

Sample School Automated External Defibrillator (AED) Procedure

This sample AED procedure is intended as an example and is not intended as medical or legal advice. Permission is granted to reproduce this sample AED procedure for the purpose of using it as a starting point towards the creation of a formal AED procedure. Before preparing and implementing any AED procedure, ensure it fully complies with the directions of your medical advisor, applicable laws, regulations, corporate policies and manufacturer's operating procedures.

NOTE: If AED is not immediately available, perform CPR until AED arrives on the scene.

Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED.

Purpose

To provide trained employees of the school district with uniform guidelines to follow when responding to sudden cardiac arrest incidents and in intervening with an AED.

School Hours

1. Assess scene safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others, instead, the scene or environment around a victim must be made safe prior to attempts to assist.
2. Determine unresponsiveness.
3. Activate system:
 - a) At any school phone: Dial # _____.
 - b) At any public phone or cellular phone Dial 9-1-1 or local emergency number.
 - c) Call main office and alert them to emergency and location of unconscious person.
 - d) Main office staff will assign someone to retrieve AED and meet responding volunteer at emergency scene.
 - e) The office staff will assign someone to wait at facility entry to direct Emergency Medical Services (EMS) to the victim's location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:
 - a) Open airway (A)
 - b) Check for breathing (B)—if not breathing, or if breathing is ineffective, give two slow breaths. Observe universal precautions using gloves and ventilation mask, if available. If breathing, place in the recovery position and monitor breathing closely.
 - c) Check for signs of circulation such as pulse and coughing, or movement (C)
 - d) If no signs of circulation, apply AED immediately. If AED is not immediately available, begin chest compressions and breathing (CPR) until AED arrives.
5. Turn ON AED. Do not touch the victim unless instructed to do so.
6. Apply electrode pads (according to diagram on back of electrode pads) to victim's bare chest:
 - a) Peel electrode pads, one at a time, from the backing or liner.
 - b) Shave or clip chest hair if it is so excessive it prevents a good seal between electrode pads and skin.
 - c) Wipe chest clean and dry if victim's chest is dirty or wet.
 - d) Press electrode pads firmly to skin.
7. Stand clear of victim while machine evaluates victim's heart rhythm.
8. Refrain from using portable radios or cell phones within four feet of victim while AED is evaluating heart rhythm.

SHOCK ADVISED:

1. Clear area, making sure no one is touching the victim.
2. Push SHOCK button when prompted (if the AED is a fully automatic unit, the shock occurs without rescuer interaction).
3. Device will analyze the victim's heart rhythm and shock up to three times.
4. After three shocks device will prompt to check pulse (or for breathing and movement) and if absent, start CPR.
5. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute.
6. Device will countdown one minute of CPR and will automatically evaluate victim's heart rhythm when CPR time is over.

NO SHOCK ADVISED:

1. Device will prompt to check pulse (or breathing and movement) and if absent, start CPR.
2. If pulse or signs of circulation such as normal breathing and movement are absent, perform CPR for one minute.
3. If pulse or signs of circulation are present, check for normal breathing.
4. If victim is not breathing normally, give rescue breaths at a rate of 12 per minute.

5. AED will automatically evaluate victim's heart rhythm after one minute.
6. If victim regains signs of circulation, such as breathing and movement, place them on their side, in the recovery position, and monitor their breathing closely.
7. Continue cycles of heart rhythm evaluations, shocks (if advised) and CPR until professional help arrives.
8. Victim must be transported to hospital.
9. Leave AED attached to victim until EMS arrives and disconnects AED.
10. Turn over care of the victim to EMS personnel. Once they have arrived, follow the directions of EMS personnel for further actions.

After-School Hours

1. Athletic trainer-covered events:
 - a) Determine unresponsiveness
 - b) Activate system:
 - At any school phone, dial # _____.
 - Public or cellular phone, dial 9-1-1 or local emergency number.
 - Alert athletic staff of emergency by sending a runner to inform the athletic trainer, athletic director or field/gym manager.
 - c) If present, the athletic trainer, or a designee, will retrieve the AED
 - d) If a CPR and/or AED trained individual is available, CPR and AED procedures should be initiated until EMS arrives.
 - e) Follow procedure outlined above. See School Hours section starting with 4a.
2. Other school events (if AED is available)
 - a) Determine unresponsiveness
 - b) Activate system:
 - At any school phone, dial _____.
 - Public or cellular phone, 911 or local emergency number.
 - Alert the supervising staff member of the emergency.
 - c) If CPR/AED trained, the supervising staff will retrieve the AED. CPR and AED procedures should be initiated until EMS arrives
 - d) Follow procedure outlined above. See School Hours section starting with 4a.

AFTER USE:

1. A copy of AED use information will be sent within 48 hours (weekdays) of the emergency to: _____
2. The volunteer responder will document the event using the school district accident form and will forward a copy of completed form to AED Program Coordinator or designee on the next business day.
3. The AED will be wiped clean according to policy.
4. Electrode pads must be replaced and reconnected to device (electrode pads and CHARGE-PAK™ charging unit must be replaced in the LIFEPAK® CR Plus AED).
5. Contents of attached resuscitation kit must be replaced if used.
6. Critical Event Stress Debriefing will be conducted by: _____

Authorizing Physician Signature: _____ Date: _____

Print or type name: _____

Address: _____

Telephone: _____

Registration number: _____ This authorization expires: _____



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