AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PLAN

PURPOSE:
To provide guidance in the management or administration of a school-based AED program.

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart’s normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is only to be applied to victims who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Authority:
✓ Health and Safety Code, Division 2.5, Ch. 3, Art. 5, §1797.190 and §1797.196.
✓ California Code of Regulations, Title 22, Division 9, Ch. 1.8.

System Owner:
College of the Siskiyou

Responsibilities:
✓ Selection of employees for AED training and distribution of AED-trained employee lists as required
✓ Coordination of training for emergency responders
✓ Coordinating equipment and accessory maintenance
✓ Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school
✓ Revision of this procedure as required
✓ Monitoring the effectiveness of this system
✓ Communication with medical director on issues related to medical emergency response program including post-event reviews

Applicable documents: (examples):
✓ General safety and health standard
✓ County/State AED guidelines
✓ Medical emergency action plan
✓ Blood-borne pathogen policy for universal precautions precautions
✓ State immunity from liability exclusion
✓ AED procedure

Medical Control:
The medical advisor of the AED program is Stephen Perlman M.D. The medical advisor of the AED program has ongoing responsibility for:
✓ Providing medical direction for use of the AEDs
✓ Writing a prescription for AEDs
✓ Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR
✓ Evaluation of post-event review forms and digital files downloaded from the AED

Authorized AED Users:
The AED may be used by:
✓ Employees or any other trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card.

AED-Trained Employee Responsibilities:
✓ Activate the internal emergency response system (5911) the external emergency response system (911) and provide prompt basic life support including CPR/AED and first aid according to training and experience
✓ Understand and comply with requirements of this policy.
✓ Follow the more detailed procedures and guidelines for the AED program.

Volunteer Responder Responsibilities:
✓ Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.
Equipment:
The Zoll Automated External Defibrillator (AED) has been approved for this program. The AED conforms to the state/county standards.

✓ The AED should be used on anyone who is at least eight (8) years of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
  ▪ Victim is unresponsive
  ▪ Victim is not breathing, or is breathing ineffectively
  ▪ Victim has no signs of circulation such as pulse and coughing, or movement

Location of AEDs:
The AEDs will be stored in visibly identified cabinets at designated locations. These locations shall be: Student Center, Eddy Hall, Theater, Gymnasium, Tactical Training Center (Weed campus), and RHSI (Yreka). Location should allow the device to be easily seen by staff and first responders. The locations should allow access by staff members and first responders to retrieve the units during normal school operating hours.

If for any reason outside of deployment for an emergency, an AED is removed from its designated storage cabinet, a visible sign must be left in its place indicating date of removal, reason for removal, and expected time of return.

Contracted and other community activities are not guaranteed access to the AED as part of standard rental contracts.

Specific Location Information
Weed - Student Center – East wall adjacent to Administrative Wing
Weed - Eddy Hall – Hallway mid-way between north and south ends of building.
Weed - Theater – North side of foyer.
Weed - Gymnasium – Gym, southeast corner of basketball court
Weed - Tactical Training Center – Hallway between Rooms 101 and 102
Yreka - RHSI – Southeast corner of RHSI building next to doors.

Additional Resuscitation Equipment:
Each AED will have one set of defibrillation electrodes connected to the device. One resuscitation kit will be connected to the handle of the AED. This kit contains latex-free gloves, one razor, one towel, one set of trauma shears, and one facemask barrier device.

Equipment Maintenance:
All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

✓ The program coordinator shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the coordinator shall be informed and then notified when equipment is returned to service.
✓ The program coordinator shall be responsible for informing response
teams of changes to availability of emergency medical equipment.
✓ The AED Program Coordinator or designee shall be responsible for having
regular equipment maintenance performed. All maintenance tasks shall
be performed according to equipment maintenance procedures as
outlined in the operating instructions.
✓ Following use of emergency response equipment, all equipment shall be
cleaned and/or decontaminated as required. If contamination includes
body fluids, the equipment shall be disinfected according to standard
disinfecting procedures.

Routine Maintenance:
✓ The AED will perform a self-diagnostic test every 24 hours that includes a
check of battery strength and an evaluation of the internal components.
✓ The AED Program Coordinator or designee will perform a monthly AED
check following the procedure checklist. The procedure checklist will be
initialed and will be posted with the AED.
✓ If the OK icon is NOT present on the readiness display, contact the AED
Program Coordinator or designee immediately.
  o If the battery icon is visible, the batteries need to be replaced. You
    may continue to use the AED if needed.
  o If the wrench icon is visible, the AED needs service. You may
    attempt to use the AED if needed. If the message CALL SERVICE
    appears, the AED is not usable. Continue to provide CPR until
    another AED is brought to the victim or EMS arrives to take over
care.
✓ If the expiration date on the electrode is near, notify the AED Program
  Coordinator or designee immediately.

