

ADMINISTRATIVE PROCEDURE

AUTOMATED EXTERNAL DEFIBRILLATORS

5168

Procedure No.

July 1, 2013

Date

- I. **PURPOSE:** To provide procedures on the process utilized to respond immediately to potential cardiac arrest victims.
- II. **POLICY:** During the 2006 Session of the General Assembly, the legislature passed legislation that requires local boards of education to develop and implement an automated external defibrillator (AED) program for each high school. An AED is used to treat victims who experience sudden cardiac arrest (SCA) and the objective is to provide immediate advanced care to a victim until emergency services arrive. (Board Policy 5168)
- III. **BACKGROUND:** The AED program must ensure that an AED is provided on-site and that an individual trained in the operation and use of an AED is present at all high school-sponsored athletic events.
- IV. **DEFINITIONS:**
 - A. **AED** – an automated external defibrillator is a portable device designed to detect an irregular heart rhythm, determine if an electrical shock is necessary to restore the heart to a normal rhythm, charge to the appropriate energy level, and administer such a shock to the victim.
 - B. **AED PARTICIPANT** – an employee of PGCPS who has completed a MIEMMS approved CPR/AED course.
 - C. **ATHLETIC EVENT** – any school sponsored game or practice.
 - D. **CPR** – Cardiopulmonary Resuscitation.
 - E. **CPR TRAINING** – adult cardiopulmonary resuscitation that, at a minimum, includes: patient assessment; mouth-to-mouth breathing; chest compressions; and relief of foreign body airway obstruction on an unconscious and conscious patient.
 - F. **MIEMSS** – Maryland Institute for Emergency Medical Services Systems.
 - G. **SUDDEN CARDIAC ARREST (SCA)** - a condition in which the heart stops beating suddenly and unexpectedly due to a malfunction in the heart's electrical system. The malfunction that causes SCA is a life-threatening abnormal rhythm or arrhythmia.

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V. PROCEDURES

- A. AED Coordinator - Each principal or worksite administrator shall designate an AED coordinator who shall:
1. be responsible for implementing and administering the AED program at the worksite.
 2. implement a quality assurance and maintenance program for each AED at that worksite.
 3. ensure that all AEDs are placed in locations where they are clearly visible and available for use by anyone who is willing to respond. AEDs should never be kept locked or restricted from use by anyone, including untrained individuals. "For use by trained personnel only" shall not be posted on the AEDS.
 4. provide an orientation to the operation, maintenance, and location of the worksite's AEDs to AED participants at that worksite.
 5. ensure that there are three AED participants per high school or facility.
 6. ensure that all head coaches of high school athletic teams at their school maintain certification in CPR and AED use.
 7. notify the Safety Officer when an AED is used so that the required forms and data are sent to MIEMSS and the AED is refurbished and returned to service.
- B. Training - AED participants must complete training adequate to provide CPR and AED service. AED participants may help in emergencies, but must participate only to the extent allowed by their training and experience. AED participants shall:
1. have successfully completed a CPR and AED Training Course and refresher training that at a minimum teaches the curriculum in the most current American Heart Association Guidelines for CPR and Emergency Cardiovascular Care.
 2. successfully complete annual refresher training for CPR and AED;
 3. have a telephone or other communication service available at all times at each site at which an AED is operated, for the notification of the EMS by calling 911;
 4. follow the protocol in COMAR 30.06.01-05 whenever operating an AED for PGCPS; and
 5. attend scenario-based practice drills every 12 months at a minimum unless they attend an AED refresher training consistent with the requirements of an approved AED training program annually.

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- C. Equipment - The AED Coordinator must ensure that the following equipment is available at all times:
1. 2 sets of defibrillator chest pads.
 2. 2 pocket facemasks.
 3. disposable gloves.
 4. 2 safety razors (for shaving patient's chest if necessary for proper defibrillator pad contact).
 5. 1 absorbent towel.
 6. 5 4X4 gauze pads.
 7. Maryland Facility AED Report Forms for Cardiac Arrests.
 8. A ready-to-use AED will be kept in a closed, intact case with no visible signs of damage that would interfere with its use.
- D. Maintenance – Because most reported AED malfunctions result from failure to perform user-based maintenance of the AED, it is required that each worksite with an AED adhere to these requirements for maintenance, inspection, and repair of AEDs:
1. All manufacturers' guidelines for maintenance, inspection and repair of the AEDs will be adhered to and documented.
 2. Batteries and pads will be replaced at the required intervals. Pads must be replaced after any use.
 3. The designated AED Coordinator at each school will be responsible for a weekly visual check of all AED units, initialing and dating each Weekly AED Inspection Log.
 4. The monthly inspection visual requires the AED Coordinator to observe for an OKAY message in the handle of each AED unit. If this message is not observed, call the Employee Wellness Office immediately to have the unit replaced or repaired.
- VI. **RELATED PROCEDURES:** None.
- VII. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This Administrative Procedure originates with the Safety Officer and will be updated as needed.
- VIII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 5168 dated, October 1, 2006.
- IX. **EFFECTIVE DATE:** July 1, 2013.

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