

Business

Use of Automatic External Defibrillators (AEDs)

I. Definitions

Automatic External Defibrillator (AED) – means a device that: (A) is used to administer an electric shock through the chest wall to the heart; (B) contains internal decision-making electronics, microcomputers or special software that allows it to interrupt physiological signals, make medical diagnosis, and, if necessary, apply therapy; (C) guides the user through the process of using the device by audible or visual prompts; and (D) does not require the user to employ any discretion or judgment in its use.

CPR Provider – that person who is CPR certified and has a copy of his/her certification on record with Waterford Public Schools.

II. Defibrillator Location

1. The Waterford Public Schools will have defibrillators in school buildings designated by the Waterford Board of Education.
2. The AEDs will be strategically placed and readily accessible to maximize rapid utilization.
3. Each AED within the district will be registered with the Town's Emergency Medical Service Provider.

III. Training for CPR Certified Persons

The Waterford Board of Education will provide initial training or refresher training to the following classes of individuals on an annual basis:

1. Staff who work in the Health Services Department, including all school nurses and aides;
2. Staff who work in the Athletic Department, including all athletic trainers, head coaches and the Athletic Director;
3. All building administrators; and
4. Volunteers from the faculty and staff at each school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. Individuals completing this training will be considered a CPR certified person.

Regulation 3210 (b)

Students

Use of Automatic External Defibrillators (AEDs) (continued)

IV. Responsibility for Operation, Maintenance and Record-Keeping

1. The Maintenance Supervisor will check the defibrillator in the building on a regular basis, at least monthly. It will be that Maintenance Supervisors' responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, and emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. If he/she noted any problems, or the AED's self-diagnostic test has identified any problems, the Maintenance Supervisor must contact the Director of Human Resources or designee immediately.
2. After performing an AED check, the Maintenance Supervisor shall make note on an AED service log (Appendix D) indicating that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service".
3. The Director of Human Resources or designee shall be responsible for the following:
 - a. AED service checks throughout the year by the Maintenance Supervisor;
 - b. The replacement of equipment and supplies for the AED;
 - c. The repair and service of the AED;
 - d. All recordkeeping for the equipment during the contracted school year;
 - e. providing/scheduling training for all Board employees who require such training or would like to receive such training;
 - f. Maintaining a list of CPR certified persons;
 - g. keeping all records concerning incidents involving the use of an AED;
 - h. maintaining copies of the certifications of CPR certified persons;
 - i. Reporting the need for revising the AED policy and administrative regulations to the Assistant Superintendent.
 - j. Registering the AEDs in accordance with state law.

V. Procedures for Use

1. To the extent practicable, AEDs should be retrieved and used by CPR certified persons or other trained emergency medical personnel. In the event no CPR certified person is available or present, an AED may be used by Trained and Untrained Individuals in order to provide emergency care to an individual who may be in cardiac arrest on school property.

Regulation 3210 (c)

Students

Use of Automatic External Defibrillators (AEDs) (continued)

2. AEDs may only be used in appropriate circumstances.
3. In the event of use, the Maintenance Supervisor shall promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall be immediately reported to the Director of Human Resources.
4. Each time an AED is used, the AED provider should complete a copy of the AED incident report. (Appendix A). The report should be forwarded to the Director of Human Resources no later than 48 hours after the incident. The Director of Human Resources will forward a copy to the District's Medical Advisor.

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

AUTOMATIC EXTERNAL DEFIBRILLATOR LOG

Any time the AED is retrieved and/or used, the individual returning the form must complete the necessary information below:

Retrieved (Date & Time)	In- service	*Out-of- Service	Returned (Date & Time)	In- Service	*Out-of Service	User Signature

*If out-of-service, immediately contact the Director of Human Resources.

**WATERFORD PUBLIC SCHOOLS
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Automatic External Defibrillator Incident Report

Name of person completing report: _____

Date Report is being completed: _____ Date of Incident: _____

Name of patient on which AED was applied: _____

Age: _____

Known status of patient _____ Student _____ Parent of student

_____ Other, explain _____

Describe incident:

List series of events from the start of the emergency until its conclusion: _____

Your Signature: _____

Please forward to the Director of Human Resources no later than 48 hours after the incident.

WATERFORD PUBLIC SCHOOLS

AUTOMATIC EXTERNAL DEFIBRILLATOR SERVICE LOG

Date	Inspected and In-Service	Inspected and Out-of- Service	Signature of Maintenance Supervisor

Once per month or more often the Maintenance Supervisor will inspect the AED. If the AED is out-of-service or does not have the appropriate equipment, the Maintenance Supervisor will contact the Director of Human Resources or designee immediately.