

Automated External Defibrillators (AED) Procedures

Location, Maintenance and Testing of the AED(s)

1. The Nokomis Regional High AED shall be located inside the Main Office outside of the staff bathroom. The AED is intended for use at Nokomis Regional High School, as well as on their grounds (i.e., athletic fields).
2. Seabasticook Valley Middle School AED shall be located on the left wall beyond the Snack Shack.

The school nurse shall confirm this information annually in writing to the school physician and local EMS. Currently, these roles are filled by:

- School Nurse Supervisor: Penny Townsend (278-4263, ext 125, 416-8755)
 - School Physician: Dr. Nita Patel, Seabasticook Family Doctors (368-5189)
 - (Robin Winslow, CEO, 416-2062)
 - Local EMS: Seabasticook Valley Hospital Ambulance (-487-4092)
 - (Mike Holcomb, Supervisor, 717-5292)
3. Maintenance and testing will be conducted as recommended by the manufacturer. The school nurse will conduct the monthly and annual manual maintenance testing.

Documentation of the maintenance and testing will be maintained in the school nurse's file for a period of 7 years. The documentation log will include the type of maintenance/testing and the signature of the person performing the task.

I. Training

1. Initial training in CPR and AED use will be done by the School Nursing Team.
2. Ongoing training in CPR and AED use will be done annually or upon request.
3. Records of training will be maintained by the school nurse/Safety Officer.

II. Use of the AED

1. Determine unresponsiveness of victim and activate an emergency response.
 - a) If victim is unresponsive, call 9-1-1 and get the AED.
 - b) Assess the victim: airway, breathing and circulation.
 - c) Initiate CPR, if required, while the AED is brought to the victim's side.
 - d) The intercom will be used to activate responders and indicate location of victim.
 - e) Designate an individual to wait outside the main entrance to direct EMS to the victim's location.

2. Upon arrival, place the AED near the head of the victim, close to the AED operator.
3. Use the AED.
 - a) Turn the power ON.
 - b) Bare and prepare chest for AED use.
 - c) Attach the AED to the victim. Use pediatric electrodes for children < age 8 or < 55 #.
 - d) Stop CPR while the device analyzes the heart rhythm.
 - e) Follow the machine prompts for further action. If a shock is indicated, be sure all rescuers are “clear” before shock is administered.
4. Upon arrival, EMS shall take charge of the victim.
 - a) Provide victim information: name, age, known medical problems, time of incident
 - b) Provide information as to current condition and number of shocks administered.
5. If requested by EMS, hook the AED up to a computer to transfer recorded data.

III. After Use of AED

1. A critical incident debriefing session will be held within 24 hours (unless on the weekend) for all initial responders. A written summary shall be sent to the Central Office.
2. The School Physician shall be notified of AED use.
 - a) RSU 19 will complete a follow-up report to be filed at School, Central Office and with School Physician.
 - b) The school nurses will meet after every AED use to perform a quality improvement review.
3. The AED will be checked and put back in readiness state.
 - a) Restock AED per AED inventory.
 - b) Clean AED if needed according to manufacturer recommendations.
 - c) Document readiness; the school nurse will maintain said records.