



## **5600.6: PROCEDURES FOR THE USE OF CARDIOPULMONARY RESUSCITATION AND AUTOMATED EXTERNAL DEFIBRILLATORS**

## **I. Distribution and Placement of Automated External Defibrillators.**

A. Introduction. Cardiac arrest is a threat for students, staff, or visitors to our schools and when it occurs, can leave only minutes to save a life. To maximize the chances that emergency response will result in full recovery, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AEDs) may be used. AEDs will be placed in each school, and trained designated school personnel will use AEDs according to procedures that have been approved by the Director of Student Services or designee.

B. AEDs will be distributed to every school within the District:

1. Each District high school will have, at minimum, three (3) AEDs readily accessible in designated area(s) where they are available for all students, staff and visitors.

2. Each District middle school will have, at minimum, two (2) AEDs readily accessible in designated area(s) where they are available for all students, staff and visitors.

3. Each District elementary school and the Keith Lutz Horizon High School will have, at minimum, one (1) AED readily accessible in designated area(s) where they are available for all students, staff and visitors.

4. The placement of AEDs will be determined by the principal. The principal will take into consideration that coverage must be provided for all activities and school functions that occur not only during the school day, but after school hours for school related activities.

a. AEDs will be placed in supervised areas where they can be observed by supervisory personnel or by surveillance cameras.

b. Each AED will be secured by an alarm device.

c. AEDs will not be placed in locked rooms or areas that limit availability after school hours.

d. Signs will be posted in each classroom, commons area, the office, and other areas of the building where students or staff congregate advising where the nearest AED is located.

5. AEDs will not be taken on field trips or other activities away from the school building unless an extra AED is solely dedicated for that purpose, the AEDs absence does not affect coverage at school, and the AED is under the constant direct supervision of a staff member trained in its use.

6. Groups, organizations, or individuals renting or using school facilities when school personnel are not present will be informed of the requirements for the use of AEDs.

C. Designated school personnel will be trained by qualified personnel to administer CPR and AEDs.

D. Parents, guardians, and emancipated students will be notified on the District's Emergency Health Form that in case of cardiac arrest, CPR and an AED may be administered to students for life- saving purposes.

**II. AED Maintenance and Use.** The following will govern the maintenance and use of AEDs:

A. AEDs will be maintained and tested in accordance with the operational guidelines of the manufacturer and monitored by personnel designated by the principal.

B. AEDs will be stored with the carrying case, one (1) extra set of pads, razor, latex or vinyl gloves, mouth barrier, and three (3) towelettes designed for use with the AED.

C. All AED pads that have exceeded the manufacturer's recommended shelf life will be replaced.

D. Each AED will be inspected, at a minimum, monthly by the principal or designee to assure it is in proper working order and ready for immediate use. The AED will be inspected after each use to ensure that the equipment is in proper working order and is ready for the next usage.

E. Each AED will be marked with a District identification number.

F. The school nurse will maintain an inventory which includes the identification number of the AED, its location, and when it was last inspected.

### **III. Operating Procedures.**

A. Unless the subject's medical conditions and/or circumstances dictate otherwise, the following standing procedures for emergency response cardiac arrest will be followed.

1. Call 911.
2. Administer the AED following the instructions on the AED.
3. Administer CPR as directed by the AED.

B. Notify the parents or guardians immediately at the first sign of a cardiac arrest. If trained designated staff members are involved in life-saving procedures, personnel not administering emergency treatment should provide the notice to the parents or guardians.

C. CPR and the AED will be administered by trained personnel to students, staff members, or visitors only when emergency life threatening events occur resulting from cardiac arrest.

### **IV. AED Training and Implementation.**

A. The following designated staff members from each school will be trained on the use of CPR and AED(s):

1. School nurses;
2. Certified Nursing Assistants (CNA) and Certified Medical Assistants (CMA)
3. Full-time health room paraprofessionals;
4. One staff member from each Early Childhood classroom;
5. Coaches and assistant coaches;
6. Athletic trainers;
7. Extracurricular supervisors who supervise physical activities; and
8. A minimum of three (3) additional designated staff members from each school.

B. Designated staff members from each school will be appointed by the building principal or designee.

C. Training of the designated staff members will be conducted and completed prior to the distribution of AEDs within the schools.

D. Designated and trained staff members must maintain current CPR/AED certification in order to continue serving as a designated staff member.

E. Training for the administration of CPR and AEDs will be provided by a certified CPR instructor.

## **V. Purchase of AEDs.**

A. All AEDs will be purchased through the District purchasing agent.

B. All AEDs will meet District specifications.

C. All AEDs will be of the same model and manufacturer.

D. Additional AEDs may be purchased and placed at any time by the individual school, if all of the requirements of this Rule are met.

**VI. Post-Use Record.** As soon as reasonably practical following the emergency administration of an AED, the designated staff members shall provide the Director of Student Services with a written report that should include, at a minimum, the following:

A. The circumstances giving rise to the administration of AED;

B. The results; and

C. The recommended changes in the procedures or forms used by the District in its administration of AEDs, if any.

**VII. Annual Review.** On an annual basis, the Director of Student Services or designee will conduct a review of the effectiveness of this Rule, procedures utilized, forms adopted pursuant to this Rule, the post-use records of the District's designated staff members, and any other materials relevant to improving the District's use of CPR and AEDs. The review will include, if practicable, the following:

A. The results of the use;

B. The recommendations from the District's Medical Advisory Committee or other qualified organization as it pertains to CPR and AEDs; and

C. Upon the completion of the review, the Director of Student Services shall provide the Board with the Director's findings and recommendations.

**VIII. Definitions.**

A. AED. AED shall mean Automated External Defibrillator.

B. CPR. CPR shall mean cardiopulmonary resuscitation.

C. Qualified Personnel. Qualified personnel shall mean individuals who have met an educational and/or legal requirement necessary to provide instruction on the use of CPR and AEDs.

**Date of Adoption**

April 21, 2003

**Date of Revision**

December 16, 2003

August 7, 2006

July 2, 2012

May 5, 2014

August 19, 2019

**Reaffirmed**

June 15, 2009

**Related Policies and Rules**

[5600: Student Health](#)