

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) AND MEDICAL EMERGENCY RESPONSE PROCEDURE (MERP) POLICY

The purpose of this policy is to define and establish standard operating guidelines that are required by the Massachusetts Department of Public Health Title XVI Chapter 112 12V, 12V ½ in order for the Sutton Public Schools Health Services Department to acquire, maintain and utilize an AED. The policy is intended to greatly increase the chance of survival of a sudden cardiac arrest prior to the arrival of the local emergency medical personnel. This policy does not create an obligation to use the AEDs nor to create any expectation that either an AED or trained employee will be present at every event. The policy will include all memorandums of agreement, regulatory and documentation requirements, AED storage sites, use and training requirements, as well as roles and responsibilities of all AED providers.

Medical Emergency Response Team Members

Medical Emergency Response Team (MERT) Members will be identified by each Administrator in each of the four schools: High School, Middle School, Elementary School and Simonian Center for Early Learning.

Responsibilities:

School Physician/Medical Consultant will:

- Provide medical direction for use of AEDs
- Write a prescription for AEDs
- Review and approve guidelines for emergency procedures related to use of AEDs and Cardio Pulmonary Resuscitation (CPR)
- Evaluate Post-Event Review Forms and digital file downloads from the AEDs

School Nurse Leader/Coordinator will:

- Assist with the development and implementation of the AED program
- Act as liaison among AED program participants
- Coordinate and oversee non-medical aspects of the program
- Coordinate documentation related to training, maintenance, use and post incident data collection
- Coordinate training of AED certified staff
- Maintain master list of all AED certified staff and training records
- Order all supplies for maintenance of AED equipment
- Revise this procedure as required

Site Leader/ School Nurse will:

- Check AED equipment and accessories weekly and document (in accordance with maintenance procedures) and report any issues to School Nurse Leader
- Maintain a list of participants and documentation of training for all AED responders at the site and forward copies to the School Nurse Leader
- Help to coordinate and document site-specific drills and refresher training

- Maintain documentation regarding use of AED's
- Notify the School Nurse Leader/Coordinator if any AED unit is malfunctioning

Emergency Medical Services (EMS) Coordinator will:

- Act as a resource to the Medical Director and School Nurse Leader
- Post incident briefing immediately
- Coordinate on-site drills once yearly during the school year

Authorized AED users include:

- All members of the Sutton Public Schools MERT who have successfully completed training
- Any trained team member (volunteer responder) who has successfully completed an approved CPR and AED training program within the last two years and has a current course completion card

Training:

All AED responders are required to have current documentation of successful completion of a course of basic life support that includes CPR and the use of AEDs according to the standards and guidelines of the American Heart Association (AHA) Heartsaver AED Program. Renewal training is required every two years.

On-site drills will be conducted at least once during the school calendar year. Drills will include a review of site-specific emergency communication and response plans, as well as use of specific AED devices. This on-site training will be coordinated by the administration in consultation with the School Nurse Leader and with assistance of the EMS Liaison.

Equipment:

The AED and First Aid Emergency Kit should be brought to all medical emergencies. The AED should be used with the adult pads on any person who is at least eight (8) years of age and pediatric pads for children 1-8 years old and display all the symptoms of cardiac arrest according to the AHA guidelines. The AED will be used after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse or shows no signs of circulation such as normal breathing, coughing or movement.

Each AED will have one set of adult pads and one set of pediatric pads. The kit will also contain a pair of latex gloves, razor, scissors and facemask barrier device.

Locations of AED

Site maps for locations of each AED will be available in each main office.

Maintenance:

Maintenance of the AED shall be the responsibility of the Sutton Public Schools. Whenever service is needed the red check will be visible to indicate service required. The School Nurse Leader or her designee must be notified immediately.

The Site Leader/School Nurse responsible for the AEDs in the building will perform and document during the contracted school year the following on an AED log sheet:

- Daily and after each use
Check readiness display (green check) and confirm no battery indicator or service indicator is displayed (red “x”)
Visually inspect AED for proper location, cleanliness, and that device is clear of evidence of tampering
- Weekly and after each use
Inspect AED, case, connectors, and battery according to Operator’s Checklist
Check inventory and restock supplies if needed
Check expiration dates on all pads
- After each use
Inspect exterior for dirt or contamination and clean if needed (see Operating instructions)
Complete AED incident report
Restock supplies
Download data as outlined
- Monthly inspections and after each use
Fire Department will inspect AED, inventory and readiness display
Will inform Site Leader/School Nurse of any maintenance issues