

Series 1000

Community/Board Operations

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ADMINISTRATIVE REGULATIONS

AUTOMATIC EXTERNAL DEFIBRILLATORS

I. Definitions:

Automatic External Defibrillator (AED) — means a device that: (A) is used to administer an electric shock through the chest wall to the heart; (B) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis, and, if necessary, apply therapy; (C) guides the user through the process of using the device by audible or visual prompts; and (D) does not require the user to employ any discretion or judgment in its use.

CPR Provider — a person who is CPR certified, and has a copy of his/her certification on record with the Eastford School District.

II. Defibrillator Location

1. The Eastford School District will have a defibrillator in the school building.
2. The AED will be strategically placed and readily accessible to maximize rapid utilization.
3. Each AED within the District will be registered with the Town's Emergency Medical Service Provider and with the Connecticut Office of Emergency Medical Services through the use of Appendix VI of these Regulations.

III. Responsibility for Operation, Maintenance and Record-Keeping

1. The school nurse will check the AED in the building on a regular basis, at least monthly. It will be that nurse's responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. If the nurse notes any problems, or the AED's self-diagnostic test has identified any problems, the nurse must contact the Superintendent or designee immediately.
2. After performing an AED check, the nurse shall indicate on the AED service log (Appendix IV) that the unit has been inspected and that it was found to be "In-Service" or "Out-of-Service".

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3. The School Nurse or his/her designee shall be responsible for the following:
- a) AED service checks during the contracted school year;
 - b) the replacement of equipment and supplies for the AED;
 - c) the repair and service of the AED;
 - d) all recordkeeping for the equipment during the school year;
 - e) providing/scheduling training for all Board employees who require such training or would like to receive such training;
 - f) maintaining a list of CPR certified persons;
 - g) keeping all records concerning incidents involving the use of an AED;
 - h) maintaining copies of the certifications signed by the CPR certified person regarding understanding of and agreement to comply with Board of Education AED policies and procedures (Appendix III);
 - i) reporting the need for revising the AED policy and administrative regulations to the Superintendent;
 - j) registering the AEDs in accordance with state law (Appendix VI).

IV. Training for CPR certified persons

The Eastford Board of Education will offer initial training or refresher training to the following classes of individuals on an annual basis:

- 1) Staff who work in the Health Services Department, including the school nurse;
- 2) Staff who work in the Athletic Department, including coaches and the Athletic Coordinator; and
- 3) Volunteers from the faculty and staff at the school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. Individuals completing this training will be considered a CPR certified person.

V. Procedures for Use of an AED

1. To the extent practicable, AEDs should be retrieved and used by CPR certified persons or other trained emergency medical services personnel. In the event no CPR certified person is available or present, an AED may be used by Trained and Untrained Individuals in order to provide emergency care to an individual who may be in cardiac arrest on school property.
2. AEDs may only be used in medically appropriate circumstances.

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3. In the event of use, the school's nurse shall promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall be immediately reported to the School Nurse.

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APPENDIX 1

EASTFORD SCHOOL DISTRICT AUTOMATIC EXTERNAL DEFIBRILLATOR LOG

Any time the AED is retrieved and/or used, the individual returning the form must complete the necessary information below:

Retrieved (Date & Time)	In- Service	*Out- of- Service	Returned (Date & Time)	In- Service	*Out- of- Service	User Signature

***If out-of-service, immediately contact the School Nurse.**

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**EASTFORD SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR
INCIDENT REPORT**

Name of person completing report: _____

Date Report is being completed: _____ Date of Incident: _____

Name of patient on which AED was applied: _____

Age: _____

Known status of Patient: _____ Student

_____ Parent of Student

_____ Other, Explain _____

Describe incident:

List series of events from the state of the emergency until its conclusion:

Your Signature: _____

Please forward to the School Nurse no later than 48 hours after the incident.

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APPENDIX III

EASTFORD SCHOOL DISTRICT AUTOMATIC EXTERNAL DEFIBRILLATOR SERVICE LOG

Date	Inspected and In-Service	Inspected and Out-of-Service	Signature of Nurse

Once per month or more often the school nurse will inspect the AED. If the AED is out-of-service or does not have the appropriate equipment, the school nurse will contact the Principal and fire company immediately.

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APPENDIX IV

AED AGENCY NOTIFICATION LETTER

To: Office of Emergency Medical Services

From: EASTFORD SCHOOL DISTRICT

We would like to notify you and your department about a Public Access Defibrillator Program in the Eastford School District. Our Medical Director for the AED program is Dr. Kevin Boucher. He works directly with the school nurse regarding the implementation and management of the AED program. We have Automatic External Defibrillators in certain school buildings. The defibrillators are strategically placed and readily accessible to maximize rapid utilization. The AED is available during school hours and after school hours during on site school activities. Each school nurse, administrator and athletic coach has received training in the use of the AED.

We look forward to meeting the challenge of healthcare in the new millennium and are constantly trying to enhance and improve our program. We appreciate your support.

Sincerely,

Superintendent

School Nurse

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