

### USE OF AUTOMATIC EXTERNAL DEFIBRILLATORS (AED's)

An Automatic External Defibrillator (AED) will be maintained on the premises of each school building in the School District of Brodhead. When available, an additional AED will be made available to traveling sports teams or other school groups as appropriate. The AED will be used in emergency situations warranting its use by individuals specifically trained in use of the device.

#### Location, maintenance and testing of AED's

1. The AED's shall be located in the following places:
  - Albrecht Elementary School: In the Multi-Purpose Room.
  - Brodhead Middle School: In the foyer outside the main office and near the Gym.
  - Brodhead High School: Near the fire extinguisher in the North Hall, adjacent to the Gym and Auditoria.
  - Traveling Unit: One unit will be assigned to travel with sports teams and other school groups as appropriate; building principals and athletic directors will arrange appropriate procedures for checkout and care of the unit.

The AED's will be housed in alarmed wall mounts.

2. The type of device, intended use area, plan for maintenance and testing and location of the device on the premises shall be confirmed annually in writing by the School Nurse to the Brodhead Area EMS, per Wisconsin Statutes.
  3. Maintenance and testing will be conducted as required by the manufacturer. School maintenance/custodial staff will perform this periodic inspection, using forms provided.
    - a. Documentation of the maintenance and testing will be maintained in the school district office for a period of 3 years.
    - b. Log sheets will be used to record the date and type of maintenance/testing, and the signature of the person performing the maintenance/testing.
    - c. A log of the device's monthly self-checks will be printed and maintained in a file.
  4. Inventory will be taken of supplies associated with the AED. A check-off sheet will be maintained.
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Use of the AED

1. Determine unresponsiveness of victim and activate District Crisis Response Procedures (see pink manual).
    - a. If a victim is unresponsive, call 911 and get AED.
    - b. Assess the victim for patent airway, breathing and signs of circulation.
    - c. Initiate CPR, if required, while the AED is brought to the victim's side.
    - d. Use the public address system to activate responders and indicate location of victim.
    - e. Designate an individual to wait at facility entry to direct the EMS to victim's location.
  2. Upon arrival of the AED device, place the AED near head of victim, close to AED operator.
  3. Prepare to use the AED.
    - a. Turn the power ON.
    - b. Bare and prepare chest for AED use.
    - c. Attach the AED to the victim.
    - d. Stop CPR while the device analyzes the heart rhythm.
    - e. Follow the machine prompts for further action. If a shock indicated, be sure all rescuers are "clear" before shock is administered.
  4. Upon arrival, EMS shall take charge of victim. The staff responder will provide the following information to the EMS personnel:
    - a. Victim information: name, age, known medical problems, time of incident.
    - b. Information as to current condition and number of shocks administered.
  5. The data card or downloaded information following AED use will be provided upon request, and will be delivered to the Brodhead Area EMS to be forwarded to the patient's hospital. The Brodhead Police Department may be asked to assist in this delivery.
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After use of the AED

1. Following any use of the AED, a Critical Incident Debriefing session may be called by the Director of the Brodhead EMS. This session will be held within 24 to 48 hours, and involve all those assisting in the incident handling. The purposes of this debriefing will be to:
  - a. Complete a follow-up report if deemed necessary by Medical Director.
  - b. Discuss ways to improve the incident response process.
  
2. Immediately after use of the AED, it will be checked and put back in readiness state. Responsibility for this is designated to the building principal and maintenance/custodial staff.
  - a. Information will be downloaded and forwarded to the appropriate receiving hospital, if requested.
  - b. AED supplies will be restocked per the AED inventory.
  - c. AED will be cleaned, as needed, according to manufacturer recommendations.
  - d. The inspection log sheet will be completed, documenting readiness.

Adopted: \_\_\_\_\_ September 10, 2003 \_\_\_\_\_

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