

Insurance

Automatic External Defibrillator (AED) Guidelines for Schools

The purpose of this document is to recommend guidelines for the placement, care and use of an Automatic External Defibrillator (AED) located in many of Saskatchewan's schools and buildings. The information in this document is intended to provide support towards development of policies for school divisions that choose to have an AED on site.

AED's are portable devices used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest. Early access defibrillation has been recognized as a significant factor in survival from incidents of sudden cardiac arrest. Adequate preparation for responding to a life-threatening emergency can save lives.

Use of an AED in the school setting

If a school division has decided on acceptance of an AED, training and use of the AED should be included in a school medical emergency response plan, operational policy, and a school division policy or administrative procedure manual should be developed. The following components can be considered for inclusion in this document:

Storage and Accessibility

- Assess the optimal location for storage of the AED. The location should be readily identified and secure, yet easily accessible for adults.
- Staff should be notified of the location and how to access the AED equipment in an emergency.
- Access and use of the AED by other users in the building should be addressed in the school division policy.
- A designated employee should be responsible for ensuring periodic maintenance of the AED. Contact your local health region for equipment inspections.

Responsibilities of School Administration

- Selection of employees/students for AED training and distribution of AED-trained employee/student lists as required
- Coordination of training for emergency responders with local health regions
- Coordinating equipment and accessory maintenance with health regions
- Maintain on file a specifications/technical information sheet for each approved AED model assigned or donated to the school
- Communication with medical community on issues related to medical emergency response program including post event procedures

School Responsibilities

- Contact the external community 9-1-1 response team (EMS) if required
- Deploy AED-trained employees to emergency location
- Assign someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency

AED-Trained Employee Responsibilities

- Activating internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience
- Understanding and complying with requirements of school policy
- Following the more detailed procedures and guidelines for the AED post event protocols

School protocols should be written and posted in appropriate areas for use of the AED. Administrators, teachers, and staff should practice and evaluate response to sudden cardiac arrest (SCA) using the AED.

Volunteer Responder Responsibilities

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

Note: Employee training should be consistent with CPR/ First Aid training certifications provided by the Canadian Heart & Stroke Association, Red Cross or other authorized agencies. **Employees/students should also be aware that they will not be personally liable in the event they render such emergency care.**

AED Equipment Representatives

There are four different models of Automatic External Defibrillator provided to school divisions across the province. If you are interested in contacting the manufacturers for warranty, specifications, or maintenance information please contact the following individuals:

LifePack 10,000, CR Plus

Gary Barker, 1-800-217-1617 ext 7524

www.physio-control.com

Phillips FR-X

Tammy Reddefopp, 306-933-2472

www.firstaidforlife.ca

Zoll

Jason Tovey c/o Parkland Health Region, 1-877-800-0002

www.zoll.com

Local health regions have committed to conducting scheduled inspections of the equipment and should be in contact with you in the near future. In the event that the schools in your school division have not been inspected, contact your local health region or Dale Backlin at the Regina/QuAppelle Health Region who is the provincial coordinator of this program.