

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Board Policy Review Committee Videoconference Meeting

Monday, February 23, 2009 @ 6:30 p.m.

M I N U T E S

<u>Members</u>	Attendance Mode: On-site (OS); Teleconference (TC); Videoconference (VC); Absent (A); Regrets (R)										
	OS	TC	VC	A	R		OS	TC	VC	A	R
Brown, Cindy	X					Mannisto, Mark (Ex-Officio)					X
Fisher, Cindy	X					Simmons, Tina				X	
Keenan, Darlene					X	Sparrow, Julie	X				
<u>Resource Members</u>											
							OS	TC	VC	A	R
Patti Pella: <i>Director of Education</i>							X				
Colleen Kappel: <i>Superintendent of Education</i>							X				
Valerie Newton: <i>Assistant to the Superintendent of Education</i>											X
RM. Joannette: <i>Recorder</i>							X				

Legend:	Policy = P	Management Guideline = MG	Procedural Guideline = PG
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1.0 Roll Call

BPRC Chair Julie Sparrow opened the meeting at 6:55 p.m.

2.0 Review and Approval of Minutes: January 26, 2009

*Moved by: C. Brown Seconded by: Cindy Fisher
That, the Board Policy Review Committee minutes of January 26, 2009 be approved.*

3.0 Business Arising from Minutes

There was no business arising from the minutes.

4.0 Reviews: New/Existing (P's / MG's and / or PG's)

- 4.1.1 (New) P-412: Public Access Defibrillators in Schools [\(Elec. Attch.\)](#)
Colleen Kappel noted the draft as attached contains good information, however it is more in keeping with a procedural or management guideline. She handed out a second, much more brief draft that outlined a simple policy statement to address the expectation that PAD's be on-site in every board facility. The initial comprehensive draft will be explored and revised for the next policy meeting and undergo stakeholder review as either a management guideline or procedural guideline as determined appropriate by the committee.
...see second draft (abbreviated form) as distributed to BPRC by C. Kappel [\(Elec. Attch\)](#)
- 4.1.2 (Existing) MG-520: Police and Schools Protocol
C. Kappel explained that with the advent of Policy 535 Progressive Discipline and School Safety dictated for development by new regulations, MG 520 requires review for compliance. She will contact the board's Student Success Leader, Don Parson for his input on revising the MG 520. C. Kappel also referred to the existence of a Police and School Protocol established and agreed to through extensive consultations by the police

in concert with all northwestern Ontario school boards. Its content must be reviewed in relation to that which exists in our own MG 520 to ensure there is no overlap or conflicting information.

5.0 Stakeholder Feedback: New /Existing (P's, MG's and/or PG's)

No Reports

6.0 Workplan for 2009: P's / MG/s and PG/s

Based on review timelines for current policies, management guidelines and procedural guidelines, the committee established a work plan for its meetings in 2009.

P "Policy MG..... Management Guideline PG..... Procedural Guideline	Title	Review Due Date	2009 Review Date
P – 408	Loaning of Equipment	2003	March 30/09
P – 510	Suspected Child Abuse	2009	March 30/09
P - 606	Home / Hospital Study	2007	March 30/09
P – 714	Criminal Background Checks-Employees	2008	March 30/09
P - 715	Criminal Background Checks Service Providers	2008	March 30/09
P – 212	Observer Comments at Board Meetings	2009	April 27/09
P – 516	Safe Arrival Program	2009	April 27/09
MG – 516	Safe Arrival Program	2009	April 27/09
P – 521	Community Involvement Activities	2007	April 27/09
MG – 521	Community Involvement Activities	2007	April 27/09
P – 602	Acceptable Use of the Internet	2008	April 27/09
MG – 602	Acceptable Use of the Internet	2008	April 27/09
P – 208	Trustee Attendance at Conferences	2012	May 25/09
P – 524	Anaphylaxis (Sabrina's Law)	2009	May 25/09
P – 607	Electronic Communication	2008	May 25/09
P – 608	Computer Network Security	2008	May 25/09
MG – 608	Computer Network Security	2008	May 25/09
P – 517	Early Identification	2009	September 28/09
P – 604	Junior and Senior Kindergarten	2009	September 28/09
P – 706	Health and Safety	2009	September 28/09
P – 708	Community Service	2009	September 28/09

7.0 Future Agenda Items: March 30, 2009

7.1 Existing P-208: Trustee Attendance at Conferences

Trustee C. Brown advised that she continues to gather input on this policy and expects to review on April 3 and 4 at the Trustee Professional Development session. Consolidation of input will be put to the BPRC at April 27th meeting, and the item as revised will be out for stakeholder review through April and May, with final approval by board anticipated in June 2009. Its directives therein after would apply to the new 2009-2010 Budget year.

