

## **WEST BOYLSTON PUBLIC SCHOOLS**

### **Policy EBBC—PUBLIC ACCESS DEFIBRULATOR PROGRAM**

#### **Purpose**

The purpose of the West Boylston Public Schools Public Access Defibrillation (PAD) Program is to assist employees of the West Boylston Public Schools who are trained and willing to use an Automated External Defibrillator (AED) in the event such use is necessary. These guidelines do not create an obligation to use the AEDs, nor to create any expectation that either an AED or trained employee will be present at every event. The guidelines should make clear that by increasing the availability of AEDs, and increasing the number of persons trained to use them, that both the school and larger community may be aided. Evidence shows that time is a significant factor in victim survival rate and on-site responders are more likely to arrive faster than an EMS to begin aid to incidents of “sudden death”. By equipping and training voluntary employees in the use of AEDs, we will increase the potential to save lives through AED intervention.

It is the purpose of this policy to establish and formalize the standard operating guidelines that are required to have, maintain, and utilize Automated External Defibrillators AEDs in the West Boylston Public Schools according to Massachusetts General Laws, Massachusetts Department of Public Health, American Heart Association, and the West Boylston Fire Department.

VOTED: April 11, 2007

AMENDED: June 14, 2017

## WEST BOYLSTON PUBLIC SCHOOLS

### **Policy EBBC - Regulations to Accompany Policy EBBC: Public Access Defibrillator (PAD) Program**

#### **Purpose**

The condition of “sudden death” occurs when the erratic and ineffective electrical heart rhythm causes the heart’s normal function of pumping oxygenated blood to stop. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator within the shortest time possible.

The West Boylston Schools anticipate that where reasonably possible, employees who have been trained and who are present when an incident occurs will react by activating the EMS system (911), begin CPR, and utilize the AED available to them.

## **I. LOCATION, MAINTENANCE AND TESTING**

### **A. Location of AED**

The location of the AED in the West Boylston Public Schools will be communicated to all employees and the West Boylston Fire Department.

### **B. Maintenance and Testing**

- 1) Will be conducted according to the requirements of the AED manufacturer.
- 2) Documentation of maintenance and testing will be maintained at the site.
- 3) Documentation will record the date of testing and the signature of the person performing the testing. The LIFEPAK CR+ performs daily diagnostic evaluation.
- 4) If service is required, the service icon will light and the School Nurse must be notified immediately.

### **C. Responsibility For Maintenance Assignments In Each Location**

- 1) The School Nurse will be the designated person in the building.
- 2) The School Nurse will be responsible for conducting or delegating daily visual checks and documentation.

## **II. TRAINING**

### **A. Content**

- 1) All employees who have volunteered will participate in a recognized CPR/AED initial training course by the American Heart Association (Heartsaver Program), which will include the following:
  - a) Proper use, maintenance, and periodic inspection of the AED;
  - b) Assessment of an unconscious person to determine if cardiac arrest has occurred and the appropriateness of applying the AED;
  - c) Defibrillator safety precautions to enable the user to administer a shock without jeopardizing the safety of the victim, user or other persons on the scene;
  - d) Rapid accurate assessment of the victim’s post-shock status to determine if further activation is necessary; and
  - e) Routine AED maintenance and troubleshooting options.
- 3) Employees will only be held to the standards of “Good Samaritan” status and shall only be expected to use the AED if they have successfully completed the CPR/AED training and feel comfortable using the device.

### **B. Skills Review and Proficiency Demonstration**

The AED team candidate will need to demonstrate proficiency in CPR and the following:

- 1) Safe and effective use of the AED training device that conforms to the unit assigned to the West Boylston school building;
- 2) Perform a single or multi-shock practical exam by a qualified AHA instructor; and
- 3) Demonstrate common trouble-shooting techniques.

### **III. USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

#### **A. Assess Scene Safety**

- 1) Rescuers are not expected to place themselves at risk.
- 2) Be sure victim is not in contact with any live electrical wires.
- 3) Remove victim from exposure to water to a dry surface.
- 4) Refrain from using portable radios near victim while AED is analyzing.

#### **B. Activate Internal Response Team**

- 1) Notify School Nurse.
- 2) Alert staff with CPR/AED training.
- 3) Notify Administration.

#### **C. Assess Victim and Activate Emergency Response Plan (CALL 911)**

- 1) Assess victim's level of consciousness (tap and shout in both ears- "Are you OK").
- 2) Assess airway by head tilt, chin lift method.
- 3) Assess breathing for 3-5 seconds - if not breathing or if breathing is ineffective - give 2 breaths.
- 4) Assess circulation - check pulse for at least 5-10 seconds.
- 5) Initiate CPR if required while AED is brought to victim's side.
- 6) Designate person to wait at facility entry to direct EMS to victim.

#### **D. Prepare To Use AED**

- 1) Place AED next to victim's head.
- 2) Open AED case to activate AED.

#### **E. Follow Voice Prompts**

- 1) Attach electrodes to chest.
- 2) Stop CPR while AED analyzes heart rhythm.
- 3) Do not touch victim unless instructed to do so.

#### **F. Shock Advised**

- 1) Clear area - make sure no one is touching victim.
- 2) If instructed - push Shock Button.
- 3) Check for breathing and circulation, if absent start CPR for 1 minute.
- 4) AED will re-evaluate after 1 minute of CPR.
- 5) Follow voice prompts.

#### **G. No Shock Advised**

- 1) AED will prompt to check pulse - if absent start CPR for 1 minute.
- 2) If pulse is present but there is no breathing, start rescue breathing at a rate of 12 per minute.
- 3) AED will automatically evaluate heart rhythm after 1 minute.
- 4) Continue cycles of heart rhythm, evaluations, shock (if advised by AED) and CPR until EMS arrives.
- 5) Leave AED attached to victim until EMS disconnects.

## **H. EMS Arrival**

- 1) Provide victim information (name, age, medical history, time of incident).
- 2) Provide information on current condition and number of shocks delivered.
- 3) Defibrillator pads and electrodes shall remain in place on victim. EMS will utilize them while transporting victim to hospital to maintain continuity of event recording.

## **I. After AED Use**

- 1) AED will be wiped clean according to policy.
- 2) QUIK-PAK electrode packet must be replaced after every use.
- 3) Contents of attached resuscitation kit must be replaced if used.
- 4) The AED will be checked and put back in readiness state.
- 5) Document AED return to readiness.

## **IV. POST USE OF AED**

### **A. Debriefing**

- 1) A Critical Incident Debriefing session will be held or scheduled within 24 hours for initial responders.
- 2) The Medical Director will be notified by the School Nurse of the AED use and receive a complete follow-up report.
- 3) Arrange for quality improvement meeting of AED responders.

### **B. AED Will Be Checked and Put Back In Readiness State**

- 1) Restock AED inventory.
- 2) Clean AED if needed, according to manufacturer recommendations.
- 3) Document AED readiness.

## **V. MEDICAL DIRECTOR RESPONSIBILITIES**

The Medical Director for the West Boylston Public Schools will be responsible for:

- A. Writing prescription for purchase of AED;
- B. Providing medical direction for use of AED in coordination with the School Nurse;
- C. Reviewing and approving protocol from WBPS and WBFD, for emergency procedures related to the use of the AEDs in the school;
- D. Evaluation of post-event review forms with the School Nurse; and
- E. Coordination with the local EMS, Fire, and Police for consistency of operation.

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