

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Medford-Lakes School District recognizes that Automated External Defibrillators (AEDs) are medical devices that sense the heart rhythms of cardiac victims and automatically determine whether a lifesaving electric shock is necessary. The Medford-Lakes School District recognizes that more than 350,000 Americans die annually from out-of-hospital sudden cardiac arrest. Many die needlessly because a life saving defibrillator is not immediately available. The American Heart Association estimates that almost 100,000 deaths could be prevented each year if defibrillators were more widely available to designated responders.

The mission of the Medford-Lakes School District is to develop, implement, and monitor a Public Access Defibrillator program. Through the use of Automated External Defibrillators, this program will promote readiness and combat the mortality and morbidity associated with sudden cardiac arrest. The AED program is intended to protect not only the general student population but also the faculty, staff, student's participating in athletics, and visitors in school buildings or at school sponsored or school approved curricular or extra curricular events which occur in either Nokomis or Neeta schools.

"Automated External Defibrillator" is a device, which can:

1. Be attached to a patient in cardiopulmonary arrest;
2. Analyze an electrocardiogram for the presence of potentially lethal dysrhythmias, specifically ventricular fibrillation and fast ventricular tachycardia;
3. Recognize the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed.
4. Deliver an electrical defibrillation to the patient in accordance with the requirements of standard treatment protocols; and
5. Produce an event summary that documents significant events in the use of the device, specifically events prior to and after an electrical defibrillation.

"Cardiac Defibrillation" means the discharge of electrical current through the fibrillating myocardium for the purpose of restoring a perfusing cardiac rhythm.

The school physician shall oversee the AED program. The school physician shall be responsible for: providing medical direction for the use of the AEDs, reviewing and approving guidelines for emergency procedures related to the use of AEDs and CPR, evaluating post-event review forms, and conferring with each school AED coordinator.

Each school principal, in consultation with the Superintendent of Schools, shall select the school AED coordinator. The school AED coordinator shall: serve as the primary liaison between those trained in the use of the AED and the school physician, be responsible for the testing and maintenance of the AED, order AED supplies, schedule and organize training sessions in CPR and the use of the AED, report all incidents of AED use to the school physician, notify local first aid, ambulance, rescue squad and EMS provider as to the type of and location of the AEDs in the school building, and maintain a list of all trained staff members and proof of their certification.

Each school AED coordinator shall solicit volunteers from the faculty and staff to be trained as part of the Medical Emergency Response Team. The school AED coordinator, in consultation with the school principal, shall then select the members of the Medical Emergency Response Team. The Medical Emergency Response Team shall include all school nurses, and any other staff members the District may designate, such as teachers, administrative personnel, coaches, activity supervisors and building and grounds supervisors.

The Medford Lakes School District when acquiring AED's shall:

1. Ensure that any employee, prior to using that defibrillator, has successfully completed and holds a current certification from the American Red Cross, American Heart Association or other training program recognized by the department of Health and Senior Services in cardiopulmonary resuscitation and use of a defibrillator;
2. Ensure that the defibrillator is maintained and tested according to the manufacturer's operational guidelines;
3. Notify the appropriate first aid, ambulance or rescue squad or other appropriate emergency medical services provider that the school district has acquired the defibrillator(s), the type acquired, and its location;
4. Prior to purchasing the AED, provide the school physician with documentation that the school district has a protocol in place that complies with such certification, maintenance and requirements.

In accordance with P.L. Chapter 34 and under the discretion of the school physician, a Medford Lakes School District employee may use the AED under the following circumstances:

1. A Medford Lakes School District employee shall use the defibrillator after successfully completing and holding a current certification from the American Red Cross, American Heart Association or other training program recognized by the Department of Health and Senior Services in cardiopulmonary resuscitation and use of a defibrillator. This shall not apply to a person who is licensed as a paramedic, emergency medical technician or a first responder. These individuals are trained and certified to perform cardiac defibrillation in accordance with NJAC 8:40A-9.4(a) and the NJSA 26:2k-39, et seq. by the Department of Health and Senior Services.
2. Any person who uses a defibrillator shall request emergency medical assistance from the appropriate "911", first aid, ambulance or rescue squad as soon as possible. Cardiopulmonary resuscitation shall be performed until the AED is brought to the scene. The employee shall complete an AED incident report once the victim has been transferred to the care of the Emergency Medical Services (EMS).
3. The Medford Lakes School District shall register with the department of Health and Senior Services documenting possession of an AED that may be used by an EMT-D or FR-D for the purpose of administering pre-hospital cardiac defibrillation. Registration shall be made in a form and matter as prescribed by the Department. Registration forms shall bear the original signatures of the district's Superintendent and/or designee and the school physician and shall include the following:
 - The name of the school district
 - The district's address
 - The Superintendent or other designated contract person
 - Name and license number of the school physician
 - Location of defibrillators
 - A statement that all local emergency medical services agencies and 911 centers have been notified of the location of the AED
 - A statement of compliance with manufacturer's equipment maintenance and testing requirements.