Initial Training:
Employees:
✓ Must complete CPR/AED training from the American Heart Association or
Red Cross. The District will provide an approved training at least once a
year for interested parties. Trained employees will also be trained in
universal precautions against bloodborne pathogens. The trained
employees shall be offered hepatitis B vaccination free of charge. The
Human Resources office shall maintain training records for the trained
employees.
Volunteer Responders:
✓ These responders will possess various amounts of training in emergency medical response and their training may be supplied by sources outside of the company. Volunteer responders can assist in emergencies, but must only participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first aid, CPR and use the AEDs deployed throughout the campus. Any volunteer wishing to potentially use one of the AEDs deployed on the campus should have successfully completed a state approved AED course including CPR within the last two years. The school will not maintain training records for the volunteer responders.

Refresher Training:
✓ Trained employees will renew CPR/AED training every two years.
✓ Volunteer responders should obtain documented renewal training at least once every two years. Volunteer responders are encouraged to periodically refresh their AED skills. All trained responders are encouraged to practice anytime.

Medical Response Documentation:
Internal Post-Event Documentation: It is important to document each use of the medical emergency response system. The following forms shall be sent to the AED Program Coordinator or designee within 24 hours of a medical event:
✓ An accident report form shall be completed by a responding employee for each accident requiring first aid of any type.
✓ The AED-trained employee or volunteer responder shall complete a medical event form (9-1-1 form) whenever an AED is used.

External Post-Event Documentation: A copy of AED use information shall be presented within 48 hours of the emergency to the following:
✓ Medical director of the AED program
✓ Local EMS, county, state officials as designated in state AED requirements and local regulations
✓ At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

Post-Event Review:
Following each deployment of the response team member, or if a volunteer responder uses an AED, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. A summary of the post-event review shall be sent to the Safety Committee. Documentation of the event shall be maintained by Administrative Services according to the record retention policy.
System Verification and Review:
The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

Annual System Assessment:
Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include review of the following elements:
✓ Training records
✓ Equipment operation and maintenance records

Approvals

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<th>Function</th>
<th>Printed Name</th>
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<tr>
<td>Safety Committee Chair</td>
<td>Douglas E. Haugen</td>
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<td>7/6/14</td>
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<tr>
<td>VP/Administrative Services</td>
<td>Scotty Thompson</td>
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<td>9/8/14</td>
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<td>Program Coordinator</td>
<td>Lori Ludden</td>
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<td>7/1/14</td>
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<td>Medical Director</td>
<td>Sheila S. Perlman</td>
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<td>9/4/14</td>
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INCIDENT REPORT

Date of Incident: ___ / ___ / ___

Location of incident (which building, where in building, playground, etc):

Patient’s Age: ___________

Patient’s Sex: ______ Male

CPR prior to defibrillation: _____ Attempted

Cardiac Arrest: _____ Not Witnessed

Witnessed by Bystander

Witnessed by AED Person

Estimated time (in minutes) from arrest to CPR: ______

Shock: ____ Indicated: ___ Not Indicated: ___

Estimated time (in minutes) from arrest to 1st AED shock: ______

Number of shocks: ___

Additional comments:

Time of the 911 call: ___________

Patient Outcome at Incident Site:

☐ Return of pulse and breathing

☐ Return of pulse with no breathing

☐ Return of pulse, then loss of pulse

☐ No return of pulse or breathing

☐ Became responsive

☐ Remained unresponsive

Name of AED operator: __________________________

Transporting Ambulance: ________________________

Name of facility patient was transported to: __________________________

Name of Emergency Health Care Provider: __________________________

Signature of Health Care Provider: __________________________

Date of Report: ___________

This report is to be completed by: Emergency Health Care Provider or AED user within 5 business days of use of AED.

The completed report must be mailed to:

Sierra-Sacramento Valley EMS
5995 Pacific Street
Rocklin, CA 95677

Phone: 916.625.1702
Fax: 916.625.1730

The information obtained from this report will be maintained as confidential Quality Assurance pursuant to codes Section 3004-A and 3006 of the Public Health Law of the State of California.
AUTOMATED EXTERNAL DEFIBRILLATOR (AED) GUIDELINES

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

Use of the AED is authorized for individuals trained in CPR and the 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 office or cellular phone, dial 9-1-1. Be prepared to provide your location and the presence of a medical emergency.
   b. Call 5911 (on-campus emergency notification) to alert them to the emergency and the location of unconscious person. Request that an AED be retrieved from the closest on-campus location.
4. CPR-trained individuals will assess the emergency and, if needed, begin CPR until the AED has arrived:
   a. Determine unresponsiveness.
   b. If unresponsive, begin chest compressions and ventilations. Compression-only CPR is acceptable if you do not have a barrier mask available.
   c. When the AED is delivered, turn on the unit, apply electrodes to the patient, and follow prompts as directed.
   d. Continue CPR and/or shocks as directed by the AED until professional help arrives.
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System Verification Review:
The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

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