

5300 USE OF DEFIBRILLATOR(S)

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). An AED is only to be attached to a victim who is unconscious and without signs of life. The AED will analyze the victim's heart rhythm and advise the operator if a shock is needed. If a shock is advised, the AED will charge to the appropriate energy level and advise the operator to deliver a shock. Anyone person who provides emergency care service, through the use of a heart defibrillator, shall be immune from civil liability, providing the district has a prescribing licensed physician and the person has been trained in cardio-pulmonary resuscitation and the use of a defibrillator. (N.J.S.A. 2A:62A-27).

School Physician's Responsibilities:

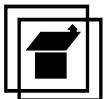
The School Physician is responsible for:

1. Authorizing the use and implementation of AED units within the school district.
2. Participating in AED/CPR training to keep certification active.

Supervisor of Health Services Responsibilities:

The Supervisor of Health Services is responsible for:

1. Coordinating CPR/AED training each year for employees of the school district.
2. Communicating with maintenance to determine locations for AED storage cabinets and units within the schools and at central office.
3. Communicating with the school nurses to arrange CPR/AED training for district wide staff.
4. Suggesting revisions of the policies and procedures as needed.
5. Keeping a record of all trained personnel in the school district.
6. Monitoring the effectiveness of the program.



School Nurse Responsibilities:

The School Nurse is the School Safety Officer for the AED Program.

The School Nurse is responsible for:

1. Selecting the members of the Medical Emergency Response Team (MERT). The MERT will include the school nurse, Building Principal, and Assistant Principal(s).
2. Coordinating the training of the team members with the Supervisor of Health Services.
3. Notifying the local EMS providers about the existence of the AED program at the school and the location of the AED(s).
4. Contacting and activating the designated Medical Emergency Response Team (MERT) members and deploying them to the location of the emergency. This includes:
 - a. Assigning a team member(s) to respond directly to the location of the emergency.
 - b. Assigning a team member(s) to retrieve the AED and respond to the location of the medical emergency.
 - c. Assigning team member(s) to meet the responding EMS personnel and direct them to the location of the medical emergency.
5. Coordinating equipment and accessory maintenance.
6. Monitoring the effectiveness of the system.
7. Participating in AED/CPR training to keep certification active.

Building Principals' Responsibilities

The Building Principal is responsible for:

1. Participating in AED/CPR training to keep certification active.



2. Communicating with the school nurse and faculty regarding the location, use, and training of the AED unit.
3. When the school nurse isn't readily available, the principal will assume the school nurse's role as the School Safety Officer for the AED Program.

Authorized AED Users :

The AED Users are responsible for:

1. Receiving approval from the School Nurse to be an approved member of the MERT.
2. Successfully completing all the required training to be a MERT member including successfully completing an approved CPR and AED training program and possess a current successful course completion card.

Medical Emergency Response Team (MERT) Responsibilities

Members of the MERT are responsible for:

1. Activating the internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
2. Understanding and complying with all the requirements of this policy.
3. Follow all policies and procedures of the MERT.
4. A predetermined member of the MERT is responsible for responding directly to the location of the emergency and, if necessary, performing CPR until the AED arrives.
5. A predetermined member of the MERT is responsible for bringing to the location of the emergency the AED, and any other first aid supplies according to the members training and experience.
6. A predetermined member of the MERT is responsible for meeting the responding EMS personnel and directing them to the scene of the medical emergency.



School Receptionist Responsibilities

The School Receptionist is responsible for:

1. Receiving emergency medical calls from internal locations.
2. Understanding the extent of the illness or injury.
3. Contacting the local community EMS provider (911) for medical assistance.
4. Notifying the School Safety Officer (Nurse) of the emergency.

Equipment

The AED and microkit (first aid emergency care kit) will be brought to all medical emergencies. Each AED will have a set of defibrillation electrodes and one spare set of electrodes within the AED case. The AED microkit, which is included with the AED package, contains two pairs of gloves, one razor, one pair of clothing shears, 2 antimicrobial wipes, one absorbent towel, one eye splash guard, one biohazard bag and one facemask barrier device (CPR micromask).

The Safety Officer shall be responsible for ensuring that the defibrillation electrodes and the AED battery are within the expiration date listed on the equipment.

Location of the AEDs:

The locations of the AED units are as follows:

- Randolph High School (~~3~~) **(4)** - Main office, The Commons, ~~Athletic Trainer~~ **1st floor D-wing and gymnasium lobby.**
- Fernbrook Elementary School - Hallway in between main office and the nurse's office.
- Shongum Elementary School - Hallway in between main office and nurse's office.
- Randolph Middle School (~~2~~) **(3)** - Outside main gymnasium, outside rear gymnasium, **outside room 153.**
- Center Grove Elementary School - Outside of gymnasium.



- Ironia Elementary School (2) - Hallway in between main office and nurse's office & across from room 117.
- Central Office - Hallway outside of kitchen area.
- ~~West Morris YMCA/Randolph Board of Education Pre-K Program (location to be determined).~~

Equipment Maintenance:

All equipment and accessories necessary for the support of the MERT shall be maintained in a state of readiness. The School Nurse shall be responsible for having regular equipment maintenance performed. All equipment maintenance shall be performed as outlined in the operating instructions.

Monthly System Check:

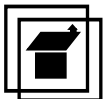
Once each calendar month, the School Nurse or his/her designee shall conduct and document a system check. These records shall be retained on file. The monthly system check shall include no less than the following elements:

1. Policy and Procedure are up-to-date.
2. Receptionist has a list of available units.
3. Emergency kits are stocked to par level.
4. AED units are at their assigned locations.
5. AED electrodes will not expire within the next two months.
6. AED battery will not expire within the next two months.
7. AED Active Status Indicator Light is blinking "GREEN".

Annual System Assessment

Once each calendar year, the School Nurse or his/her designee shall conduct and document system readiness review. This review shall include no less than the following elements:

1. Training records for faculty and staff for AED/CPR certification are current.



2. Equipment and operational and maintenance records are up to date.
3. Physician Medical Authorization records are on file.

Action Plan Checklist

- First responder alerts main office of emergency situation via inter-com system, phone, two-way radio, or whatever means necessary.
- Main office will notify the School Safety Officer (school nurse) of the emergency (inter-com system phone, two-way radio). EMS will then be activated and the MERT will deploy to the location of the emergency.
- The School Safety Officer will be responsible for transporting the AED unit or assigning a team member to receive the AED and respond to the location of the emergency.
- In the event of the school nurse being out of the building, the principal, followed by the Assistant Principal(s), will assume the School Safety Officer responsibilities.
- A predetermined member of the MERT (Assistant Principal) is responsible for meeting the responding EMS personnel and directing them to the scene of the medical emergency.
- Members of the MERT will assist as needed with the treatment and care of the individual until EMS arrives.
- Parent(s)/Guardian(s) will then be contacted.
- Appropriate documentation forms will be completed following each incident.
- School Physician will be notified of incident.

N.J.S.A. 18A:11-1
N.J.S.A. 18A:20-1
N.J.S.A. 18A:40-4
N.J.S.A. 2A:62A-27
N.J.S.A. 6A:16

Adopted: 17 July 2012
Revised:

