

## AED RESPONSE PROCEDURE (HEA-P004)

Clarksville-Montgomery County School System

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### 1.0 SCOPE:

- 1.1 This procedure outlines the protocol for AED use within the school system. The purpose of this procedure is to insure the safe and timely response during an emergency with the use of the Automatic External Defibrillators.

The online version of this policy is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1 School Nurse Supervisor
- 2.2 School Nurses
- 2.3 School Administration

### 3.0 APPROVAL AUTHORITY:

- 3.1 Risk Manager/Safety Coordinator

### 4.0 DEFINITIONS:

- 4.1 Automatic External Defibrillator (AED): a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest.

### 5.0 PROCEDURE:

- 5.1 There will be an AED in each of the schools in the Clarksville Montgomery County School System. The location of the AED in each school will be in or near the gymnasium, and will be communicated to the Risk Management Department.
  - 5.1.1 If the location of the AED changes, it is the responsibility of the individual school's administration to communicate the change of location to the Risk Management Department.
- 5.2 The expected users of the AED's are, although not limited to, the school nurse and those individuals in the schools that are CPR certified.
- 5.3 The location of the AED in each building will be communicated with the local Emergency Medical Services (EMS), by the Risk Management Department.
- 5.4 An employee at each location, designated by the building administrator, such as the School Nurse or Lead Custodian, is responsible for monthly inspections of the AED. This inspection includes:
  - 5.4.1 Ensuring the rescue ready light is green
  - 5.4.2 Checking electrode pads and other supplies for expiration dates
  - 5.4.3 Opening the AED to ensure the voice instructions are clearly audible
  - 5.4.4 Documenting monthly inspection on the Monthly AED Log (HEA-F091) located in the AED case

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- 5.5 If any area of the monthly inspection is not satisfactory, the inspector will communicate the problem to the Risk Management Department immediately.
- 5.6 The AED is to be used according to the written instructions included with the AED and the voice instructions given by the AED while in use.
- 5.7 Following an incident involving the AED, contact the school administrator, and the School Nurse Supervisor/Risk Management department as soon as possible.
- 5.8 An AED Incident Report is to be completed as soon as possible following the incident. (Refer to [HEA-F090](#)).
- 5.9 A designated employee checks the AED following the incident, restocks the supplies immediately, and performs inspection of the AED. This will also need to be documented on the AED log located in the AED case.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Tennessee Code Annotated 49-2-122, 68-140-Part 7
- 6.2 AED Incident Report [HEA-F090](#)
- 6.3 Monthly AED Log HEA-F091

### 7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/25/09		Initial Release
3/8/10	A	Add section 5.5, change title of "Approval Authority"
2/8/11	B	Add "in or near gymnasium" to 5.1, Rewording of 5.4, Remove "periodic" on 5.4, Add HEA-F091 to Associated Documents

**\*\*\* End of Procedure \*\*\***

