

AUTOMATED EXTERNAL DEFIBRILLATOR EMERGENCY ACTION PLAN



EASTERN REGIONAL SCHOOL DISTRICT

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EMERGENCY MEDICAL RESPONSE ACTION PLAN FOR AUTOMATIC EXTERNAL DEFIBRILLATOR (AED) IN THE SCHOOL SETTING

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**EMERGENCY MEDICAL RESPONSE ACTION PLAN
FOR AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
IN THE SCHOOL SETTING**

1.0 Purpose

To provide direction and detailed procedures for the implementation of Janet's Law regarding the placement and use of Automated External Defibrillators (AED) on school grounds and responding to a sudden cardiac event. It is estimated that over 382,000 people experience sudden cardiac arrest (SCA) in the United States annually. Approximately 92% of those people do not survive. According to the American Heart Association (AHA), the only definitive treatment for SCA is a defibrillation shock that restores normal heart rhythm. The chance of a SCA victim's survival decreases approximately 10% for every minute that passes without intervention.

2.0 Applicability & Background

P.L.2012, CHAPTER 51, approved September 19, 2012

Section 1 states, in part:

- a. beginning on September 1, 2014, the board of education of a public school district and the governing board or chief school administrator of a nonpublic school that includes any of the grades kindergarten through 12 shall ensure that:
 - (1) each public or nonpublic school has an automated external defibrillator, as defined in section 2 of P.L.1999, c.34 (C.2A:62A-24), which is made available in an unlocked location on school property with an appropriate identifying sign. The defibrillator shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the district or nonpublic school are participating. The defibrillator shall be within reasonable proximity of the school athletic field or gymnasium, as applicable;
 - (2) a team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during the athletic event or team practice, is trained in cardio-pulmonary resuscitation and the use of the defibrillator in accordance with the provisions of section 3 of P.L.1999, c.34 (C.2A:62A-25). A school district or nonpublic school shall be deemed to be in compliance with this requirement if a State certified emergency services provider or other certified first responder is on site at the event or practice; and
 - (3) each defibrillator is tested and maintained according to the manufacturer's operational guidelines and notification is provided to the appropriate first aid, ambulance, or rescue squad or other appropriate emergency medical services provider regarding the

defibrillator, the type acquired, and its location in accordance with section 3 of P.L.1999, c.34 (C.2A:62A-25).

- b. A school district or nonpublic school and its employees shall be immune from civil liability in the acquisition and use of defibrillators pursuant to the provisions of section 5 of P.L.1999, c.34 (C.2A:62A-27).

P.L.2012, CHAPTER 51, approved September 19, 2012

Section 2 states, in part:

- a. The board of education of a public school district and the governing body or chief school administrator of a nonpublic school that includes any of the grades kindergarten through 12 shall establish and implement an emergency action plan for responding to a sudden cardiac event including, but not limited to, an event in which the use of an automated external defibrillator may be necessary.

3.0 Responsibilities

The District Superintendent shall be responsible for ensuring that the provisions of this plan are implemented and enforced. It shall be the responsibility of the School Principal, Supervisor of Nursing, School Nurses, AED Program Coordinator and Athletic Department Supervisor to coordinate their efforts to ensure all elements of this program are followed at each applicable school or other location.

4.0 Automated External Defibrillator (AED)

4.1. General

- 4.1.1. AED: A portable electronic device that automatically diagnoses potentially life threatening cardiac arrhythmias in patient, and is able to treat them through defibrillation - the application of an electrical shock which stops the arrhythmia, allowing the heart to reestablish an effective rhythm.
- 4.1.2. AEDs are simple to use, provide audio and visual commands and their use is taught in CPR/AED classes available to laypersons as well as professional level rescuers.
- 4.1.3. Effective September 1, 2014, an AED shall be available within reasonable proximity of the school athletic field or gymnasium at which a school-sponsored athletic event or team practice in which pupils of the district are participating, is taking place.

