Automated External Defibrillator Program
(AED)

Limited Public Access Defibrillation Program

The Belmont Public Schools will have a limited Public Access Defibrillation Program with Automatic External Defibrillators (AED) located in each school.

The limited public access defibrillation program located in the Belmont Public Schools will meet the requirements of Massachusetts General Laws c. 112 Section 12V ½ relating to public access defibrillation programs, as written and as amended in the future.

Belmont Public Schools possessing an Automatic External Defibrillator will have a team of staff members specifically trained in the use and maintenance of the device. Basic CPR with AED training will be offered annually to interested staff members. The school nurse, the building principal, the Athletic Director and the Director of Nursing Services will coordinate this training.

The Belmont Public Schools will follow procedures developed by its AED Committee for implementation, training, and maintenance of the equipment. The procedures will be reviewed by the AED committee every two years and revised, as needed. The AED Committee will be led by the Director of Athletics and the Director of Nursing Services, and will include the school physician, school nurses and the building principals.

Outside contractors/renters and community activities are not guaranteed access to an AED or a trained AED operator, as part of standard school facility rental contracts.
Background:

Across the state and across the nation, public school systems are developing Automatic External Defibrillator Programs in schools in order to serve the student, staff, and community populations that utilize and have public access to these municipal buildings and the many programs that take place within the school building settings.

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm called ventricular fibrillation (VF). It is estimated that 250,000 people die annually in the US alone from SCA making this one of the leading causes of death. Approximately 9,000 to 15,000 of them are people under 18 years old. This erratic and ineffective heart rhythm causes a complete cessation of the heart’s normal function of pumping blood resulting in sudden death. The treatment for this condition is the administration of an electrical current to the heart by a defibrillator. The chance of survival drops 7 – 10% for each minute that the person is not treated. Early CPR and defibrillation, as well as early entry in the Emergency Medical System, will increase survival rates and positive medical outcomes.

Goal:

1. Improve the likelihood of survival for people suffering cardiac arrest by:
   a. Implementing a CPR and AED training program for designated and volunteer members of the BPS staff
   b. Promoting public awareness of CPR and AED use in the Belmont Public Schools (BPS).
   c. Meet the requirements of Massachusetts General Law chapter 112, Section 12V ½ relating to public access defibrillation programs.

Procedures for the Limited Public Access Defibrillator Program:

1. Location of AED’s:
   a. The building based AED will be located in a central location for accessibility during the school day, and during, before, and after school events.
   b. The school buildings with AEDs will house them in an alarm-fitted, unlocked wall cabinet.
   c. An AED will be located with the Athletic Trainer at BPS and may be taken by a trained staff member to practices/games. The Trainer’s AED will become the responsibility of the Trainer, with input from the Director of Athletics to determine to which locations and events the AED will travel. Preference will be given to any event where the CPR/AED certified Trainer is present. All care and daily
checks of the AED will rest with the Trainer, and the Department of Athletics.

2. Maintenance and testing:
   a. AED maintenance and testing will be conducted in accordance with the requirements of the AED manufacturer.
   
b. Documentation of maintenance and testing will be retained in the Director of Nursing Services office for two years. Documentation will record the date of testing and the signature of the person performing the testing.
   
c. In cooperation with the nurse in each school building, there shall be a person identified for each AED unit who will be responsible for:
      - Daily visual service checks to confirm the AED is in its designated location, will be done every day that school is in session, that the status indicator indicates that the AED is ready for use (indicator light will be green), and that it appears free from tampering.
      - If the indicator is red, the nurse or designated staff person will refer to troubleshooting guide in the user’s manual.
      - The daily visual check will be documented by initialing the School Daily AED Log. (A) That person will promptly notify the Director of Nursing Services of any replacement equipment or supply needs.
   
d. There will be an annual check to confirm that the AED accessories are intact, and that the electrodes and the batteries have not expired. The annual check will be documented on the AED General Log. (B)
   
e. The Athletic Trainer will be responsible for the daily visual service checks and documentation of the AED in his/her care during the school year every day that school is in session (see Attachments A & B).
   
f. After each use, the AED must be inspected:
      - External inspection for cleaning, and do so if needed
      - Replace electrodes; notify the Director of Nursing Services; record use of the AED on the AED General Log (B).

2. AED Training:
   a. All school nurses must maintain CPR with AED certification.
   
b. The Athletic Trainer must maintain CPR with AED certification.
   
c. The Director of Nursing Services, the building principal, and the school nurse will be responsible for scheduling voluntary CPR and
AED training courses for school building personnel. The building nurse will maintain records of staff training in CPR and AED.

d. In each building in which an AED is located, there will be an annual building based drill and a review session. The review will include:
   - A review of the building emergency response plan
   - An actual AED drill
   - The drill will be coordinated and documented by the school nurse, who will be assisted by the building principal and the Director of Nursing Services.

Use of the AED:

1. During after school hours, the Athletic Trainer may move the AED designated for his/her use, as needed in accordance with the manufacturer’s recommendations.

2. Outside contractors/renters and community activities are not guaranteed access to an AED or a trained AED operator as part of standard school facility rental contracts.

3. Defibrillator pads and electrodes shall remain in place on the victim. EMS will switch to their AED and the Belmont Public School’s AED will remain at the school location.

After the Use of the AED

1. Retrieval of the rescue data stored in the internal memory of the AED.

2. When the AED is used in a rescue attempt the AED will be checked and put back in a readiness state by the school nurse or the athletic trainer:
   - Restock AED inventory
   - Connect a new pair of electrodes to the AED
   - Clean AED according to manufacturer recommendations
   - Document AED return to readiness in the AED General Log (B)

3. A “critical incident” debriefing session will be held within 48 hours for all initial responders. The building principal and the Director of Nursing Services will coordinate this.
4. The Director of Nursing Services will notify the School Physician/Medical Consultant of the AED use after the incident. Together they will complete a review and a follow-up report.

5. The Director of Nursing Services will also maintain incident record keeping recording use of the defibrillator(s).

6. A quality improvement review with the School Physician/Medical Consultant and the AED team will be held.

Notification of AED use

1. Immediately notify the building principal and the Superintendent’s office of the use or attempted use of the AED on school property or at an athletic event.

2. Notify the Director of Nursing Services, who will notify the School Physician/Medical Consultant after the event.

3. The use of the AED during before or after school hours, when a school nurse is not present, and during community activities, must be reported immediately to the custodial staff on duty, the Superintendent’s office, and the Director of Nursing Services. The School Physician/Medical Consultant will be notified of the event and the use of the AED for review and debriefing.

December 4, 2007
Belmont Public Schools
Limited Public Access Defibrillation Program

AED Daily Log

Attachment A

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Belmont Public Schools
Limited Public Access Defibrillation Program
AED General Log

Attachment B

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Belmont Public Schools
Limited Public Access Defibrillation Program

Annual AED Checklist

Building: __________________

Date: _____________________

Name of Person Completing This Checklist ________________________

AED Serial #: ________________________________

Accessories (razor, scissors, gloves, mask) intact: _____

Pediatric Electrode Kit present and intact: ______

Pediatric Electrode expiration date: ___/___/___

Adult Electrode Kit present and intact: ______

Adult Electrode expiration date: ___/___/___

Battery expiration date: ___/___/___
Belmont Public Schools
Limited Public Access Defibrillation Program
Program Contact Information

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<tr>
<th>Title</th>
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<td>Principal</td>
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<td>School Nurse</td>
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