

1 **Board Policies**

Blair-Taylor School District

2
3 **Series: 400**
4 **Section: 450**
5 **Policy #: 450.1**
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STUDENTS
STUDENT HEALTH AND WELFARE
AED PROCEDURES

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9 **A. Location, Maintenance and Testing of AED(s)**

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11 1. An AED is located across the hallway from the blue gym entrance doors in the K-6 building.
12 The AED is located by the gym entrance door wall at the 7-12 building.
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14 2. The type of device, intended use area, plan for maintenance and testing, and location of the
15 device on the premises shall be confirmed annually in writing to:

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17 Blair-Taylor District Administrator
18 219 South Main Street
19 Blair, Wisconsin 54616
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- 21 3. Maintenance and testing will be conducted as required by the manufacturer.

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23 a. Documentation of the maintenance and testing will be maintained in the
24 building principal's office for a period of five years.

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26 b. Documentation shall record the date and type of maintenance/testing, and the
27 signature of the person performing the maintenance/testing on the AED Readiness
28 Inventory form.
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30 **B. Use of the AED**

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32 1. Determine the unresponsiveness of the victim and activate the Emergency
33 Medical Services.

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35 a. If a victim is unresponsive, call "9-1-1" and obtain the AED from the storage area.

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37 b. Assess the victim: airway, breathing and circulation.

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39 c. Initiate CPR, if required, while the AED is brought to the victim's side.

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41 d. During the school day, the public address system will be used to activate responders
42 and indicate location of the victim.

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44 e. An individual should be designated to wait at school entry to direct the EMT to the
45 victim's location.
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- 47 2. Upon arrival, the AED shall be placed near the head of the victim, close to the
48 AED operator.
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53 3. Prepare to use the AED.

54 a. Turn the power ON.

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56 b. Bare and prepare the chest for AED use.

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- c. Attach the AED to the victim.
 - 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 responsibility for care of the victim.
- a. Provide victim information to the EMS: name, age, known medical problems, time of incident.
 - b. Provide information as to current condition and number of shocks administered.
5. Following AED use the data card shall be given to EMS personnel.

C. After Use of AED

- 1. A critical incident debriefing session will be held within 24 hours for all initial responders. Contact: Building principal
- 2. The Medical Advisor shall be notified of AED use:
 - a. Complete follow-up report if deemed necessary by the Medical Advisor.
 - b. Arrange for quality improvement review.
- 3. The AED will be checked and put back in readiness state.
 - a. Insert new data card.
 - b. Restock AED per AED Inventory.
 - c. Clean AED if needed according to manufacturer recommendations.
 - d. Document readiness.

D. AED Inventory

- 1. Readiness status will be assured by daily checks.
- 2. Readiness status will be assured following any AED use.

LEGAL REFERENCE:

First Reading: 8-17-09

Adopted: 9/21/09

Clerk: _____