4.2. AED Identification

- 4.2.1. Each AED shall be identified by a unique identifying number.
 - 4.2.1.1. ex: (Unit Number).
- 4.2.2. AED may be:

- 4.2.2.1. *Fixed*: assigned to a specific location within the school/facility.
- 4.2.2.2. Must be easily accessible (unlocked or un-restrained).
- 4.2.2.3. May be located in a clearly marked, unlocked AED cabinet or mounted in another manner that allows ease of access in an emergency.
- 4.2.2.4. Cabinet or mounting may be alarmed with local and/or remote alarm capabilities.
- 4.2.2.5. "Fixed" AEDs shall not be removed from their designated location except in an emergency situation.
 - 4.2.2.5.1. If removed for maintenance or repair the cabinet/location shall be clearly marked as "Out of Service" and the next closest location shall be identified.
 - 4.2.2.5.2. A portable AED may be temporarily placed in this location.
- 4.2.2.6. *Portable*: For use at locations remote from the building proper or to supplement fixed locations.
 - 4.2.2.6.1. Portable AEDs **needed for off-site athletic contests** shall be **signed-out** for use by contacting The Head Athletic Trainer who shall maintain a log of the user, date issued, location, and returned status. **Portable AEDs needed for school field trips shall be signed-out for use by contacting The School Nurse(s) who shall maintain a log of the user, date issued, location, and returned status. The user while in possession of the AED is responsible for periodically checking the AED unit and supplies as per manufacturer's instructions, and reporting any issues to the Vice Principal of Athletics, Head Athletic Trainer, or School Nurse.** Portable AEDs are primarily for use outdoors on practice or playing fields or for other activities not easily supported by "Fixed" AEDs.
 - 4.2.2.6.2. Portable AEDs shall be housed in a weather-proof, shock-absorbent carrying case.
 - 4.2.2.6.3. Portable AEDs shall be clearly marked with their unique identifying number.
- 4.2.3. "Attachment A" shall list all AEDs in the possession of the school, and as a minimum shall include the AED identification number, location, type (Fixed or Portable) and status (Available for use or Out Of Service). A map shall be affixed to and made a part of "Attachment A" showing the facility's entrances/exits and AED locations. The current "Attachment A" shall be located In the Athletic Office and maintained and updated as needed by the AED Program Coordinator.

- 4.3. AEDs shall be so located as to be within reasonable proximity to the covered event. As much as practical, this shall be within a reasonable response time to retrieve the AED and begin emergency care.
- 4.4. Location of "fixed" AEDs shall be provided to all staff members each school year by the provision of "Attachment A".

5.0 Designated Staff Responders

- 5.1. Each school shall have no less than five (5) school employees that hold a current CPR/AED certification. This shall include team coaches, licensed athletic trainers or other designated staff members. Additional certified employees shall be provided as necessary to ensure all applicable events are adequately covered.
- 5.2. A team coach shall be present during any athletic event or team practice.
- 5.3. Designated Staff Responders shall hold a current certification in a training program recognized by the NJ Department of Health and Senior Services in cardio-pulmonary resuscitation (CPR) and in the use of an Automated External Defibrillator (AED).
 - 5.3.1. Certification from an "online only" web-based class is not acceptable.
- 5.4. The certification of the Designated Staff Responders shall be reviewed and updated at least once each semester.
- 5.5. "Attachment B" shall be completed and shall list the current Designated Staff Responders, their certification(s), and expiration date of their certification(s).
- 5.6. The Current Year "Attachment B" shall be maintained, held and made available by the AED Program Coordinator and other key personnel as determined by the Program Coordinator.

6.0 Covered Events

- 6.1. An AED must be available, along with a trained designated employee or certified first responder during any school-sponsored athletic event, regardless of the physical location. The AED shall be within a reasonable proximity of the event. Medical experts have determined that a reasonable proximity is a three (3) minute retrieval time from the initial notification of a medical emergency. Factors such as terrain, obstacles and building access locations must be evaluated when determining this reasonable proximity.
- 6.2. For the purposes of this program, this will include all organized school athletics programs, physical education programs, recess activities, intramural games, after school clubs and similar school sponsored events with an athletic component.
- 6.3. When participating in athletic events at an off-site location, the Vice Principal of Athletics will ensure that the hosting site is equipped with an approved,

functioning and maintained AED. If not, a school AED shall be signed out and transported to the off-site location by the athletic coach from the athletic trainer.

- 6.4. For athletic events in which the participants are spread out over a large area, such as cross country and golf, the Athletic Director and team coach will determine the best methods for location of the AED(s) and designated staff responder(s). This will include stationing an AED in the starting/ending location.
- 6.5. Athletic events on school property involving third party groups or individuals are not covered under the provisions of this law.