7.2 New PG: School Field Trips / Medical Preparedness and First Aid

C. Kappel will develop this item based on current policy and management guidelines that have a relation to this subject and compile the procedural guideline that complies with all current policy. She will present a draft on March 30, 2009.

8.0 Direction for Stakeholder Reviews to Conclude April 10, 2009

New Policy 412 Public Access Defibrillators in Schools will be posted on the board website for input by all stakeholders

9.0 Recommendations to March 23, 2009 Regular Board

No Report

10.0 Next Meeting Date:

Monday, March 30, 2009

11.0 2009 Meeting Dates / Time: 6:30 p.m.

Monday, April 27/09	Monday, September 28/09
Monday, May 25/09	Monday, October 26/09
June 2009 (No Meeting)	Monday, November 23/09
July 2009 (No Meeting)	December 2009 (No Meeting)
August 2009 (No Meeting)	

12.0 Adjournment

Moved by: Cindy Brown

Seconded by: Cindy Fisher

That, the Board Policy Review Committee meeting be adjourned at 7:08 p.m.

Superior-Greenstone District School Board

Section FACILITIES AND GROUNDS

Policy Name PUBLIC ACCESS DEFIBRILLATORS IN BOARD FACILITIES 412

Board Approved: _____

Review Prior To: December 2014

POLICY

The Superior-Greenstone District School Board recognizes the benefits of making available to Public Access Defibrillation (P.A.D.) equipment in all its facilities. PAD equipment in board facilities has the potential to increase the odds of survival for an out-of-hospital cardiac arrest where according to the Heart and Stroke foundation of Ontario statistics, approximately 95% of these events result in mortality if defibrillation and CPR are not administered within the first few minutes of onset of a cardiac event.

The implementation of P.A.D. equipment offers students, staff and visitors to board facilities a reasonable chance of survival should they experience a sudden cardiac arrest while on the premises

What is a Public Access Defibrillator (P.A.D.)?

P.A.D. is an automated external defibrillator (A.E.D.) that has been designed for public use. They are designed to be accessed and utilized by any member of the public should they come across a person who is suffering from a sudden cardiac arrest. These A.E.D.'s are designed with ease of use and quickness of response in mind. Any member of the public can access a P.A.D. and apply it to a victim who may appear to be having a cardiac arrest. The quicker the response – the greater chance of survival the victim of a cardiac arrest will have. P.A.D.'s are machines that analyze and look for shockable heart rhythms. They advise the first responder of the need for defibrillation and deliver a shock to the patient if required. The unit does this in order to re-set a heart that has stopped beating effectively, usually caused by an abnormal heart rhythm called ventricle fibrillation. This equipment can be used on a victim of sudden cardiac arrest, a condition where the heart unexpectedly or abruptly quits beating.

PROCEDURES

1.0 Implementation

- 1.1 The P.A.D units will be located in all board facilities, in a location that shall be specific to each school and shall be in such as place so as to allow the device to be easily seen by staff.
- 1.2 The P.A.D. unit should allow the public on the premises to retrieve the device outside of normal school hours.
- 1.3 The P.A.D. units shall be stored in wall-mounted cabinets located in noticeable areas of each facility
- 1.4 The P.A.D. unit cabinets shall be alarmed both locally and through the facility monitoring station (911??). When the cabinet door is opened, a very loud audible alarm will sound. The alarm can be turned off with a key marked "P.A.D.". The P.A.D key shall remain in the key tumbler at all times when no in use.
- 1.3 After school hours the P.A.D. may be moved from its designated location by an athletic trainer/coach, principal or principal's designate in the event of a department volunteer

activity on site. A visible sign must be left in the place of the AED clearly indicating who is temporarily in possession of the device.

