored in the high school office, the elementary school office, and the Wildcat gymnasium lobby.

#### Roles and Responsibilities

The AED coordinator will serve as the primary liaison between the local EMS and the AED program. The coordinator will be responsible for purchasing equipment and supplies, organizing training programs, forwarding incident data to the local EMS, and holding post-event sessions for employees involved.

Certified district employees authorized to utilize the AED are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. These employees will attend a four-hour, American Heart Association AED training session, will have yearly refresher classes, and will be recertified every two years.

#### Procedure

When an apneic, pulseless victim is discovered, activate the emergency response plan by following the suggested guidelines set by the American Heart Association. This district will follow the American Heart Association AED treatment algorithm. The AED coordinator will notify the medical director's office of the use of the AED. An accident report will be used to document an event and to document the practice drills.

#### Maintenance

The district will follow the manufacturer's suggested guidelines for maintenance of the AED. The AED coordinator will supervise the procedure.

The principal's secretary will:

1. Daily check the status indicator, verifying alternating dark and hourglass shapes, which indicates readiness for use, and recording the status on the AED battery check sheet.
2. Notify the AED coordinator if a flashing red X, a solid red X, or constant dark shape appears.

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#### **OSSAA POLICY SERVICES LEGAL NOTES:**

**The district should specify who the AED coordinator is (e.g., building principal).**