Automated External Defibrillators

Overview and Instructions for Use

May 26, 2017

MISSION/PURPOSE: To implement a Public Access Defibrillator (PAD) Program with Procedures in every School District of Philadelphia building and athletic complex, including the placement of Automated External Defibrillators (AEDs), providing training in CPR and the use of AEDs and guidance in emergency response plans to each individual building.

POLICY: The School Reform Commission is committed to providing a safe and healthy environment for the school community. Maintaining automated external defibrillators (AED) in the schools enables trained responders to deliver early defibrillation to victims of sudden cardiac arrest. The automated external defibrillator (AED) units are owned by the district and shall be properly maintained and located in secure and accessible locations. AED units, batteries, and pads must be checked at the beginning of every school year to assure that the AED is “RESCUE READY”. AED units shall be present at all athletic competitions, including those held at recreation centers. The automated external defibrillator (AED) units shall be used in accordance with approved district procedures.

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, and administer such a shock to the victim.

B. BYSTANDER – any person (s) who happens upon a medical emergency that includes an unconscious victim.

C. CPR – Cardiopulmonary Resuscitation

D. CPR/AED AWARENESS TRAINING – orientation training to school response plan, compressions only CPR and using an AED. Known as Bystander CPR/AED

E. CPR/AED CERTIFICATION TRAINING – adult/child cardiopulmonary resuscitation that at minimum includes: patient assessment, mouth-to-mouth breathing, chest compressions, and relief of foreign bodies from an obstructed airway on a conscious or unconscious victim. Certifications are administered from the American Red Cross, American Heart Association and other approved safety organizations.

F. EMS – emergency medical service

G. EXTRA-CURRICULAR EVENT – any before or after school event that involves staff and/or students in the building, and sponsored events outside the building

H. 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 heart must be shocked in order to correct the electrical malfunction.

**School-wide Program:**

A. **AED Coordinator:**
   1. Person responsible for implementing and administering the AED program at the worksite
   2. Distribute AED information/orientation materials to staff
   3. Regularly check the AED battery and pads dates for expiration
   4. Ensure that batteries and pads are replaced when expired
   5. Ensure that AED(s) are placed in assessable, unlocked locations
   6. Complete PA required AED surveys annually
   7. Notify the Office of Student Support Services, School Health Service when an AED is used

B. **Training:**
   1. Ensure that all athletic coaches are certified in CPR/AED
   2. Review AED orientation and response plan with all staff annually
   3. Review Handout: *Use of an Automated External Defibrillator*
   4. Participate in one (1) mock, cardiac emergency response drills annually

C. **Equipment:**
Each AED package includes the following:
   1. AED unit
   2. Two (2) sets of Dated electrodes (pads)
   3. CPR face shield
   4. Razor
   5. Gloves
   6. Scissors
   7. It is recommended to include a washcloth or small towel for drying skin

**Equipment Maintenance:**
   1. All manufacturer’s guidelines for maintenance, inspection and repair of the AEDs will be adhered to and documented
   2. Batteries and pads will be replaced when expired. If pads are used, they must be replaced immediately. Schools are responsible for the cost of replacement.
   3. The AED Coordinator at each school will be responsible for checking and maintenance of the units.

D. **Sample Response Plan:**

If an emergency occurs, call 9-1-1 and notify the main office with the exact location of the emergency

   a) Office “call taker” is to contact the nurse, principal and the AED guardian at the closest location to the emergency
b) Office “call taker” activates “CODE BLUE” announcement with location

c) Trained personnel will report to “CODE BLUE” location. Staff pre-arranged to cover classes of emergency responders will report to coverages

d) EMS will be met at the designated building door and escort EMS to emergency location

e) Office will notify the Neighborhood Network Office and the family of victim (See School Health Services emergency response card for exact protocol
Dear Principal/AED contact,

Each year, more than 400,000 out-of-hospital deaths are attributed to Sudden Cardiac Arrest (SCA). This cause of death is not limited to the elderly; young people can also be the victims of this tragedy. Of the young people enrolled in grades 9-12 affected by SCA, 60% of them are athletes.