2.0 Guidelines

- 2.1 For someone who is at least 8 years of age and/or over 25 kg. (55 lbs) who is found unconscious collapsed or heart problem is suspected, the first responder should:
- Call 91 1 (if you are alone - you make the call, otherwise, send a bystander)
 - Secure the scene (hazards etc.)
 - Retrieve the P.A.D. machine from its cabinet (send a bystander if possible).
 - The P.A.D. is designed to prompt an untrained rescuer in its use.
 - Turning off the PAD cabinet audible alarm is secondary.
 - The alarm should remain on until back-up arrives should you be by yourself.
 - If the patient is in a wet environment (pool, outdoors in the rain etc.), remove the patient to a dry area. Thoroughly dry the patients chest area prior to applying the defibrillation pads and shocking the patient.
 - Apply the P.A.D. to the patient and follow the prompts.
 - Should shock be required, remember the patient **MUST BE CLEAR**. You must ensure that there is no one touching the patient in any way prior to pushing the shock button.
 - The care of the patient should then proceed as required and to the level of training of the attending staff / public
 - In the case of non-shockable rhythm as determined by the P.A.D. unit, continue First Aid and CPR until Emergency Medical Service (EMS) arrives
 - All patient and care information must be documented on the forms provided in the P.A.D carrying case.
- 2.2 When EMS arrives, they will assume responsibility of patient care. Should the responder be in the middle of a shock sequence, the emergency medical paramedics will act as a guide and take over when the sequence is complete. When giving a report to the EMS, begin with what protocol (stage) you are in, where you are and work back to when you found the victim. You may be asked for a copy of the first responder defibrillation (PAD print-out).
- 2.3 As a first responder you will be required to assist in preparing an incident / accident report of the event.
- 2.4 As a first responder, following P.A.D. unit event, a review shall be conducted to learn from the incident as a means of program quality assurance. The principal or principal's designate shall conduct and document the post event review. All key staff participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well, the collection of improvement as well as critical incident stress debriefing. A summary of the post event review shall be kept on file with the accident / incident report. If required, first responder, may be directed to the Employee Assistance Program (E.A.P.) for further critical incident stress debriefing.

3.0 Facility Preparedness

At least one staff member at each facility shall be trained in P.A.D. procedures.

Training will be made available to designated staff with the initial installation of the P.A.D. unit into each facility. Recertification of P.A.D. training will be done (once a year ????) and (every second year ????) as part of the Board's First Aid / CPR Training program. All staff having P.A.D. certification will perform quarterly reviews in-house. All attempts will be made to get newly hired staff requiring certification certified in P.A.D. use as soon as possible. Whenever possible, regular user groups should be encouraged to participate in a 2-hour "Orientation to the P.A.D." session.

The trained staff member in the facility shall conduct a daily check on the P.A.D unit to ensure that:

- The "OK" in the LED display on the P.A.D. machine is on
- The first aid kit supplies are intact
- An extra set of electrodes is exists within the cabinet
- The date on the spare electrodes has not expired
- Any deficiencies or problems with the P.AD. Unit is reported to the principal or principal's designate.

Should the "OK" not be present, call the Superior North EMS ???? at _____ and ask for service. Should the P.A.D. unit be unavailable for any reason, notice must be posted in public areas within the facility including the P.A.D. Cabinet.

Superior-Greenstone District School Board

Section FACILITIES AND GROUNDS

Policy Name PUBLIC ACCESS DEFIBRILLATORS IN BOARD FACILITIES
Procedural Guideline Applies

412

Board Approved:

Review Prior To: December 2010

POLICY

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 be given to individuals who may experience cardiac arrest on school property, the Board has acquired automatic external defibrillators (AED's) for use in schools and at designated events that can be accessed by staff members and the public.

The expectation is to have the Public Access Defibrillators located in accessible public locations in each school facility. Procedures related to use and maintenance of the Public Access Defibrillators will be reviewed annually.

DEFINITIONS

Public Access Defibrillators (P.A.D.) is an automated external defibrillator that has been designed for public use. Any member of the public can access a P.A.D. and apply it to a victim who may appear to be having a cardiac arrest. The quicker the response – the greater chance of survival the victim of a cardiac arrest will have.