

## CLARK COUNTY SCHOOL DISTRICT REGULATION

5156

### AUTOMATED EXTERNAL DEFIBRILLATOR (“AED”)

#### I. Purpose

This regulation provides guidance in the management and administration of the AED Program in the Clark County School District high schools and participating administrative sites. This regulation should be used in conjunction with the uniform guidelines set forth in CCSD’s AED Procedure for responding to sudden cardiac arrest incidents.

#### II. About the AED and the Program

- A. The AED delivers an electrical charge to someone who is experiencing a life-threatening abnormal heart rhythm called ventricular fibrillation. The electrical charge delivered is preset and will only be administered by the machine if the appropriate ventricular fibrillation is detected. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest.
- B. High schools, with their large population, older students, and associated extra-curricular events, are the most likely location where a cardiac incident might occur. Accordingly, the program for the use of AEDs in the district will be implemented in the district’s high schools.

#### III. Program Coordinators

- A. The district AED program coordinator shall be the chief nurse/ director of Health Services.
- B. Each high school principal shall designate a school AED program coordinator.

#### IV. Responsibilities of the District AED Program Coordinator

- A. Once each calendar year, the AED program coordinator is required to conduct and document a system readiness review. This review should include the following elements:
  - 1. Training records
  - 2. Equipment operation and maintenance records
  - 3. Documentation of AED use, if any

- B. Following each deployment of the AED Response Team, a review must be conducted in order to learn from the experience. The AED program coordinator is required to conduct and document the post-event review. All key participants in the event must participate in the review. The review must include identification of actions that went well, as well as any recommendations for improvement. A summary of the post-event review must be sent to the district's medical consultant in the area of emergency response. The AED program coordinator is required to maintain a copy of the post-event review summary.
  - C. Prepare annual summary of AED use and results for administrative review.
- V. Responsibility of the School AED Program Coordinator
- A. Identify a minimum of 10 employees for AED training and maintain a list of AED-trained employees. Coordinate the training for emergency responders.
  - B. Conduct drills for trained employees at least once every three months. Maintain documentation of drills.
  - C. Coordinate equipment and accessory maintenance. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. The AED must be properly maintained and tested according to the operational guidelines established by the manufacturer.
  - D. Maintain on file a specification sheet for each approved AED model used by the school.
  - E. Monitor the effectiveness of the system.
  - F. Communicate with the district AED program coordinator on issues related to the medical emergency response program including post-event reviews.
  - G. In conjunction with the site administrator, determine the appropriate location for AEDs.
  - H. In conjunction with the site administrator, specify the authorized user(s) who may bring the AED, together with other resuscitation equipment, to other areas of the school or its grounds for the purpose of standing by at specific events or activities (such as

athletic department activities), or authorize the temporary relocation of the AED together with other resuscitation equipment for specified periods of time. A visible sign must be left in the place of the AED, clearly indicating accurate contact information for the individual in possession of the AED. The location of AEDs may also be placed upon school maps.

- I. Notify the site administrator if program responsibilities cannot be fulfilled.

#### VI. Medical Control

The medical advisor of the district AED Program is the program coordinator's medical consultant in the area of emergency response. The medical advisor of the AED Program has ongoing responsibility to:

- A. Provide medical direction for the purchase, maintenance, and use of AEDs.
- B. Write a prescription for AEDs.
- C. Review and approve guidelines for emergency procedures related to the use of AEDs and CPR.
- D. Evaluate post-event review forms and digital files downloaded from the AED.

#### VII. Authorized AED Users

- A. The AED may be used only by those individuals who have been identified and trained in the use of AEDs and have successfully completed a CPR/AED training program conducted by instructors certified as instructors under an approved American Heart Association Training Center within the last two years and have a current successful course completion card. Selection of a single training program is required for purposes of consistency and safety in responding to sudden cardiac arrest incidents. Trained employees must also be trained in universal precautions against bloodborne pathogens.
- B. Possible categories of employees eligible for training include administrators, first aid safety assistants, nurses, athletics/activities directors, athletic trainers, office staff, teachers, coaches, field/game managers, hall monitors, and school police.

- C. District and school program coordinators will maintain training records for the trained employees.

VIII. AED-Trained Employee Responsibilities

- A. Understand and comply with the requirements of this policy.
- B. Follow the uniform guidelines set forth in CCSD's AED Procedure for responding to sudden cardiac arrest incidents.
- C. Activate the internal emergency response system and provide prompt, basic life support, including AED and first-aid according to training and experience.
- D. Trained employees must refresh their AED skills every three months and provide evidence of current training to the school AED coordinator.

IX. Site Administrator Responsibilities

Site Administrators shall ensure the following procedures and practices are established.

- A. Identify the individuals and/or locations to receive emergency medical calls from internal locations for suspected cardiac incidents.
- B. Use an established 9-1-1 checklist to assess the emergency and determine an appropriate level of response.
- C. Contact the external community 9-1-1 Emergency Medical Services team ("EMS"), as appropriate.
- D. Ensure that the activation of the EMS system is not delayed due to the actual or anticipated use of an AED.
- E. Announce the location and nature of the emergency to the AED-trained employees [*either via phone, public address system, or radio*] and deploy the trained employees to that location.
- F. Assign personnel to retrieve the AED and meet the responding AED-trained employees at the emergency location.
- G. Assign personnel to meet the responding EMS aid vehicle and direct EMS personnel to the site of the medical emergency.

H. Maintain a copy of the list of all currently trained staff members, as well as a copy of CCSD's AED Policies and Procedures.

X. After-School Activities

The AED will be in an accessible location for potential use during and after school activities, provided trained personnel are available. In their absence, normal emergency procedures will be undertaken.

- A. The activity supervisor shall ensure access to AEDs and properly trained individuals.
- B. The activity supervisor is responsible for immediately contacting 9-1-1, announcing the location and nature of the emergency to the AED-trained employees, and deploying the trained employees to that location.
- C. The activity supervisor is responsible for assigning someone to retrieve the AED and meet the responding AED-trained employees at the emergency location.
- D. The activity supervisor is responsible for assigning someone to meet the responding EMS aid vehicle and direct EMS personnel to the site of the medical emergency.
- E. Community activities are not guaranteed access to the AED as part of standard facilities use agreements.

XI. Equipment

AEDs that have been approved by the district's medical advisor and that conform to federal and state standards are approved for this program.

Review Responsibility:	Instruction Unit
Adopted:	2/12/04
Revised:	8/23/07