
AUTOMATED EXTERNAL DEFIBRILLATORS

Background

The Division recognizes the importance of being prepared to take appropriate action whenever a medical emergency threatens the safety, health or welfare of a student, staff or community member. The Division supports access to, and installation of, Automated External Defibrillators (AEDs) within the facilities owned, operated or managed by the Division.

Definition

An automated external defibrillator (AED) is a portable automatic device used to restore normal heart rhythm to patients in cardiac arrest. It is applied outside the body. It automatically analyzes the patient's heart rhythm and advises the rescuer whether or not a shock is needed to restore a normal heart beat. If the patient's heart resumes beating normally, the heart has been defibrillated. (Alberta School Boards Association Insurance Exchange Bulletin – March 19, 2009.)

Procedures

1. If it is apparent that someone is in medical distress, the first action should be to call 911.
2. Prior to placement of an AED in a facility owned, operated or managed by the Division, the principal or site supervisor of that facility will obtain prior consent for the placement of the AED from the Office of the Superintendent.
3. Following placement in a facility, if the AED is removed from the facility, the principal or site supervisor of that facility will advise the Office of the Superintendent of its removal.
4. When a facility is authorized to install one (1) or more AEDs in its premises, Facility Services will:
 - 4.1. Ensure the AED is approved by the Canadian Standards Association (CSA) and meets its guidelines, and is compliant with any applicable legislation or guidelines of other regulatory bodies;
 - 4.2. Establish procedures for the monitoring and maintenance of the AED in accordance with the manufacturer's specifications, industry practice and applicable legislation; and
 - 4.3. Establish procedures for training staff regarding the proper and safe use of AEDs, including periodical upgrading or refresher training.
5. When a facility is authorized to install one (1) or more AEDs in its premises, the principal or site supervisor of that facility will:
 - 5.1. Notify the Emergency Response Communications Center (EMS Dispatch) of the type of AED and its location(s) in the facility, or of its removal from the facility;

- 5.2. Cooperate with the Division in the implementation and enforcement of procedures for the monitoring and maintenance of the AED in accordance with the manufacturer's specifications, industry practice, applicable legislation and this Administrative Procedure;
 - 5.3. Record all monitoring and maintenance activities of the AED in a log stored in the facility; and
 - 5.4. Record all uses of the AED (whether or not for a medical emergency) in a log stored in the facility.
6. When an AED is installed in a facility, designated staff at that facility must receive initial and ongoing training as required by the Division and certifying organizations regarding the appropriate use of the AED. Initial training must be completed prior to installation of the AED in that facility.
 7. The AED will be placed in an easily accessible location and all staff must be made aware of its location. The location of the AED is to be easily seen and remain accessible to staff outside of normal school hours.
 - 7.1. Signage on or above the AED must state that the AED is for use in medical emergencies only.
 8. Individuals or community groups who utilize the school or Division facility outside of regular school or business hours are not guaranteed access to the AEDs.
 9. Community groups who use a facility that is owned, operated or managed by the Division where an AED is present, will execute a waiver of liability in respect of the same. Such waiver of liability will hold harmless the Division from any liability arising from the presence of, access to and use, whether proper or improper, of the AED.
 10. Anyone can, at their discretion, provide voluntary assistance to a victim of a medical emergency.
 - 10.1. The extent to which these individuals respond will be appropriate to their training and experience.
 - 10.2. These responders are encouraged to contribute to emergency response only to the extent they are comfortable.
 - 10.3. The emergency medical response of these individuals may include CPR, use of the AED or medical first aid.
 - 10.4. When possible, an individual with training on the use of AEDs is to provide medical assistance using an AED in priority to a person without such training.
 11. In a medical emergency involving a student, *in loco parentis* applies.
 - 11.1. Division staff will act in the best medical interests of the affected student in the absence of a parent when the student is unable to act for him/herself, either due to age or incapacity.
 - 11.2. Such action may include the use of an AED on a student.
 12. When an AED is used by any person during regular school or business hours, whether or not for a medical emergency, the Principal or site supervisor of the facility will notify the

Superintendent of its use. When appropriate, the Student Accident Report Form (Form 315-01) or Staff Accident Report will be utilized.

13. When the AED is used by any person outside of regular school or business hours, such as community groups in evenings or during weekends, whether or not for a medical emergency, the contact person for that community group will report use of the AED to the Principal or site supervisor of the facility who will, in turn, notify the Superintendent of its use.
14. The Division wishes to encourage the use of AEDs where appropriate in medical emergencies. However, tampering with an AED is considered to be serious misconduct and, in light of the circumstances, may be considered a disciplinary matter, including suspension or expulsion in the case of a student, or may be reported to the police.

Reference: Section 33, 197 Education Act
Emergency Medical Aid Act

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