

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

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The Superior-Greenstone District School Board is committed to the health and safety of its students, faculty, staff and visitors. In order to provide opportunities for assistance to individuals who may experience cardiac arrest on school property, automatic external defibrillators (AED's) are available in all board facilities. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest

The purpose of this document is to establish guidelines for the placement, care and use of an Automatic External Defibrillator (AED) located in Superior-Greenstone District School Board school buildings. Adequate preparation for responding to a life-threatening emergency can save lives.

DEFINITIONS

“Automatic External Defibrillator (AED)” is a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest.

GUIDELINES

1.0 Storage and Accessibility of an Automatic External Defibrillator in the School Setting

- Assess each potential building for the optimal central location for storage of the AED. The location should be readily identified and secure, yet easily accessible for adults.
- Staff should be notified of the location and how to access the AED equipment in an emergency.
- Access and use of the AED by rental groups or community organization personnel should be addressed.
- A designated employee should be responsible for periodic maintenance of the AED.

2.0 Responsibilities

2.1 School

- Selection of employees for AED training and distribution of AED-trained employee lists as required.
- Designate an employee to complete periodic equipment and accessory maintenance checks.
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school.

- Notify Health and Safety Officer if the AED has been used in a medical emergency, or the unit has been lost, stolen or damaged.

2.2 **Automatic External Defibrillator Trained Employee Responsibilities**

- Provide prompt basic life support including AED and first aid according to training and experience.
- Complete and maintain cardio-pulmonary resuscitation (CPR) and AED training certification.
- Understand and be familiar with the operation of the AED.
- Complete the required post event protocols.

2.3 **Volunteer Responder Responsibilities**

Anyone can, at their discretion, provide voluntary 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 they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

2.4 **School Office Responsibilities**

- Receive emergency medical calls from internal locations within the school.
- Contact the external community 9-1-1 Emergency Medical Services (EMS).
- Deploy AED-trained employees to emergency location ~ Code Blue.
- Assign someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency.

Note: Employee training should be consistent with CPR/ First Aid training certifications provided by the Canadian Heart & Stroke Association, Red Cross or other authorized agencies. Employees should also be aware that they are not liable for rendering such emergency care.

3.0 **User Guidelines for Automatic External Defibrillator**

The following AED response protocol has been developed as a recommended guideline for school systems. The protocol should be reviewed on an annual basis and updated as needed.

3.1 **Conduct an initial assessment of the patient and environment.**

- Assess the scene for safety.
- Use standard (universal) precautions.
- Assess patient for unresponsiveness.
- If unresponsive, activate EMS and in-house emergency plan per school protocol or policy.
- Call for an AED.

3.2 **Assess breathing.**

- Open the airway.
- Look, listen and feel for breathing.
- If breathing is absent, deliver two breaths.
- If signs of normal breathing are absent, provide CPR if trained.
- Continue CPR until the AED arrives.

3.3 **Begin treatment with the AED.**

- As soon as the AED is available, turn on the AED and follow prompts.
- Remove all clothing from the chest area. Dry the chest if it is wet.
- Apply defibrillation pads. Look at the symbols on the AED pads and place pads as shown on the illustrations. Ensure pads are making good contact with the patient's chest. Do not place pad over the nipple, medication patches, or visible implant devices.
- Make sure the patient area is clear, and then deliver a shock to the patient when advised by the AED.
- When advised by the AED, initiate/resume CPR starting with compressions.
- Continue to perform CPR until otherwise prompted by the AED or EMS personnel.

3.4 **Actions to take when the EMS arrives.**

Responders working on the victim should document and communicate important information to the EMS provider, such as:

- Victim's name.
- Known medical problems, allergies or medical history.
- Time the victim was found, condition and vital signs if obtained.
- Type and time of intervention(s) provided, to include the number of shocks delivered and length of time the defibrillator was used.
- Patient response to intervention(s) and information from the AED screen.

4.0 **Post-incident Procedures**

- An employee involved should notify the building administrator as soon as possible.
- A designated employee should check the AED, restock the supplies immediately after the event and perform the after-patient-use maintenance on the AED. * see below
- The building administrator or a designated employee should conduct an employee incident debriefing and document.

* After-Use: Contact the Health and Safety Officer who will take the unit to EMS for after use maintenance

5.0 **Periodic Maintenance - Scheduled**

- Visual check of unit and cabinet (clean, undamaged).
- Check pads for expiration dates – located on the front of the container, do not open pad container.
- Check Fast Response Kit for adequate supplies (razor, masks, and gloves).
- Check operation of the AED by viewing green light.

Any unit that fails inspection or sounds the trouble signal **MUST** be removed from active service immediately, and must pass a complete inspection after corrective actions have taken place before being returned to service.

A unit that is taken out of service for any reason must have a sign posted on the cabinet indicating such and staff are to be notified that the unit is out of service.

Trained staff should practice and evaluate response to sudden cardiac arrest using the AED or trainer model.