

# Aurora Public Schools AED Policies and Procedures

## AED Policies

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. 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 deliver the shock.

### **AED Authority® Responsibilities while under contract:**

- Medical Oversight and Direction
- AED Device Tracking
- Battery & Electrode Tracking
- Monthly Inspection Tracking
- CPR/AED Certified personnel/facility Tracking
- Dispatch Notification
- Post Event Services: Data Download & Supply Replenishment as requested

### **AED Owner (Aurora Public Schools) Responsibilities:**

- Activating the internal emergency response system (calling 911) & providing prompt basic life support including AED and first aid according to training and experience.
- Personnel complete CPR/AED certification through a nationally recognized agency approved by the State of Colorado.
- Understanding and complying with the requirements of this policy.

### **Authorized AED Users:**

All employees of **Aurora Public Schools** who have successfully completed CPR/AED training are authorized to use an AED. *(If no trained employee is present, any bystander acting in "good faith" is authorized to use the AED. REF Colorado Revised Statute § 13-21-108)*

### **Equipment:**

- The AED and first aid emergency care kit will be brought to all medical emergencies.
- The AED should be used on any person who displays the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
  - Victim is unconscious
  - Victim is not breathing

### Initial Training:

Employees must complete training adequate to provide basic first aid, CPR and AED. Training will be provided on site. AED training course must be approved by the State of Colorado. **Aurora Public Schools** is responsible to have “expected responders” trained at each facility where an AED is deployed.

### Refresher Training:

Employees will renew CPR/AED training every 24 months.

### Medical Response Documentation:

**Internal Post Event Documentation:** It is important to document each use of the medical emergency response system. It is recommended that an internal accident report form be completed by the responding employee member for each accident requiring the use of the AED.

### 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:

- **Aurora Public Schools** will be responsible for a monthly visual check of the AED and reporting this check to **AED Authority**® via web portal [www.aedauthority.com](http://www.aedauthority.com)
- **AED Authority**® will be responsible for the tracking of AED disposables and notifying **Aurora Public Schools** when they expire. **AED Authority**® will ship all replacement AED accessories to appropriate locations and an invoice will be sent to the district.

## AED Procedures

Note: If AED is not immediately available, perform CPR until AED arrives on scene. Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED. *(If no trained employee is present, any bystander acting in “good faith” is authorized to use the AED)*

### Medical Emergency Responding Employee:

- Assess scene for safety
- Determine unresponsiveness
- Activate system (Dial 911)
- Call for AED
- Check for Breathing – if not breathing, begin CPR chest compressions immediately.
- When AED arrives, Turn ON immediately.
- Follow voice prompts to apply electrodes. Remove clothing, Shave chest hair (if it is so excessive it prevents a good seal between electrodes and skin). If the victim’s chest is dirty or wet, wipe the chest clean and dry.
- Stand clear of victim while the AED analyzes heart rhythm.

### Shock Advised:

- Clear the area; make sure no one is touching the victim. Once the area is clear, the **Physio-Control CR Plus (fully auto)** AED will advise if a rescue shock is needed. The AED will prompt the responder(s) *"preparing to shock, everyone clear, do not touch patient, delivering shock"* and a shock will be delivered. The AED will then prompt the responder to *"provide chest compressions and rescue breaths"*. After 2 minutes of CPR, AED will prompt responder to clear the area and re-analyze.

### No Shock Advised:

- AED will prompt to *"provide chest compressions and rescue breaths"*. After 2 minutes of CPR, AED will prompt responder to clear the area and re-analyze.
- Continue cycles of analysis, shocks (if advised) and CPR until professional help arrives. Victim must be transported to hospital. Leave AED attached to victim until EMS arrives and disconnects AED.

### After Use:

The AED will be wiped clean and any used pads discarded. **Aurora Public Schools** will inform **AED Authority®** of any AED use. A CR Plus Replacement Kit (Charge-pak and Electrodes) will be needed – replace charge-pak battery and electrodes. Ambu-Kit supplies will be cleaned and replaced as needed.