



Administrative Guidelines

Department: Operations

Policy: N/A

Topic: Automated External Defibrillator (AED) Use & Maintenance

Revised: July 2019

PROCEDURE

The AED should be located in an area of the school that is accessible to staff and emergency personnel but has limited public access and is able to be monitored during business hours.

The principal shall designate annually, or as needed, a minimum of two staffers, in addition to the school nurse, to serve as primary responders in case of a sudden cardiac arrest incident. In case of the absence of primary staff responders, principals should ensure that additional staff, especially administrative staff, be familiar with the operation of the AED.

- The school nurse and designated staff should be familiar with the location of the AED and how/when to use it.
- In case of emergency (sudden cardiac arrest) the designated staff should respond to the location of the emergency and, if required by conditions, implement emergency procedures in accordance with instructions from the AED or AED usage manual.

The AED shall be checked for readiness on a monthly basis in conjunction with monthly fire drills and at a time to be determined by the principal or designee during June and July. A log of such inspections shall be kept and the results posted on the inspection log sheet (see exhibit XX-1) inside the AED cabinet. At a minimum, the inspection should include the following:

- Is the device inside the cabinet or other storage location?
- Is the battery serviceable?
- Is the spare battery present and still within its usage window?
- Is the shock pad intact and serviceable?
- Are the spare shock pads (adult and/or child) inside the cabinet and serviceable?

In case the AED has to be used, the principal or designee will report its usage, as well as any additional required reports, to the Chief Operations Officer.