

## **AUTOMATED EXTERNAL DEFIBRILLATORS**

As required by legislation, The Wynantskill Union Free School District has designated its facilities as Public Access Defibrillator Sites (PADS). This policy sets forth steps taken to facilitate this undertaking, as approved by the Board of Education.

This program is overseen by the School Nurse. There is one building that is owned and operated by the Wynantskill Union Free School District, which has three AED units on premises.

Each unit will be stored in a secure but accessible area in the assigned building. This will minimize potential tampering by students. The units will be placed in central locations that are readily accessible. Size and layout of the building has been reviewed, and each placement will allow for a response time of three minutes or less for responders to obtain and use the AED. The locations are as follows:

- Gardner Dickinson Building Hallway, outside the Cafeteria
- Gardner Dickinson Building Hallway, outside the Gymnasium
- Gardner Dickinson Building Health Office, for athletic team use.

### Reporting and Recordkeeping:

A Notice of Intent to Provide Public Access Defibrillation services has been filed with the local Emergency Medical Services Council and will be updated if the emergency health care provider changes. This form is required to be updated and sent to Regional Emergency Medical Organization (REMO) annually.

A Collaborative Agreement has been established with a supervising physician or emergency health care provider as required. This agreement is reviewed annually and a new agreement is required to be signed every two years. Each year on the renewal date the form is required to be sent to REMO. If there is no change, fax the form with "no change". Our current physician emergency provider is listed on our current Collaborative Agreement form.

An Agency Quarterly Report shall be completed by the Program Administrator quarterly, and sent to REMO, as per the form.

The Public Access Defibrillation Quality Improvement (QI) Report must be completed and sent to REMO within five (5) business days of using the AED. The form must be completed by either the Administrator/AED User/Health Care Provider, based on the agreement between the Administrator and Medical Provider. The Program Administrator must notify the emergency health care provider within 24 hours of the use of the AED. The form must be signed by the Medical Provider and mailed to REMO. The information downloaded from the AED must go with this form.

A copy of all documentation shall be kept on file with the Program Administrator. It is the Administrators responsibility to ensure all forms are completed. Date forms are faxed/mailed shall be maintained with the documentation.

### Training

CPR/AED training, as approved by NYS Department of Health (American Heart Association, American Red Cross, National Safety Council) will be provided for a sufficient number of staff at each AED building location to ensure that at least one (1) properly trained staff member from the response team will be available while the building is occupied with students & related curriculum activities. Trained staff prepared to respond will be provided on an as needed basis to ensure proper coverage during after-hour school programs in any given building. Refer to the attached list of trained responders. Training drills will be conducted at least annually to assess the school's response to a cardiac emergency.

### Maintenance

Units must be inspected and serviced by the manufacturer as specified. The program administrator has the factory recommended maintenance schedule for the units we have, and will maintain records for each unit.

Documentation will be generated to ensure compliance and shall be reviewed by the program administrator.

### AED Use

Should emergency activation be necessary, trained/certified staff responders only, would execute use of the AED. If anyone observes someone in need of medical attention, they should contact the Main Office or open the AED cabinet, which will sound an alarm the responders will react to. When the Main Office is notified, they will contact responders nearest to location via the intercom system. Following emergency activation, an ambulance will be called by the Main Office or an individual directed by a response team member. The Program Administrator must be notified immediately. The Building Administrator shall respond to assist with crowd control. A second person, designated by caller, shall go to the main entrance to guide EMS to the emergency site. The Building Administrator should consider activating Incident Command, including PIO/Superintendent. If this is a high profile situation such as a sporting or cultural event, press may respond or already be on-site.

If two responders are called, one shall obtain AED and the other shall go directly to response site. Following training protocols, the victim shall be evaluated and CPR/AED use shall be implemented as appropriate. Communication between responders may be through the school phone pager system, or the Main Office intercom system.

If one responder is called, they shall immediately go to the response site, obtaining the AED if it is on the way. If not, the responding building administrator shall obtain the AED and bring it to the response site.

Bystanders shall be directed away from the response site. The building administrator/nurse shall determine who the victim is and evaluate their emergency card information and/or determine the appropriate family member or other designated contact to provide information and hospital information. The building administrator shall determine if information should be provided to some/all of school community.

After the victim has been transported via ambulance, all information stored in the unit in question would be down loaded and supplied to the supervising physician and/or REMO with The Public Access Defibrillation QI Report. The unit involved would be tested, resupplied and placed back in service. Should a unit require service, there are two others to cover future emergencies.

Responders shall complete the Public Access Defibrillation QI Report, with the Program Administrator, if available, that same day. The Program Administrator must notify the emergency health care provider within 24 hours of the use of the AED. The form must be signed by the Medical Provider and mailed to REMO within five (5) business days.

This policy and program will be reviewed annually by the program administrator with an update to the safety committee. Amendments to this policy will be made on an as needed basis to ensure continued compliance.

The following documents shall be maintained in the district office:

1. Current *Notice of Intent to Provide Public Access Defibrillation*
2. Current *Collaborative Agreement*
3. Current *Agency Quarterly Report*
4. Any *Public Access Defibrillation QI Report* forms, based on AED use.
5. List of CPR/AED trained staff, with expiration dates
6. List of CPR/AED responders, response coverage locations, card expiration dates
7. Copies of CPR/AED cards/training records
8. AED checklist

Adoption date: May 5, 2009  
1<sup>st</sup> Revision: September 21, 2017