

**Section 500 – Students**  
**Student Health and Well-Being**  
**Procedures for Use of AED**

**File: 508.11 – R1**

**PURPOSE**

Provide guidelines for the use of an AED with the ability to offer life saving measures to an individual in sudden cardiac arrest.

**STATEMENTS**

- 1) **The AED is not to be used on children under 8 years of age.**
- 2) The AED will be used to treat a victim who experiences sudden cardiac arrest.
- 3) The AED is only to be applied to victims who are unconscious, not breathing normally, and showing no signs of circulation, such as normal breathing, coughing and movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.
- 4) High School Administration and/or School Nurse will manage the AED program.
- 5) The Medical Director of the AED Program will provide medical direction for its review and maintenance.
- 6) Authorized members of the Response Team are those who have successfully completed CPR/AED training, which is documented and on file in the high school nurse's office and administrative office.
- 7) Refresher CPR/AED training will be provided every two years.
- 8) Equipment will be maintained within the high school nurse's office.
- 9) All equipment and necessary accessories shall be maintained in a state of readiness and checked on a monthly basis, while school is in session.
- 10) AED policies and procedures will be periodically reviewed and updated to reflect any CPR/AED changes set forth within the guidelines of the American Heart Association.
- 11) If an AED is not immediately available, perform CPR until an AED arrives on the scene. Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED.
- 12) Anyone can, at their discretion provide assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent that they are comfortable. The emergency medical response of these individuals may include CPR, AED, or first aid.

**EQUIPMENT**

Medtronic® Lifepak CR-Plus AED (fully automatic model), Gloves, CPR mask, Razor (if necessary).

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**EMERGENCY RESPONSE TEAM MEMBER STEPS**  
**(Do not use on children under 8 years of age)**

- 1) Assess scene for safety, apply gloves and access CPR mask if necessary.
- 2) Determine unresponsiveness.
- 3) Activate 911 emergency response system.
- 4) Open Airway (A).
- 5) Check for breathing (B). If not breathing, or if breathing is ineffective, give 2 slow deep breaths.
- 6) Check for signs of circulation, such as a pulse and coughing, or movement (c).
- 7) If no signs of circulation, apply AED immediately.
- 8) If victim is a child, assess/ask age. **If UNDER 8 DO NOT USE AED.**
- 9) Press the LID RELEASE/ON-OFF button to open the lid; this turns on the AED. Follow voice prompts. Do not touch the victim unless instructed to do so.
- 10) Follow voice prompts to apply electrode pads. Shave chest hair (if it is excessive it prevents good skin to pad contact). If the victim's chest is dirty or wet, wipe chest.
- 11) Stand clear of victim while machine evaluates victim's heart rhythm.

**SHOCK ADVISED**

- 1) Clear area, make sure no one is touching the victim. The device will indicate it is preparing to shock and begin charging, then it will prompt: *"Everyone clear – do not touch patient–delivering shock"* (plus a tone).
- 2) Next the device will prompt *"Shock delivered"*. Continue to follow voice prompts.
- 3) Device will evaluate the victim's heart rhythm and shock up to 3 times.
- 4) After 3 shocks, device will prompt to check pulse (or for breathing and signs of circulation) and if absent, start CPR.
- 5) If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for 1 minute.
- 6) Device will count down 1 minute of CPR and will automatically re-evaluate victim's heart rhythm when CPR time is over.
- 7) Leave AED attached to victim until EMS arrives and disconnects AED.
- 8) Report to EMS what actions you have taken, such as how long the victim was unconscious, number of shocks delivered, and if CPR was performed.

**NO SHOCK ADVISED**

- 1) Device will prompt to check pulse (or for breathing or signs of circulation) and if absent, start CPR.
- 2) If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute.
- 3) If pulse or signs of circulation are present, check for normal breathing.
- 4) If victim is not breathing normally, give rescue breaths at a rate of 12 per minute. AED will automatically evaluate victim's heart rhythm after one minute.
- 5) Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives. Victim must be transported to a hospital.
- 6) Leave AED attached to victim until EMS arrives and disconnects AED.
- 7) Report to EMS what actions have been taken, such as how long the victim was unconscious, and if CPR performed.

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**POST EVENT DOCUMENTATION**

- 1) Document use of device by completing an incident report form.
- 2) File original within school office.
- 3) The device service representative will be contacted to access and retrieve AED data as needed.

**AFTER USE**

- 1) Clean AED as per operating instructions.
- 2) Initiate steps to replace electrode packet and battery charger and any other resuscitation items used by contacting the device sales representative.

Steven Brosz 6/1/2005  
Signature of High School Principal Date

Amy Shane 11/5/2007  
Signature of Superintendent Date

Richard Fitch 5/25/2005  
Signature of Authorizing Physician Date