



Administrative Regulation:

#646.1

School-Based Public Access Automated External Defibrillation Program

Each year approximately 250,000 people die from sudden cardiac arrest (SCA). The chance of survival decreases an estimated 10% each minute without defibrillation even when prompt bystander Cardiopulmonary Resuscitation (CPR) is initiated. Use of an Automated External Defibrillator (AED) is intended to maximize the chance of survival based upon the steps taken during the critical minutes before the emergency medical services (EMS) providers arrive and assume responsibility for the care of the patient. This Administrative Regulation is designed to direct trained responders in the Maynard Public Schools to deliver early defibrillation to victims of sudden cardiac arrest.

Individuals Responsible for Maintaining AED Program

Program Coordinator	Fowler School Nurse
Site Leaders	School Building Nurses
Athletics	Athletic Director
Medical Director	Maynard Public School Physician
EMS Liaison	Maynard Fire Department

Responsibilities

- Program Coordinator will:
 1. Assist with development and implementation of the AED program,
 2. Act as a liaison among the AED program participants,
 3. Coordinate and oversee the non-medical aspects of the program,
 4. Coordinate documentation (pertaining to training, maintenance, use and post incident data collection).
- Site Leader/School Nurse will:
 1. Be responsible for the day-to-day accountability of the AED program during the contracted school year,
 2. Check AED equipment and accessories (by site leader and/or designee) and document in accordance with maintenance procedures,
 3. Maintain a list of all CPR/AED trained staff and forward copies to the Program Coordinator,
 4. Maintain a list of Code Blue Team members and forward a copy to the Program Coordinator,
 5. Maintain documentation regarding use of an AED,
 6. Notify the Program Coordinator if unit is out of service.

- Athletic Director will:
 1. Assist with the development and implementation of the AED program for the athletic department,
 2. Receive and store one portable AED device, (see Appendix E)
 3. Assume designee responsibility to check AED equipment and accessories; document in accordance with maintenance procedures,
 4. Have the discretion to release the portable AED to sports events/practices outside the main building following manufacturer’s guidelines for outside transport,
 5. Maintain documentation on AED release.
- Medical Director will agree to:
 1. Provide medical consultation and expertise,
 2. Review Policy and Protocols from MPS regarding the AED Program implementation in the schools,
 3. Assure program compliance,
 4. Provide incident review after AED use in the schools.
- EMS Liaison will:
 1. Act as a resource to the Program Coordinator and Medical Director,
 2. Maintain records of location/types of machines (sent by Program Coordinator),
 3. Assist in immediate post incident debriefing and data retrieval.

Training

All AED responders are required to have current documentation of successful completion of a course of basic life support that includes cardiopulmonary resuscitation (CPR) and the use of AEDs according to standards and guidelines of the American Heart Association, or an equivalent program such as offered by the American Red Cross.

Employees who will be offered the opportunity to receive training include the following:

- Administrators
- Nursing Personnel
- Athletic Personnel
- MPS Faculty
- Buildings and Grounds Personnel
- Office Staff
- Food Service Staff
- Excel/FASC Staff

MPS Health Services will coordinate the initial and annual refresher training for AED responders.

Employees will only be held to the standards of “Good Samaritan” status and shall only be expected to use an AED if they have successfully completed the CPR/AED training and feel confident using the device.

AED Location Sites

GREEN MEADOW SCHOOL	Wall mounted, near entrance to the Courtyard and Cafeteria
FOWLER SCHOOL	Wall mounted, Main Lobby near comer across from the Gymnasium

MAYNARD HIGH SCHOOL	4 Units – 2 units, wall mounted 1 st floor, 2 units, wall mounted 2 nd floor
MAYNARD HIGH SCHOOL	Office of the Athletic Director to be released for outside athletic events per policy (see Appendix E)

Implementation Protocols

For a medical incident involving an unresponsive person at a MPS school:

1. The first staff member to approach the scene should contact the main office (during open school office hours) to report a Code Blue or call 911 (if after office hours) by the fastest method available (telephone, walkie-talkie, or in person). Exception is an unresponsive child 1-8 years old who would require 1 minute of CPR (as needed) before any other action.
2. Report the exact location of the person, the person's name (if known), and the nature of the emergency (use Code Blue protocol if during school office hours). Upon hearing the Code Blue announcement, the school nurse will retrieve the AED and any other emergency response equipment, or assign another person to retrieve these items, to bring to the location of the emergency.
3. If a responding MPS employee is currently certified in CPR/AED use, he/she may initiate assistance appropriate to their training and level of comfort. Voluntary assistance is appropriate for untrained staff only to the extent they are experienced and comfortable.
4. If after school hours, the first person to approach the scene should remain with the unresponsive person and assign another person to do the contacting and retrieving of the AED and associated equipment within the AED cabinet.

