

Newburg R-II School AED Policy

Automated External Defibrillator (AED) Policy Purpose:

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. Cardiovascular disease is the single greatest cause of sudden cardiac arrest (SCA) in and out of hospital settings, including the workplace. Prompt application of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) provide victims of SCA with the greatest chance of survival. Therefore, Newburg Public School will provide an AED to be used on school property when appropriately trained personnel are available.

Coordinator of Program:

Newburg School Nurse

P.O. Box C

Newburg, Mo. 65550

Phone - 1 -573-762-9653 Ext. 6

Under direction of Newburg School Medical Director

Coordinator Responsibilities:

- 1) Coordinate Medical Emergency Response Team (MERT) members and distribution of MERT member lists as required
- 2) Coordination of training for MERT members, CPR/AED/First Aid training/Universal Precautions Against Blood Borne Pathogens.
- 3) Coordination of equipment and accessory maintenance, cleaning and decontamination of equipment according to equipment maintenance procedures as outlined in the operating instructions.
- 4) Review of policy and acquire physician approval for AED program annually
- 5) Communicate with medical director on issues related to medical emergency response and post event reviews

- 6) Notify all MERT Members of location of AED and if a change has occurred or if AED is withdrawn from service for repair.
- 7) **Annual** System Assessment once each calendar year review and update the following: Training records and AED Equipment operation records and maintenance
- 8) **Monthly** Monitor and System Checks: Secretaries checklist availability, MERT member list up to date, Emergency kit supplies, AED battery life and AED operation and status

MERT Member Responsibilities:

- 1) Providing prompt basic life support including AED and CPR according to training and experience
- 2) Understanding and complying with the requirements of Newburg R-II Policy and procedure
- 3) Providing assistance at the scene of an emergency as needed if CPR/AED trained personnel are already in place (Help ambulance locate emergency, assist with supervision of children , assisting to clear the area etc.) When MERT to room _____ is announced , please respond. Do not leave children unattended or in a unsafe situation. First find another adult or teacher to supervise your class.
- 4) Keep CPR/AED current to national standards. Provide AED coordinator with documentation
- 5) Keep First Aid and Universal precautions against blood borne pathogens training up to date. Provide AED Coordinator with documentation
- 6) Within 24 hours following the event, the lead rescuer involved in CPR and/or AED rescue attempt shall notify the AED Coordinator and assist with documentation of the event using the Accident/Incident report.
- 7) Participate in the post- event incident analysis as needed
- 8) Consider attending a post-event stress debriefing when offered.

Volunteer Responder Responsibilities:

- 1) Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which individuals respond shall be appropriate to their training and experience. The emergency medical response may include activating the EMS, giving the location of medical emergency, CPR, AED or medical first aid. Public phone will be labeled with emergency number. Reminder- Cell phone service is not available at our school, a land line must be used in order to activate the EMS.
- 2) Within 24 hours following the event, participate in documentation of the event using the Accident /Incident report
- 3) Participate in the post-event analysis and stress debriefing when offered

Secretary's Responsibilities:

- 1) Receiving emergency medical calls from anyone needing assistance on school grounds.
- 2) Contact external emergency number. (911)
- 3) Deploy the MERT members to location of the emergency per **intercom** system (State "MERT" to _____ (Example -Mr. Copeland's room)
- 4) Deploy the MERT members using the **Walkie Talkie** system. Announce "MERT to _____" (Location)
- 4) Deploy a runner to obtain the AED including the black bag it is located in and deliver it to the location of the emergency.
- 5) Deploy a runner to meet the ambulance and assist them to the location.
- 6) Notify the victim's family of the emergency . State only the facts. Be brief and supportive.
- 7) One secretary will remain in the office during the emergency to assist as needed and handle incoming calls .

Equipment:

The AED will be brought to all medical emergencies. The AED should be used on any person who displays All the symptoms of cardiac arrest.

The AED will be placed only after the following symptoms are confirmed:

- 1 Victim is unconscious
- 2 Victim is not breathing
- 3 Victim has no pulse and / or shows no signs of circulation such as normal breathing , coughing or movement

Location of the AED

1)The AED is located in the School Cafeteria. An alarm will sound when the cabinet door is opened- alarm silences when the door is closed.

2) The AED will have one set of defibrillation **adult** electrodes connected to the device and one set of **Child** defibrillation electrode pads within the case. **Child** pads are to be used for a child under eight or under 25 kg (55pounds). Simply disconnect the adult pads and connect the Child pad to AED device as needed. One kit including two pairs of gloves, one razor, one set of scissors and one facemask barrier device is located within the black carrying case.

Approved by Newburg Board of Education
09/16/2010