

Missoula County Public Schools

Student 8302P

Procedures for the Use of Automatic External Defibrillators (AED)

Implementation

1. The District will identify and enter into an agreement with a Montana licensed physician or other qualified individual as determined by the Department to provide medical supervision (Medical Supervisor) to the AED program.
2. The District will identify an AED Program Coordinator, who will oversee implementation of the program and ensure the District's compliance with Department regulations.
3. The AED Program Coordinator will develop, update as changes are made, and adhere to a written plan that satisfies the requirements established by the Department. The District will submit the AED Program written plan to the Department.
4. The AED Program Coordinator will work with building administrators to ensure identified individuals – staff and/or faculty – will receive the necessary training as set out by the Department. These individuals must have current training in adult cardiopulmonary resuscitation that meets the standards of the American Heart Association and must renew this training at least every two years. They must also complete an AED training program that has been approved by the Department.
5. The AED Program Coordinator will notify area Emergency Medical Services providers and area Public Service Answering Points (9-1-1 dispatch point) in order to coordinate its AED program with these services.

Use of the AED

1. The AED must be a unit approved by the United States Food and Drug Administration.
2. If an authorized individual attaches the AED to a patient in need of resuscitation, he or she must report its use to the Medical Supervisor within 24 hours.
3. The Medical Supervisor must make a report to the Department each time the AED is attached to a patient within 48 hours of use.

Responsibilities

Medical Supervisor:

- Oversees all medical aspects of the AED Program
- Ensures compliance with appropriate regulatory requirements
- Ensures proper training and maintenance for AED responders
- Establishes and reviews procedures for AED use
- Establishes a quality review and improvement program, including post-drill and post debriefing
- Establishes and maintains relationships with local EMS
- Ensures AED use reports are sent to the Department within 48 hours of the occurrence of the event

AED Program Coordinator:

- Oversees all non-medical aspects of the AED Program
- Develops AED Program written plan as required by the Department and makes changes as needed to the plan in conjunction with building administrator.

- Coordinates with Medical Supervisor and EMS, as needed, for training and use of AED
- Identifies individuals to be AED responders and maintains list of AED responders in conjunction with building administrator.
- Coordinates and documents initial AED training and all subsequent training of AED responders
- Conducts quarterly proficiency evaluations for AED responders
- Coordinates and maintains documentation of all AED usage
- Conducts immediate post incident debriefing
- Ensures AED use is reported to Medical Supervisor within 24 hours of the occurrence of the event
- Coordinates and oversees documentation of AED maintenance and service procedures

Building Administrator

- Identifies individuals to be AED responders and facilitates needed training
- Assists the AED Program Coordinator to develop the written plan for that building and update as needed.
- Is responsible for on-site manufacturer recommended maintenance and testing of AED units, including the documentation of maintenance and testing.
- Participates in post incident debriefing and assists with identification of other pertinent people to be included.

Identified AED Responder

- Maintain current certification in adult cardiopulmonary resuscitation that meets the standards of the American Heart Association
- Complete an AED training program and complete quarterly AED proficiency that has been approved by the Department.
- Providing prompt cardiopulmonary resuscitation including AED and first aid according to training and experience.
- Reporting to medical supervisor within 24 hours any AED placement on a patient.
- Accepting accountability and responsibility for the retrieval, use and return of the AED when it is used.

Policy History:

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