School Main Office Response:

1. Announces a "Code Blue" using Code Blue protocol followed by a call to 911, providing any details given.
2. Notifies the Principal who arranges meeting EMS and directing them to the specific site of the emergency.
3. Arranges classroom coverage, crowd control as appropriate.
4. Notifies parent or family member of the emergency involving student or staff member.
5. Notifies Central Office Administration of the nature of the emergency.

Code Blue Team Response:

1. Report immediately to the requested area. The nurse will bring the AED and other emergency equipment or assign another person to retrieve it.
2. Assess safety at the scene and take universal precautions as needed. Staff is not expected to place themselves at risk in order to provide aid to others. To assess for safety:
 - Verify that the victim is not in contact with any live electrical connections
 - Remove the victim from any water exposure to a dry surface
 - Refrain from the use of any portable radios near the victim while AED is in analyzing mode
3. First person to arrive initiates emergency care as needed until the School Nurse or EMS arrives on scene. Once at the scene, the School Nurse supervises until EMS arrives.
4. Proceeds with AED usage per protocol and per circumstances (see Appendix F).
5. After event complete Event Summary/AED Use Report (see Appendix D).

AED Usage



1. Early Access to EMS (911)

- Assess responsiveness – tap victim and shout “Are you OK?”
- If unresponsive, activate emergency response system (Use Code Blue Protocol during school office hours)
 - If alone, activate EMS by calling 911* and get AED. Exception is a child 1 – 8 years of age who would require one minute of CPR (as needed) before any other actions, such as activating EMS or attaching an AED.
 - If not alone, stay with victim and assign someone to
 - activate EMS by calling Code Blue or 911*
 - get AED

*When activating 911, provide: location, telephone number, nature of emergency, what aid is being provided (example “we’re using an AED”).

2. Early CPR

- Check ABC’s (Airway, Breathing, Circulation)
- If no breathing, provide rescue breathing
- If no circulation
 - if AED is immediately available, attempt early defibrillation
 - if AED is not immediately available, perform CPR and prepare to attempt defibrillation when AED arrives

3. Early Defibrillation

NOTE: Pediatric Pads should be used on a victim less than 8 years old or less than 55 lbs.

Remove victim from contact with water and dry the chest if needed

- Power on AED
- Attach AED electrodes to victim’s bare, dry chest
- Allow AED to analyze (do not touch victim)
 - Stop CPR and clear victim during analysis (“I’m clear, you’re clear, everyone’s clear”)
- If advised to shock (do not touch victim)
 - Clear victim (“I’m clear, you’re clear, everyone’s clear”)
 - Follow voice and visual prompts for proper shock delivery.
- Continue to follow AED prompts until EMS arrives

* See site-specific response plan for procedures to activate EMS and retrieve AED.

4. **Early Advanced Care**

- EMS takes charge of victim upon arrival
- Provide victim information to EMS: name, age, known medical problems, details of incident, victim condition and aid provided (incl. number of shocks administered). If student, give a copy of school emergency information.
- Electrodes remain in place on victim (detached from device) if directed by EMS. Determination to take the AED with the patient or to leave with the school is at the discretion of EMS. EMS will return any removed device promptly to the school.
- Remove the data card while transferring care of the patient to EMS. Any AED data will be downloaded or printed from AED by or under the direction of the Program Coordinator or EMS Liaison. The Program Coordinator will retain one copy of the data report, and forward one copy to the Medical Director.

5. **Post-Incident:**

Any time that defibrillator pads are attached to a patient and when otherwise appropriate:

- Targeted responder notifies Site Leader. Site Leader notifies the Principal and Program Coordinator. Program Coordinator notifies the Superintendent of Schools, Medical Director, and EMS Liaison.
- AED responder must complete the post incident summary form (Appendix D) and return to Site Leader or provide the same information to Site Leader (who completes the form). Site Leader forwards copy to Program Coordinator, who retains one copy and forwards a copy to Medical Director. Site Leader documents additional information relating to incident as appropriate.
- Site Leader or designee takes AED out of service until rechecked and restocked.
- Remove the data card while transferring care of the patient to EMS. Any AED data will be downloaded or printed from AED by or under the direction of the Program Coordinator or EMS Liaison. The Program Coordinator will retain one copy of the data report, and forward one copy to the Medical Director.
- Before AED is entered back into service, Site Leader will inspect, clean if needed and restock AED station according to the manufacturer's recommendations
- The Medical Director and/or Program Coordinator/EMS Liaison will conduct a post-incident review (including quality improvement) and debrief program staff and those involved in the incident. As appropriate, the Medical Director will also monitor patient outcome and provide emotional support to those involved in the event.

