

**Use of Automated External Defibrillators (AEDs)**

A. Maintenance and Testing of AED

The District shall maintain and test each automated external defibrillator (AED) unit in accordance with the operational guidelines of the manufacturer.

1. The District will contract with the manufacturer or with another qualified service provider for any scheduled maintenance of the District's AED unit(s) that requires a technician.
2. The District Nurse or contracted RN shall conduct periodic testing of the AED equipment (e.g., routine verification of the AED unit's readiness status) at least every month and shall also periodically check the adequacy of any related supplies that are stored with the AED.
3. Documentation of the maintenance and testing of the AED will be kept in the District Office (Elementary School AED unit), the High School Office (High School AED unit) and the Middle School Office (Middle School AED unit). The records shall show the date, type of maintenance or testing, and the identity of the person performing the maintenance and testing.

B. AED/CPR Training

AED and cardiopulmonary resuscitation (CPR) training, and periodic recertification and refresher training, shall be provided by an individual who is certified as a trainer by the American Red Cross or by the American Heart Association, or by another individual/entity approved by the Department of Health Services. CPR training shall include information and instruction regarding cardiocerebral resuscitation. Trainers providing on-site instruction specifically for school personnel will be asked to emphasize any safety instructions that might directly affect or restrict the use of an AED or the use of CPR on a child.

1. Recertification training of individuals designated for mandatory AED/CPR training under Board policy will be provided every two years.
2. Training/certification records shall be kept in the District Nurse's office located in the Elementary School building.

C. AED Use in an Emergency

In the event that a medical emergency for which the use of an AED may be indicated occurs in a location where a District-supplied AED is present, the AED may be used. Without causing any undue delay in providing the emergency care, school personnel who are responding to the emergency should make reasonable efforts to defer any use of an AED to the most-qualified individual who is present at the scene. For example, individuals who have not received AED/CPR training should defer to an individual who has received such training, and District personnel should defer to the direction provided by any health care professional or certified emergency personnel who may be present.

Any time District personnel are involved in an incident in which an AED unit is used, and if 911 was not contacted prior to the use of the AED, 911 should be contacted as soon as practical after the use of the AED.

Upon request, school personnel shall permit any certified/professional emergency medical personnel to take temporary possession of the District's AED unit, as certain data stored by the unit may be needed by or helpful to the medical professionals who provide care to the person who experienced the medical emergency.

When put into use, the ZOLL AED PLUS unit describes the AED use procedure. Rib Lake School District staff have been trained in the American Heart Association's CPR/AED procedures.

D. School and Community Access to the AED

AED units maintained in certain locations may be accessible to non-school personnel and may be used by members of the public, for example, at a time when district facilities have been opened for a non-school activity.

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Because the school office may be closed at the time of such an incident, the person using the AED should follow the unit's instructions. In general, any such non-school use of a District-owned AED unit should be reported to a building principal or to the District Administrator as soon as practicable.

E. Post-Use of the AED

1. After an incident involving the use of an AED (even if no shock was delivered from the AED), the specific incident and the services rendered should be documented according to District's emergency nursing services procedures. In addition, a debriefing team of relevant school personnel, including the District Nurse or contracted RN and the Safety Committee, shall meet and review the AED-related incident to determine whether any changes or improvements to District procedures can be identified. The review team may include the District's medical advisor if deemed necessary.
2. The District's medical advisor shall be notified of AED use by the District Administrator or District Nurse or contracted RN. If deemed necessary by the medical advisor, the District Administrator or District Nurse or contracted RN or designee shall complete a follow-up report on the incident detailing the circumstances surrounding the event and its outcome. The medical advisor may make recommendations for changes to the District's emergency preparedness and response procedures.
3. Whenever an AED unit has been removed from its storage location for possible use (and regardless of whether the unit was actually used), the AED shall be checked and put back into a state of readiness by the District Nurse or contracted RN with support of the Aspirus Ambulance Service, who shall follow all procedures and standards established by the manufacturer. At a minimum, this process shall include the following:
  - Restock the AED case per AED inventory (e.g., pads, batteries, first aid supplies), if necessary.
  - Clean the AED, according to the manufacturer's directions, if necessary.
  - Test the AED, according to the manufacturer's directions, and document the unit's readiness status in the maintenance/testing log.
  - Return the AED to its standard location.

F. Damaging an AED

Any person who intentionally damages an AED, including any tampering with the equipment/supplies or the effective functioning of the device, shall be held responsible. Students and District employees who cause such damage shall be subject to disciplinary action and may be referred to law enforcement for possible prosecution. Other individuals or groups who cause such damage may be referred to law enforcement for possible prosecution and may be prohibited from future use of school facilities.

The School Board shall seek reimbursement for the cost of repair or replacement from the person(s) responsible for damage to an AED. When a minor student is unable to make restitution, the student's parent or guardian may be held responsible in accordance with state law.

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