7.0 Response

7.1. Communication

- 7.1.1. In the event of an emergency, Designated Staff Responders shall be contacted by any available means and shall begin the care of the injured or ill person consistent with their training.
 - 7.1.1.1. Bystanders may be asked to assist in contacting additional personnel.

8.0 Recognition Of An Emergency

- 8.1.1. All staff participating or attending a school-sponsored function are expected to be cognizant of the activities of the participants in the event.
- 8.1.2. In the event that a participant is observed to be in distress due to a medical or traumatic event, the staff member shall assure that the appropriate Designated Staff Responders as identified in this document are alerted to the emergency, that 9-1-1 is activated (if deemed necessary), and assist if needed.
- 8.1.3. Designated Staff Responders shall assure that the injured or ill person is provided the appropriate care, including administration of CPR and application of the Automated External Defibrillator as needed and provided for in their training.
- 8.1.4. All attendees should be afforded the same level of care in the event of injury or illness as those specifically covered by this legislation.

9.0 Assessment/Intervention

- 9.1. The following actions must be performed (see "Attachment C").
 - 9.1.1. Recognize that an emergency situation exists.
 - 9.1.2. Assess situation/scene for safety of responders and bystanders.
 - 9.1.3. Evaluate patient's consciousness, breathing and circulation status and intervene as needed/appropriate in accordance with their training.

- 9.1.3.1. For non-responsive persons immediately activate the Emergency response.
 - 9.1.3.1.1. Alert 9-1-1 and on-scene personnel.
 - 9.1.3.1.2. Send for the AED.
- 9.1.3.2. For non-breathing patients.
 - 9.1.3.2.1. Alert 9-1-1 and on-scene personnel.
 - 9.1.3.2.2. Send for the AED.
 - 9.1.3.2.3. Immediately begin CPR in accordance with provided training.
 - 9.1.3.2.4. Patient shall be transported by Ambulance to hospital
- 9.1.4. Apply and use the AED when available and appropriate.
 - 9.1.4.1. Follow the AED Voice Prompts for application.
 - 9.1.4.2. Follow any additional manufacturer's recommended guidelines for use of the AED.
 - 9.1.4.3. Patient shall be transported by Ambulance to hospital
- 9.1.5. Assure prompt transport to medical facility by way of properly staffed Ambulance.
 - 9.1.5.1. Do not transport by personal vehicle.

10.0 Post Event Actions

- 10.1. Replace any used AED equipment as recommended.
 - 10.1.1. Electrode Pads and other consumable supplies.
- 10.2. Make notification to the AED Program Coordinator regarding AED use.
 - 10.2.1. See "Attachment D"
- 10.3. Inspect the AED for any damage prior to returning to storage.
- 10.4. Provide information to medical director/AED Program Coordinator at a minimum.

11.0 Equipment Maintenance Plan

- 11.1. All AEDs placed in service must be inspected at regular intervals in accordance with the manufacturer's guidelines to assure functionality when needed.

12.0 Physician Oversight

- 12.1. The following individual provides medical oversight and assists with quality assurance each time the AED is used.

12.1.1. Name: Dr. David Hassman

Address: 175 Berlin Cross Keys Road # 300A Berlin, NJ

Phone: (856) 767-0077

E-mail: ccrdrdh@aol.com

13.0 Annual Notifications

13.1. The AED Program Director or designated representative shall on an annual basis notify in writing the local ambulance/rescue squad(s) of the presence of AEDs on school property. This shall include the number, types and locations of the AEDs. Attachment G may be used for this purpose. You may also provide Attachment A as part of this letter. Note that depending on the location of the school buildings, multiple ambulance squads may need to be notified.

14.0 Attachments

- 14.1. Attachment A: Location of AEDs.
- 14.2. Attachment B: Designated Staff Responders.
- 14.3. Attachment C: Assessment/Intervention Flow Chart.
- 14.4. Attachment D: Notification Form and Checklist.
- 14.5. Attachment E: Monthly AED Maintenance/Inspection checklist.
- 14.6. Attachment F: Notification letter to local ambulance squad.
- 14.7. Attachment G: Program Review Documentation Chart
- 14.8. Attachment H: Copy of Janet's Law
- 14.9. Attachment I: Memo - Clarification To Janet's Law