Maintenance

Maintenance and status checks will be conducted according to the requirements of the AED manufacturer. See the AED manufacturer's Operating Instructions Manual for detailed maintenance information and instruction. Documentation of maintenance and status checks will be maintained in each of the school nurse's offices for a period of two years.

The PHILIPS HEARTSTART ONSITE AED performs its own daily diagnostic evaluation. If service is needed, an audible chirp will indicate the need for maintenance and the site nurse and/or program coordinator must be notified immediately. A blinking green "ready" light indicates the device is OK for use.

The Site Leader or designee responsible for an AED will perform and document as follows (during the contracted school year):

- Daily and after each use (see Appendix A)
 - Check readiness display/status indicator for 'OK' and confirm no battery indicator or service indicator displayed
 - Visually inspect AED: proper location, clean, no tampering
 - Initial Daily Log (Appendix A)

- Monthly and after each use (see Appendix B)
 - Inspect AED, case, connectors, battery according to Operator's Checklist
 - Check station against AED Station Inventory, and restock as needed
 - Enter date, print and sign name on monthly log (Appendix B)

- After each use
 - Inspect exterior for dirt or contamination and clean if needed (see Operating Instructions)
 - Removal of data card for data collection
 - Replacement of necessary supplies used
 - Return of the AED to its designated location

Whenever the results of inspection requires action (per manufacturer's Operating Instruction Manual or these procedures) and/or after each dispatch or use (anytime defibrillator pads are attached to a patient) document in the AED General Log (Appendix C). If the unit needs immediate service or supplies, remove from service and notify the Program Coordinator immediately. If the unit is still operational but requires service or supplies will expire soon, Site Leader should notify the Program Coordinator promptly.

Date Approved: 1/22/2015

Earlier Version: 2/7/08

Legal Reference: MGL 112:12V & 12V1/2

APPENDIX: A

MAYNARD PUBLIC SCHOOLS
 PHILIPS HEARTSTART ONSITE AED
DAILY LOG

School: _____ Year: _____ AED Serial # _____

Directions for **Daily** (and after each use) **Maintenance**:

- Check that the Status Indicator (upper right side of AED) to ensure that it is flashing green. When the indicator is green, AED is ready for rescue use. If the indicator is red or audible chirping heard, refer to Instruction Manual page _____.
- Visually inspect AED for proper location, no tampering or dirt
- Site leader or designee will initial daily after checking AED station and contents.

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Sep																															
Oct																															
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INITIALS	SIGNATURE
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

APPENDIX: B

MAYNARD PUBLIC SCHOOLS
PHILLIPS HEARTSTART ONSITE AED
MONTHLY/ANNUAL LOG

School: _____ Year: _____ AED Serial #: _____

Directions for **Monthly** Maintenance:

- Inspect AED, case, connectors, battery according to Operator's Checklist,
- Check station against AED station inventory, and restock as needed,
- Enter date; print and sign name.

MONTH	DATE	PRINTED NAME	SIGNATURE
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

Directions for **Annual** Maintenance (due September of each year):

- Refer to User's Manual
- Enter date; print and sign

Month	Date	Printed Name	Signature

APPENDIX: D

**MAYNARD PUBLIC SCHOOLS
PHILLIPS HEARTSTART ONSITE AED
EVENT SUMMARY/AED USE REPORT**

Location of Event: _____

Brief Description of Incident: _____

Date of Event: _____ Time of Event: _____

Victim's Name: _____ Gender: _____ Age: _____

Was the Event Witnessed: YES _____ NO _____

If YES, Name of Witness (es): _____

Name of Certified CPR/AED Responder(s): _____

Was 911 called? YES _____ NO _____ If YES, name of 911 caller: _____

Were airway, breathing & circulation (ABC's) assessed? YES _____ NO _____

Was CPR initiated before AED arrival? YES _____ NO _____

If YES, estimate length of time CPR was performed: _____

Were shocks delivered by the AED? YES _____ NO _____
Total # of shocks _____

Did Victim: Regain signs of circulation? YES _____ NO _____
Resume breathing? YES _____ NO _____
Regain consciousness? YES _____ NO _____

Was the procedure for transferring victim-care to Early Advanced Care (EMS) followed?
YES _____ NO _____ If NO, please explain: _____

Pertinent Additional Information: _____

Name of person completing report: _____

RETURN COMPLETED FORM TO PROGRAM COORDINATOR WITHIN 24 HOURS

APPENDIX: F

HeartStart Onsite AED RESPONSE PROTOCOL FLOW CHART

