



## Automated External Defibrillator (AED) Policy

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### **I. Board Policy**

The Summit Academy Board of Trustees recognizes the need for a policy governing the use of Automated External Defibrillator (AED). An AED is used to treat people who experience sudden cardiac arrest (SCA). The Board delegates to the Administration responsibility for implementing the policy according to established guidelines.

### **II. Purpose**

The purpose of this policy is to define and establish standard operating guidelines, in order for Summit Academy to maintain and utilize AED's. The use of AED's are intended to greatly increase the chance of survival of SCA prior to the arrival of local Emergency Responders.

AED's are most successful when their first shock is delivered within 3-4 minutes of SCA onset. Because of their ease of use and built-in safeguards, untrained bystanders have successfully used an AED, but they are intended for use by trained personnel.

### **III. Guidelines**

- a. The Administration shall be responsible for developing and implementing regulations consistent with Board policy.
- b. Administrative regulations shall be disseminated regularly to all affected persons and persons and will be made available for review by faculty and staff.
- c. Regulations may be changed, modified or updated from time to time due to changing circumstances, changes in current law or policy, or for emergencies.

### **IV. Objectives**

- a. To educate school personnel to recognize the signs and symptoms of SCA.
- b. To educate school personnel in the appropriate use of AED. To provide training and certification of interested individuals in CPR/AED.

### **V. Authorized AED users**

The AED may be used by:

- a. All staff, First Responders, and trained coaches who have successfully completed training.
- b. Any trained volunteer responder who has successfully completed an approved Cardiopulmonary Resuscitation (CPR)/AED training program within the last two years and has a current successful course completion card.

### **VI. AED user responsibilities**

- a. The AED must only be used on an individual at least 1 year of age and displaying the symptoms of SCA, including all of the following: unconscious, not breathing, no signs of pulse or circulation.
- b. AED instructions must be followed until Emergency Responders arrive.

### **VII. Administrative staff members' responsibilities**

- a. Upon notification of a medical emergency, activate the 911 system.
- b. Provide notification of a medical emergency and alert trained AED users.



- c. Assign someone to meet the Emergency Responders' vehicle and direct them to the site of the emergency.
- d. Update the injured person's condition to the 911 system until the first responders at responders at the scene assume the responsibility.

**VIII. Administration responsibilities**

- a. Designate someone to be responsible for maintaining records of training, equipment operation and maintenance.
- b. Schedule emergency response drills as needed.
- c. Designate someone to inspect AED equipment on a monthly basis to determine past use of the equipment, battery life and system operator status.
- d. Review training records on an annual basis.

**IX. Training**

- a. The AED training must be a course approved by the state, the American Red Cross or the American Heart Association.
- b. All school-employed coaches must be CPR/AED trained as a condition of employment.
- c. Onsite training will be coordinated through the School Crisis Team.