

**MISCELLANEOUS - USE OF AUTOMATED EXTERNAL
DEFIBRILLATOR (AED)**

- I. Bemidji Area Schools will have a written medical prescription on file with the District School Nurse for the use of the Automated External Defibrillator (AED) in the schools and/or at school events.

- II. The School Nurse will serve as the AED project coordinator with the following responsibilities.
 - A. Annually route copies of current AED policy and procedure, which will indicate the type of device, intended use area, plan for maintenance and testing, and location of device to the following:
 - a. Beltrami County Emergency Medical Services Coordinator
 - b. 911 Call Down Receiving Center. If someone calls for a person down, dispatch can tell the caller where the closest AED is located.
 - c. Medical Director for the Bemidji Area Schools' AEDs - Dr. Joseph Corser

 - B. Monitor to assure the district is in compliance with the current AED policy and procedures and communicate concerns to medical director and school administration.

 - C. Work with the medical director and school administration on any revisions needed to AED policy and procedures.

 - D. Coordinate training of emergency responders, acquisition of necessary equipment and assign staff (and alternates) to complete equipment inspections.

 - E. Provide record of staff members' CPR/AED & blood borne pathogen training status and written records documenting equipment readiness.

 - F. Provide an orientation to the student body as to the placement of AEDs in the school.

 - G. Inform the public about the AED placement in the schools.

- III. The AED will be stored in an accessible, non-locking, alarmed cabinet in a centrally located position as determined by the School Safety Officer, District School Nurse and administration.
 - A. When there are unique circumstances that may deem it appropriate to have the AED on standby at a school event, authorized users may request permission from the School Nurse or building administrator to temporarily relocate the AED. When doing so, the authorized user must securely place a sign on the AED cabinet clearly identifying the location of the AED; specifying the date and time the AED was removed; the date and time the AED will be returned; the name of the user, who must

have current certification on the proper use of the AED and agrees to assume responsibility for the unit; and the name of the person who authorized the AED removal from the storage cabinet. The location of the next nearest AED should also be noted. It is that user's responsibility to return the AED to the cabinet at the appropriate time and set the alarm.

- IV. The public will be informed of the presence of the AED. Bemidji Area Schools will publicize that the AED is available when hosting school events. Multiple signs will be displayed throughout the building identifying that the building is AED equipped.
- V. Individuals trained in AED use and CPR are permitted to use the AED in an emergency. **In the event that a trained individual is not available, an untrained, willing individual may use the AED if needed without liability to that person (under the Minnesota Good Samaritan Law) and to the school district.** Requirements for the frequency of recurrent training will be as specified by the issuing organization of the individual employee's certification.
- VI. American Heart Association procedures for the proper use of the AED will be followed.
- VII. Essential ongoing education to include:
 - A. Voluntary CPR/AED training to school staff willing to serve on their school's emergency response team, a minimum of once every two years.
 - B. Health office staff will maintain a minimum of current First Aid and CPR certification.
- VIII. Evaluation process for assuring AED readiness and effective use of the AED.
 - A. Routine AED checks will be completed and documented a minimum of once per month by the maintenance staff to assure:
 - a. The unit is ready for use using guidelines provided by manufacturer.
 - b. Batteries, pads, ancillary equipment pouch containing towels, scissors, razor, gloves and pocket CPR mask are available and in functional condition.
 - c. If any equipment is found to be missing, tampered with or not in working order, the School Nurse will be notified immediately. In the nurse's absence, the building principal is notified. Concerns relating directly to the functioning of the AED may be directed to Cardiac Science by calling 888-247-3342 ext. 3892.
 - d. Documentation shall record the date and type of maintenance/testing with the signature of the person performing the maintenance.
 - B. Procedures following the use of the AED.
 - a. AED Coordinator/School Nurse will be notified that the AED was used and is responsible for getting the AED back in service. The school nurse will:

- Initiate the retrieval of data from the AED's memory. This should not prevent the use of the AED on another victim if circumstances do not allow data retrieval prior to initiating treatment on another victim.
 - Restock all necessary AED supplies.
 - Clean AED according to manufacturer's recommendations.
- b. A formal review and evaluation of all situations involved in the use of the AED will be called by the building principal or School Nurse, which will include the following individuals:
- First Responder at the scene
 - Medical Director
 - School Administrator
 - Any other person identified and designated by school administration.
- c. A review will be conducted. Emotional support and/or counseling may be suggested for those involved in the incident. The review could include:
- School Nurse and Building Administration
 - Responders at the scene
 - Student Witnesses
 - Others as Indicated