

NONINSTRUCTIONAL OPERATIONS

Automated External Defibrillators

The Superintendent or his designee will:

- A. Notify and work collaboratively with the local emergency medical services organization about the existence and location of the equipment.
- B. Locate the equipment where it is most needed (local EMT's and administrative staff can provide guidance) and secure against theft, vandalism or misuse.
- C. At each location the district will train appropriate staff in First Aid/CPR/AED. Additional staff will be trained as backup. Keep training documentation in the employee's personnel file.
- D. Re-train employees in accordance with First Aid/CPR/AED guidelines.
- E. Assign regular maintenance of equipment to a specific employee (and substitute) at each site.
- F. Place a reminder card on the equipment directing the user to call 911 in conjunction with use of the equipment.
- G. Use signs to point out location of AED and include AED location on building emergency maps.
- H. Maintain documentation in one central district location. Include the name of the staff member who used the equipment (with copy of training certification attached); the name, address and phone number of the person who received assistance; and report of why the procedure was necessary, results, witnesses and other relevant comments.
- I. The AED will be serviced after each use.
- J. Perform an annual assessment to determine additional personnel training and equipment needs.
- K. Provide debriefing or counseling services for any employee who has to use the defibrillator.

Adopted: November 15, 2003