

AUTOMATIC EXTERNAL DEFIBRILLATORS

Any school with an automatic external defibrillator is subject to this regulation.

As part of their crisis response planning and athletic programs, schools may wish to acquire automatic external defibrillators (AEDs) for use in assisting with cardiopulmonary resuscitation (CPR). Acquisition of an AED requires an ongoing commitment to the AED program. The principal of any school that acquires an AED must ensure that a sufficient number of staff members are trained to use the device, that the AED is readily available during operating hours and extra-curricular activities, and that the AED is fully functional at all times.

PRE-PLACEMENT REQUIREMENTS

1. San Diego Medical Services Enterprise (SDMSE) shall coordinate the District's AED program and perform the following tasks prior to placement of any AED at a school site:
 - a. Designate a physician and surgeon, licensed in California, to serve as Medical Director of the school's AED program, and specifically to:
 - i. Write a prescription, authorizing individuals to use the AED and indicating the circumstances under which the device may be used.
 - ii. Determine and inform the principal or designee of the necessary training requirements for use of the AED.
 - iii. Approve a process to ensure AED instructors are properly certified to the AED instructor standards established by the American Heart Association or the American Red Cross and ensure instructors are trained to the course content.
 - iv. Provide to the principal or designee all information governing the use, installation, operation, and maintenance of the AED.
 - b. Notify the local EMS agency in writing of the existence, location, and type of AED acquired.
 - c. Principal or designee shall determine if the local EMS agency has any policies or procedures governing the use of AEDs beyond the requirements of this regulation and set forth procedures to ensure such requirements are met.
2. The vendor providing the AED to the school is required by law to notify the principal or designee at the time of acquisition, both orally and in writing, of the school's responsibility to comply with state regulations governing the use, training, placement, and maintenance of the AED.

TRAINING

1. Training shall be performed by a person certified by the American Heart Association or American Red Cross to instruct CPR and AED use.
2. The principal or designee will ensure that the school's health technician or nurse is trained in the use of the AED.
3. Any coach or trainer who is required to keep a current certification in CPR as a condition of employment in a coaching assignment must also attend a course in AED use.
4. Health technicians, nurses, coaches, and trainers shall keep their CPR and AED certification cards current and immediately notify the principal or his/her designee upon expiration.
5. Principal or designee shall ensure employees attend training courses to renew their CPR and AED certifications, if necessary, and that new users are trained as existing users are lost to normal attrition.

6. Any District-sponsored CPR training will include an AED training session.
7. All other employees will be encouraged to attend CPR and AED training courses.

AVAILABILITY

1. AEDs shall be readily available for use at all times.
2. AEDs shall not be locked in offices or cabinets requiring keys for entry.
3. AEDs should be located in conspicuous locations.
4. AED cabinets should be fitted with an audible alarm to alert staff that the AED has been removed.
5. The AED cabinet alarm should be capable of being bypassed so that the AED can be removed for legitimate reasons, such as moving it to an athletic field during an event, or for inspection and maintenance purposes.
 - a. During athletic or extra-curricular events on campus, the event organizer may request of the principal or designee that the AED be taken from its assigned location and taken to the gym, field, or auditorium before an emergency occurs as a precautionary measure.
 - a. Whenever the AED is taken from its assigned location, one person shall agree to be responsible for and remain with the unit until it is returned.
 - b. Whenever the AED is taken from its assigned location, a conspicuous notice shall be placed on the AED cabinet indicating who has the AED, where it is being used, and when it will be returned.
 - c. The AED may not be taken off campus for any reason.
6. The AED cabinet alarm shall be re-armed when the AED is returned to its location.

AED MAINTENANCE

1. The principal or his/her designee shall ensure that the AED remains fully functional at all times.
2. The principal or his/her designee shall ensure that the AED is regularly tested according to the operation and maintenance guidelines set forth by the manufacturer, the American Heart Association, and the American Red Cross, and according to any applicable rules and regulations set forth by the Food and Drug Administration or any other applicable state and federal authority.
3. The AED shall be checked for readiness after each use and at least once every 7 days if the AED has not been used in the previous 7 days and in accordance with manufacturers specifications.
4. SDMSE shall be notified if any problems are noted with the AED during the inspection.
5. Records of the inspections performed above shall be completed and maintained in the school's Health Office for not less than 4 years.

USE

1. In the event of a possible sudden cardiac arrest on campus, employees shall immediately call 9-1-1 to activate the emergency medical services system.
2. The AED will be brought to the victim for use by available personnel or volunteers.
3. Employees or volunteers should attempt CPR on the victim until the AED arrives or as needed to supplement defibrillation.

POST-INCIDENT

1. The following steps shall be taken as soon as possible after use of an AED:
 - a. The user shall contact SDMSE.
 - b. SDMSE will respond to perform the following functions:
 - i. Notify the local EMS agency of the event.
 - ii. Download data off the AED.
 - iii. Forward AED data to the Medical Director and the local EMS agency.
 - iv. Clean and disinfect the AED and replace any disposable components.
 - v. Perform a critical incident stress debriefing will with the AED user and any other first aid providers. Additional follow-up sessions will be arranged through the Employee Assistance Plan, if necessary.
2. All forms related to the use of the AED Event shall be maintained for not less than 4 years.