FAYETTE COUNTY BOARD OF EDUCATION  
Fayetteville, West Virginia

Board Policy: AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Adopted: January 13, 2012

1. PURPOSE.

The purpose of this policy is to establish Fayette County Schools’ Automatic External Defibrillator (AED) program in an effort to minimize the risk associated with Sudden Cardiac Arrest (SCA) among its employees, students, and visitors. This policy does not restrict any individual in the school or community from rendering emergency care or utilizing the school AED but at minimum sets a parameter of care by a volunteer emergency response team during the school day. This policy is not for individualized student care delivered through a student specific medical provider order or durable AED medical equipment which is supplied for an individual student. This policy is for population-based emergency care during the school day.

2. DEFINITIONS.

2.1. Automated External Defibrillator (AED). A medical device, heart monitor and defibrillator that (1) has undergone the premarket approval process pursuant to the Federal Food, Drug and Cosmetic Act, 21 U.S.C § 360, as amended; (2) is capable of recognizing the presence or absence of ventricular fibrillation; (3) is capable of determining, without intervention by the operator, whether defibrillation should be performed; and (4) upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual’s heart.

2.2. AED coordinator. The person designated by the school and/or district administrator to conduct the day-to-day duties associated with the AED program and who serves as the medical director’s point of contact for the AED program.

2.3. Early defibrillation program. A coordinated program that meets the requirements of section three of this policy and one that provides public access to defibrillation for individuals experiencing sudden cardiac arrest through the use of an AED.

2.4. Emergency medical services (EMS). All services established by the Emergency Medical Services Act of 1973 including, but not limited to, the emergency medical services plan
of the Department of Health and Human Resources providing a response to the medical needs of an individual to prevent the loss of life or aggravation of illness or injury.

2.5. **Entity.** A public or private group, organization, business, association or agency that meets the requirements of section three of this policy. Entity does not include emergency medical services’ operational programs or licensed commercial ambulance services.

2.6. **Medical director.** A duly licensed physician who serves as the designated medical manager for an entity’s early defibrillation program.

2.7. **Emergency response team.** The group of trained rescuers who provide basic life support (CPR & First Aid) and utilize AEDs during medical emergencies.

2.8. **Trained rescuer.** A person or group of people designated to respond to medical emergencies and possess proper training in CPR, First Aid, and AED use within the confines of the AED program including defibrillation of the victim.

3. **EARLY DEFIBRILLATION PROGRAM.**

3.1. Fayette County Schools shall establish and maintain a relationship with a medical director to serve as the medical manager for the AED program. The medical director shall provide the following direction to Fayette County Schools.

   3.1.1. Develop and review all policies and procedures which define the standards of care and utilization of all AEDs used with the Fayette County Schools’ early defibrillation program.

   3.1.2. Review all response documentation and rescue data for all use of AEDs.

   3.1.3. Oversee initial and continued training of AEDs.

   3.1.4. Provide advice regarding the emergency care of those in need of such care.

3.2. Fayette County Schools shall identify a district-level AED Coordinator who shall be responsible for the following.

   3.2.1. Serve as liaison between the district’s AED early defibrillation program and the medical director.

   3.2.2. Organize all initial and continued training programs.

   3.2.3. Maintain all AED equipment and related supplies.
3.2.4. Forward all incident/rescue data and response documentation to the medical director.

3.2.5. Conduct post-incident debriefing sessions for any employees involved in AED-use incidents.

3.3. The building-level emergency response team and trainer rescuers are responsible for the following.

3.3.1. Activate the internal emergency response system during medical emergencies.

3.3.2. Provide emergency First Aid, CPR, and application of AEDs to victims of sudden cardiac arrest while activating the EMS system as soon as possible.

3.3.3. Understand and comply with the requirements set forth in this policy.

3.4. AEDs shall be located in an unrestricted, public area within the school building at all times. The location shall allow for quick access for first responders in the event of a sudden cardiac arrest.

3.5. Any employee (trained rescuer) of Fayette County Schools who is expected to provide emergency care to an individual suffering from sudden cardiac arrest or other medical emergency shall be trained in basic First Aid, CPR and AED use.

3.5.1. This training shall conform to the standards set forth by the American Heart Association ® or other nationally recognized training organization.

3.5.2. Trained rescuers shall be required to renew First Aid, CPR and AED use training every two (2) years. Refresher training will be required every year to review proper procedures.

3.5.3. Training will include information on observing universal precautions against blood borne pathogens when treating sudden cardiac arrest and/or accident victims.

3.5.4. The AED coordinator shall maintain all training records.

3.6. Following the use of an AED, the following steps shall occur.

3.6.1. The AED program coordinator must complete an AED Response Documentation Form after each use of the AED. The AED program coordinator shall provide the form to the medical director for review as well as all rescue data recorded by the AED.
3.6.2. The emergency response team shall conduct an incident debriefing to ensure prudent practices, delivery of competent care and opportunities for improvement.

3.6.3. All depleted AED supplies shall be restocked by the AED program coordinator and the AED checked for damage by the AED program coordinator.

3.6.4. The AED program coordinator shall check the AED battery prior to returning the AED to service.

4. SEVERABILITY.

If any provision of this policy or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this policy.