The School District of Philadelphia is participating in the national trend of placing Automated External Defibrillators (AEDs) in public buildings and gathering places in order to accelerate the emergency response time to SCA. Our school buildings are gathering places for students, staff, families and community members. Building usage includes academics, athletics, concerts, plays, evening courses and recreation. In addition to school buildings, students, athletes, staff and community recreational activities utilize many of our outdoor facilities.

As part of the national trend, you may have seen AED cabinets in airports, malls and other public venues. This technology is not difficult to learn and utilize. However, placing AEDs in public places requires public awareness and training in the utilization of this equipment.

The Office of Health, Safety and Physical Education has prepared guiding documents for you to review with your school staff regarding the AED that is currently in your building and in your athletic complex. It is critical that you distribute this information and periodically remind the identified staff of their role in the response plan. It is also important for staff to continue to attend CPR/AED training events and awareness workshops that are being offered by the district or community partners.

Please take time to review the important, enclosed information. All completed forms are for your file. Your School Nurse is a valuable resource in raising SCA awareness and the importance of ongoing training and practice. Do not hesitate to call upon our office for support and guidance in preparing a Sudden Cardiac Arrest response plan.

Thank you for your continued support of the District’s Health and Wellness Programs.

Sincerely,
Bettyann Creighton, Executive Director
Health, Safety and Physical Education
**Use of an Automated External Defibrillator**

Automated External Defibrillators are attached to unresponsive victims who do not show signs of a heartbeat.

Responders:

----- Check the scene for safety, check the victim for responsiveness

----- Call 9-1-1 or designate someone to call and have him or her give the location of the entry door, wait for and escort EMS to the scene

----- Get the AED or send someone to get the AED

----- Assess the victim: Are you Ok? No response, move to the next step

----- Initiate CPR if warranted (no breathing). Hard and fast (2”, 100 beats/min.) in the middle of the chest. If uncomfortable giving breaths, just do compressions

----- Place the AED beside the victim. Do not use cell phones or walkie-talkies within 10’

----- Turn on the AED, the machine will begin talking

----- Bare and prepare (dry with a cloth, no alcohol) the victim’s chest

----- Attach the AED

----- Stop CPR while the AED analyzes the heart. Stand clear

----- Follow prompts from the AED

----- Upon arrival, EMS takes charge

----- Notify District Health Services Tracey Williams at 215-400-6953, twilliams2@philasd.org or Bettyann Creighton, 215-400-6814, bcreighton@philasd.org, of the event so that the information from the machine can be downloaded and analyzed by EMS
Automated External Defibrillators (AED)
(Sample note to Staff)

Dear Staff:
We currently have an Automated External Defibrillator (AED) in our school. This machine is used to save lives from Sudden Cardiac Arrest. Please read through this information in order to be prepared for an emergency.

During the school day:
The AED will be in the
  gym office
  nurse’s office
  building engineers office
  main office
  other

If an emergency occurs, call 9-1-1 and notify the main office with the exact location of the emergency

f) Office “call taker” is to contact all AED guardians, the nurse, and principal to respond to the emergency

g) Office “call taker” activates “CODE BLUE” announcement with location

h) Trained personnel will report to “CODE BLUE” location. Staff pre-arranged to cover classes of emergency responders will report to coverages

i) EMS will be met at the designated building door and escort EMS to emergency location

j) Office will notify the Neighborhood Network Office and the family of victim (See School Health Services emergency response card for exact protocol
AED COORDINATOR (design specific to your school)

To: Automated External Defibrillator Responders

Re: AED program and response plan checklist

✓ Meet with trained staff to prepare an emergency response plan
  o Keep the plan with the School Safety Plan

✓ Establish an emergency signal that denotes the need for an AED
  o A recognized suggestion is “Code Blue” given by the school office over the public address system.

✓ Disseminate information to all staff
  o A copy of the approved plan must be given to all school department heads and used to inform their staff.

✓ Prepare and display AED location signs. “Call 9-1-1” should be prominently displayed on the cabinet or sign
  o All necessary elevator and access keys must be included in the AED package/cabinets