Location, Maintenance and Testing of AED

- AED should be located in the vicinity of the nurse's office
- AED must be stored in an accessible and visible location
- AED must be accessible to designated staff
- AED maintenance and testing shall be conducted according to the manufacturer's guidelines by the school nurse or any other individual who holds a current certification in cardiopulmonary resuscitation and the use of the defibrillator
- Documentation of the maintenance and testing shall be maintained at the school level
- Each AED unit shall be checked weekly with regard to battery condition, overall readiness for use, and adequate supplies
- The weekly AED check will be documented on a form prepared by the District and kept in the health office. A copy of all documentation will be retained as a permanent record. The authorized user at each school will be responsible for performing the weekly check.

Medical Emergency Response Team members and any other personnel using an AED pursuant to the provisions of this policy or the law shall be immune from civil liability as outlined in N.J.S.A. 2A: 62A-27. The immunity provided shall include the school physician and the person or entity that provided the training in cardiopulmonary resuscitation and use of the defibrillator. Immunization shall not apply to a person for any gross act of negligence or willful or wanton misconduct.

Each school shall develop an emergency response plan that clearly states rapid and effective procedures relative to the use of an AED. Each school AED coordinator, in consultation with the school principal, and Medical Emergency Response Team members shall communicate the emergency response plan to all staff.

Reference: N.J.S.A. 2A: 62a-23, 24, 25, 26, and 27

Date Reviewed: 2/19/14, 4/16/14

Date Adopted: 5/21/14

Key Words: Administering Medication, Medication in School

Medical Emergency Plan

The Emergency Response Team should be activated if a student/staff member is unconscious, bleeding heavily, has severe respiratory distress or has an obvious severe fracture. The first person upon the scene must utilize the room intercom phone and dial * to reach the main office. The person must state calmly the nature of the emergency and the room number. The school nurse may be reached on the intercom by dialing ##20 @ Nokomis and ##702 @ Neeta.

Principal or administrative assistant will make an all call “Emergency Response Team” over the PA system including the location of the emergency.

Principal or his/her designee will accompany the EMS to the local hospital if a parent/guardian has not arrived at the school.

Principal will notify the superintendent and will engage the school guidance counselor, if needed.

The administrative assistant will call 911 stating the nature of the emergency, the number of people involved and approximate ages, identify the name, address and phone number of the school, and the title of the individual making the 911 call. This 911 call is a backup call to the alarm on the AED cabinet. Any individual making a 911 call should remain on the line and always allow the dispatcher to hang up first.

The administrative assistant will pull the emergency card/health history of the staff member or the personal/medical information in Realtime for a student and make a copy for the EMS.

The administrative assistant will notify the parent/guardian or family that there has been a medical emergency. Tell them, “Your child/family member has been transported to.....”

The administrative assistant will direct EMS, upon arrival, to the scene of the emergency.

The administrative assistant will notify the principal, superintendent, guidance counselor or school physician when appropriate.

The School Nurse will assess the scene for safety, direct all members of the emergency response team and initiate CPR. The school nurse will relinquish care of the victim to the EMS upon arrival.



MEDFORD LAKES SCHOOL DISTRICT
Neeta and Nokomis Elementary Schools

The Emergency Response Team CPR Assistant #1 will obtain the AED, power the AED on, be responsible for placement of the AED pads and initiate use of the AED to analyze and defibrillate the victim if warranted.

The Emergency Response Team CPR Assistant #2 will assist the school nurse in two man CPR.

The Emergency Response Team Student/Staff Manager is responsible to assist with the care of children or visitors who may be at the emergency scene. This individual will remove the children from the scene and escort them to another location. With the aid of the school guidance counselor, he or she will begin to offer emotional support and reassure students. Keep the environment as calm and normal as possible.

The Emergency Response Team Runner is responsible for retrieving any medical supplies from the health office needed for treatment. This individual will assist the school nurse at the completion of the medical emergency by returning all medical supplies to the health office.

The Emergency Response Team Recorder will assist the team by completing the AED Incident Report.



MEDFORD LAKES SCHOOL DISTRICT
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**Medford Lakes School District
AED Incident Report**

Complete all the information to the best of your ability and give this form to the school nurse who will forward it to the school physician.

Name of Victim: _____ Location: _____ Date/Time of Incident: _____

Approximate Age of Victim: _____ Victim's Known Medical History: _____

Check One:

Medford Lakes Student

- Medford Lakes Board of Education Employee
- Other

Circumstances of how victim was found: _____

Who Called "911" _____

Who used the AED and how many shocks were delivered: _____

Approximate time victim was placed in the care of Emergency Medical Services: _____

Victim transported to which hospital: _____

Yes the family was notified No the family was unable to be reached Notification By: _____

Other information: _____

Signature of AED User: _____

Name (Please Print): _____

Date Form Completed: _____