

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: August 19, 2013

REVISED:

## 822-AR-1. RESPONSIBILITY FOR AUTOMATED EXTERNAL DEFIBRILLATOR

The responsibility for providing, training, maintaining, using and reporting on AED's is divided among various groups in a school.

The district administration is responsible for the following:

1. Selecting a district physician and Core Team members.
2. Providing the training and retraining of all Core Team members.
3. Coordinating equipment and accessories purchases, deployment and maintenance.
4. Maintaining on file the specifications/technical information sheet for each AED placed in schools.
5. Monitoring, reviewing and revising administrative regulations and procedures, as needed.
6. Communicating with the district physician relative to medical emergency response, including post-incident reviews.
7. Informing the county EMS about the deployment of AED's.

The district physician is responsible for the following:

1. Writing a prescription for AED's.
2. Providing medical direction for AED's.
3. Reviewing and approving procedures for use of AED's.
4. Reviewing and evaluating post-incident documentation and data.

AED Coordinators are school nurses, who are responsible for the following:

1. Maintaining AED equipment and restocking related supplies.
2. Conducting a monthly inspection and testing and completing the Automated External Defibrillator Service Log.

3. Cleaning the AED as needed.
4. Completing the Automated External Defibrillator Incident Report after each incident.
5. Serving as liaison for the district with the district physician.
6. Forwarding incident data to the district physician, in cooperation with the building principal.
7. Provide annual training and retraining for members of Core Team, and distribute established administrative regulations and protocols.
8. Conduct post-incident debriefing sessions, in cooperation with the building principal.
9. Maintain required documents, including training records, AED site information forms, AED incident reports, post-incident critiques and service logs.

Core Team members are responsible for the following:

1. Activating and/or responding to the emergency response system.
2. Providing prompt basic life support, including AED and first aid responses according to training and established procedures and protocols.
3. Transferring care of victim to EMS personnel upon their arrival at the site.
4. Notifying district AED Coordinators after any AED use.
5. Understanding and complying with established AED procedures and protocols.

#### Core Team Training

The district will provide initial training for all members of the Core Team.

Training will include basic first aid, CPR and the use of an AED, and will be provided in accordance with the standards set forth by the American Red Cross or the American Heart Association or through an equivalent course of instruction approved by the state Department of Health.

Core Team members will renew training in first aid and AED use every two (2) years.