

## **Administrative Procedures for Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR)**

(Attachment for Policy No. 822)

### **Purpose**

The purpose of these Administrative Procedures is to effectuate Policy 822 - Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR). Maintaining automated external defibrillator units and staff trained in cardiopulmonary resuscitation in schools enables trained staff to deliver early defibrillation and resuscitation to individuals with sudden cardiac arrest. Immediate CPR can double or triple chances of survival after sudden cardiac arrest.

### **Definitions**

**Automated external defibrillator (AED):** 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.

**Cardiopulmonary resuscitation (CPR):** An emergency lifesaving procedure performed when the heart stops beating. Immediate CPR can double or triple chances of survival after cardiac arrest.

**CPR/AED certification training:** Adult/child cardiopulmonary resuscitation that at minimum includes: patient assessment, chest compressions, and rescue breaths on a conscious or unconscious victim. Certifications are administered from the American Red Cross, American Heart Association and other approved safety organizations.

**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 to correct the electrical malfunction.

### **Procedures**

The Office of Student Health Services and the Division of Academic Services are responsible for:

- 1.) Provision of training and certification to designated District employees to administer CPR and use AED devices:
  - a.) The Division of Academic Services is responsible for coordinating CPR/AED certification training. CPR/AED certification training is provided through District staff who are certified instructors to health/physical education teachers, special education liaisons, and athletics coaches. CPR/AED certification training is provided to school safety officers through the Office of School Safety. Written

guidelines related to the use of the AED for medical emergencies is provided through the training. Training is offered at least every two years.

- b.) The Office of Student Health Services in the Office of Student Support Services is responsible for coordinating CPR/AED certification training for certified school nurses. The Office of Student Health Services' Director of Nursing Services delivers CPR/AED certification training for school nurses. Written guidelines related to the use of the AED for medical emergencies is provided through the training. Training is offered yearly.
- c.) School nurses, school safety officers, and middle school/high school athletic coaches are required to complete CPR/AED certification training. Certifications last for two years. Designated staff are trained and certification is renewed at their due date.
- d.) Except in extenuating circumstances, each school shall have a minimum of three (3) people on staff certified in the use of cardiopulmonary resuscitation (CPR). Ideally, certified staff members should be employed during regular school hours when school is in session and students are present. The following staff members will receive the training and certification: Health and physical teachers designated by the Division of Academic Services, certified school nurses designated by the Office of Student Health Services, and athletic coaches designated by the Office of Athletics. Outside of these job titles, the school principal determines at least three people who shall be certified in CPR/AED use in their school.

The list of certified staff will be kept in Cornerstone and reviewed annually to determine when additional training is necessary. School administrators will have access to the list to determine who in the school community is CPR certified. The list should be reviewed annually by the school principal to ensure that at least three people are currently certified in CPR/AED use in the school.

- 2.) The maintenance and testing of AED devices:
  - a.) Certified School Nurses in the Office of Student Health Services are responsible for identifying the location and testing of AED devices. AED units are located in secure and accessible locations in each school. School principals must document and communicate the location of the AED device to all school staff. AED units are checked monthly for batteries and pads at every school. The devices are checked in accordance with manufacturer instructions. Certified School Nurses will be provided specific instructions on AED maintenance. The Office of Athletics maintains an inventory of AED devices, including manufacturer type, location in each school, number in each school and monthly checks. At a minimum, each school has at least one AED unit on each floor of each building, in addition to the AED device held by the school nurse in the healthroom.
- 3.) The provision of AED devices at athletic events:
  - a.) The Office of Athletics is responsible for providing AED devices at athletic events and athletic facilities.
- 4.) The coordination of emergency preparedness training for sudden cardiac arrest:

- a.) The Office of Student Health Services in collaboration with the Office of School Safety are responsible for the development and implementation of emergency preparedness training for sudden cardiac arrest in schools. At a minimum, schools should hold an emergency preparedness training/drill at least every two years.

### **Maintenance Schedule**

These Administrative Procedures will be reviewed annually, or upon the occurrence of a triggering event.

### **Related Information:**

42 Pa. C.S.A. 8331.2 - Good Samaritan civil immunity for use of automated external defibrillator

42 Pa. C.S.A. 8332 - Emergency response provider and bystander good Samaritan civil immunity

42 Pa. C.S.A. 8337.1 - Civil immunity of school officers or employees relating to emergency care, first aid and rescue