

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 154 – Automatic External Defibrillators (AED)

Policy

The Fort McMurray Catholic Board of Education will have Automatic External Defibrillators (AED) in locations extensively used by the public who are at risk of heart attack.

Father Mercredi High Community High School has been identified has a high risk area due to the many public and community events taking place at the school.

The school will appoint an AED coordinator and staff that will be trained in using the AED. This training will be provided to all school personnel who have completed the Cardiopulmonary Resuscitation (CPR)/AED Training.

A copy of this policy is to be made available to every employee upon completion of the initial training.

A copy of this policy will be provided to the local EMS agencies listed below:

Fort McMurray Emergency Medical Services (EMS)
Fort McMurray Fire Department
Fort McMurray 911 Centre
Northern Lights Regional Health Centre

Definitions

Sudden Cardiac Arrest (SCA): a significant life-threatening event when a person's heart stops or fails to produce a pulse.

Automated External Defibrillator (AED) – an automated computerized medical device used to treat a patient experiencing cardiac arrest whose heart is beating irregularly (fibrillating). The AED assesses the patient's heart rhythm and judges whether defibrillation (shock) is needed to return the heart to an acceptable rhythm.

AED Coordinator – the co-chairs of the OHS Committee will act as AED Coordinators and will conduct the routine duties associated with the AED program.

Trained rescuer – a person who has successfully completed a course of instruction in accordance with the standards of the Canadian Heart Association or the Canadian Red Cross for CPR/AED training. The trained rescuer would typically be a member of the School's Crisis Response Team.

Responsibilities

AED Coordinator(s): The AED Coordinators ensures that there is appropriate instruction for all initial and refresher training, and maintain all AED equipment and related supplies. They will conduct post-incident debriefing sessions for any employees involved in AED use.

Trained Rescuers: The trained Rescuers are responsible for providing emergency First Aid, CPR, and implementation of the AED to Victims of SCA.

A list of Trained Rescuers for the FMCSD is to be kept in the main office of each school having an AED. Lists will be updated as needed.

AED Location

The AED is to be located in a public area within the school building. This location will allow quick access for the first responders in the event of a cardiac arrest.

Equipment

Each AED will be equipped with two sets of electrodes, two pairs of non-latex gloves, one barrier device and a razor to remove hair from the chest.

Training Requirements (Trained Rescuers)

Any employee (Trained Rescuer) who is expected to provide emergency care to a patient of SCA or other medical emergency will be trained in CPR and AED use. This training will conform to the Canadian Heart and Stroke Foundation standards or another nationally recognized training organization. The AED Coordinator will maintain all training records.

Trained Rescuers are required to attend refresher training as needed.

Procedures for AED use

The AED should be used only on a patient who is unconscious, not breathing, and has no pulse.

The AED should be used with caution if the victim has a nitroglycerin patch on his/her chest. (The patch should be removed before applying AED electrodes) or if the victim has an implanted pacemaker. (The pacemaker may interfere with the rhythm analysis; do not place electrode directly over the pacemaker).

Assess Scene Safety

During emergency situations, Trained Rescuers must assess the scene for safety hazards, which may include electrical or chemical dangers, harmful people, traffic, fire or flammable gases.

Assess Unresponsiveness

Verify that the victim is actually unconscious by tapping the victim on the shoulder and shouting “Are you OK?”

Activate EMS System

- Notify the main office of emergency situation.
- Office personnel will activate the EMS system by calling 911.
- Announce over the PA system, “Code AED” or similar code word and the location of the emergency.
- Have the AED brought to the scene or send someone to get the AED.
- Perform CPR until the AED arrives at the scene.
- Check for signs of circulation such as pulse, coughing, or movement.
- Verify that the victim is unconscious, not breathing, and has no pulse.
- If all these are true, apply the AED.
- Have a designated person to wait outside for the EMS to arrive to lead emergency response personnel to the victim.

AED Operation

- Turn on the AED and follow all the voice prompts.
- Stand clear of the victim and allow AED to analyze the heart rhythm.
- If prompted by the AED, verify that no one is touching the victim and deliver shock.
- When EMS arrives, provide pertinent information regarding the event and the victim.
- Immediately notify the AED Coordinator to allow for reactivation of the AED.

Post Event Review

The AED Coordinator must complete an “AED Response Documentation Form” after each use of the AED.

The AED Coordinator will also conduct an incident debriefing to determine any deficient practices and opportunities for improvement. All depleted AED supplies must be restocked, and the AED checked for damage. The AED battery must be checked prior to returning to service.

Basic Maintenance

The school AED Coordinator is responsible to ensure all basic maintenance is conducted per the user manual.

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| References: <ul style="list-style-type: none">• Occupational Health and Safety Act,• Handbook for the Prevention and Management of Critical Incidents• Safe and Caring School Policies and | Approved: |
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| Procedures <ul style="list-style-type: none">• Board Governance Policy EL # 1, EL # 2 | <i>Date Approved:</i> <i>August 24, 2009</i> |
| Cross References: OP 150,152,153,154 | Date Revised: |