

HERMON SCHOOL DEPARTMENT
Protocol for Use of AEDs

The Hermon School Department has obtained a number of Automated External Defibrillators (AED) for the District's use to treat a person who experiences sudden cardiac arrest.

Maine Law Governing AEDs

As owner of an AED, the District must:

- A. Consult with a licensed physician for technical assistance in the selection and storage location of an AED, training of potential operators, protocols for use and use review;
- B. Notify local Emergency Medical Services of:
 - a. The existence, location and type of AED the District possesses; and
 - b. The clinical use made of the AED; and
- C. Maintain and test the AED in accordance with the applicable standards of the manufacturer.

Coordinator

The Superintendent will designate a Coordinator (e.g. School Nurse, Athletic Director) to oversee all aspects of AED operation. The Coordinator has the following responsibilities:

- Selecting employees for AED training and distribution of AED-trained employee lists as required
- Coordinating training for emergency responders
- Coordinating equipment and accessory maintenance
- Maintaining a file of specifications/technical information sheets for each approved AED model assigned or donated to the District
- Revising this procedure as required
- Monitoring the effectiveness of this system.

Medical Control

The Medical Advisor of the AED program will be determined annually. The Medical Advisor of the AED program has ongoing responsibility for providing medical direction for use of AEDs.

Authorized AED users

The AED may be used by:

- AED-trained employees including (but not limited to) administrators, coaches, nurses, athletic/activities director, custodians and office staff
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years.

Equipment

- For the treatment of children under eight years old or under 25 Kg. (55 lbs.), AEDs will be equipped with an Infant/Child reduced Energy Defibrillation Electrode Starter Kit (includes one pair of electrodes, storage pouch and appropriate safety instructions and labels).
- 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:
 - Victim is unresponsive
 - Victim is not breathing or is breathing ineffectively
 - Victim had no sign of circulation such as pulse and coughing or movement.

Location of AEDs

- During school hours, the stationary AED will be at a designated location. The location should allow the device to be easily seen by the staff. The location should allow staff members to retrieve the device outside of normal school hours.
- After school hours, the AED may be moved from its designated location by the athletic trainer or by an AED trained coach to support athletic department activities on a voluntary basis. A prominent sign must be left in the place of the AED, with the phone number of the coach, clearly indicating he/she has possession of the AED.

NOTE: Contracted and other community activities are not guaranteed access to the AED as part of standard rental contracts.

Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintained requirements include:

- The main school office shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the main school office shall be informed and then notified when equipment is returned to service.
- The main school office shall be responsible for informing response teams of changes in availability of emergency medical equipment.
- The AED coordinator or designee shall be responsible for having regular equipment maintenance performed.
- All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.

- Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

Initial Training

Trained employees must complete training adequate to provide basic first-aid, CPR and AED.

- Training must be completed on site.
- AED training must be a course approved by the State.
- Trained employees will also be trained in universal precautions against blood borne pathogens.
- The school office shall maintain training records for the trained employees.
- For the treatment of children under eight years old or under 25 Kg (55 lbs), training will include infant/child CPR/FBAO since techniques differ from adult CPR/FBAO.

AED-Trained Employee Responsibilities

- Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
- Understanding and complying with requirements of this policy.

Refresher Training

- Trained employees will renew first aid and AED training every two years.
- Volunteer responders should obtain documented renewal training at least once every two years.

Volunteer Responders

These responders will possess various amounts of training in emergency medical response and their training may be supplied by a source outside of the district. Volunteer responders can assist in emergencies but must only participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR and use of AEDs deployed throughout the campus (school). Any volunteer wishing to potentially use one of the AEDS deployed on the campus should have successfully completed a state approved AED course including CPR within the last two years. The school will not maintain training records for the volunteer responders.

School Office Responsibilities

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations
- Deploying AED-trained employees to emergency location
- Assigning someone to meet responding EMS aid vehicle and directing EMS personnel to site of medical emergency.

