

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.202 (B)

AED Training Procedures

August 7, 2023

AED Training, Planning, Notification, and Maintenance Procedure

Physician Responsibilities: The overseeing physician will act as a resource for ORS School Nurses (or school designees). The physician will not actually have on-site responsibilities. The on-site Nurse (or school designee) will ensure that all the following AED orders and procedures are followed.

Indications: Unresponsive victims with no pulse or signs of circulation. For patients who appear over age 8, weighing more than 55-pound, adult AED settings should be used. Unresponsive pediatric victims with no pulse or signs of circulation that appear to be under the age of 8 and/or weighing under 55 pounds, pediatric settings should be used.

Location: Per TCA 49-2-122: All public schools must have at least one (1) AED within the school. The location/placement of AEDS in each school must be readily available, not in a location that could be locked during any time that students, parents or school employees are present. The location(s) will be logged by the school nurse, or school designee.

Maintenance and Compliance: To ensure the devices are in optimal operating condition, testing and maintenance will be completed and recorded by the school nurse (or school designee) monthly and as needed to maintain compliance with all manufacture and state requirements. All AED compliance reports will be turned into the Nursing Coordinator, or designee, yearly. AEDs placed in schools shall be registered with local emergency medical services providers as required by TCA 68-140-403(2) and 68-140-404(6).

AED Training: All staff will be trained on proper AED use at the beginning of each school year.

CPR Training: District wide CPR Training will be offered annually. A list of current CPR Certified Staff will be updated annually and maintained at school administration.

AED Annual Drill: Every school will conduct an annual Cardiac Emergency Response Drill (CERD) while students are present and complete the Cardiac Emergency Response Drill Checklist and turn it into the School Nursing Coordinator, or designee.

AED Post Incident Reporting: In the event an AED is used, the School Nurse Coordinator, Coordinated School Health Coordinator, and Executive Director of Leadership must be informed. Post incident reporting must be completed and submitted to appropriate parties. AED Supplies must be replaced as needed based on usage.

AED Usage Procedure:

1. Determine unresponsiveness: confirm absence of pulse and respirations
2. Activate EMS by calling 911
3. One rescuer should begin CPR
4. Have another person retrieve an AED
5. Turn on AED
6. Apply the pads to bare chest; shave with razor if hair is present on chest.
 - a. Dry chest if wet due to water immersion or sweat, remove patient from water source
7. Follow the AED voice prompts/commands
 - a. If shock is indicated:
 - i. Push shock button if instructed to do so - make sure no one is touching the patient
 - ii. Follow AED voice prompts and resume CPR.

- b. If shock is not indicated:
 - i. Check for a pulse or signs of circulation, resume CPR if no pulse or signs of circulation are present.
- 8. Continue until first responders or ambulance arrives and relieves you or until spontaneous circulation or signs of circulation returns (continue to monitor)
- 9. Reassess: After 2 minutes of CPR, the AED will instruct the rescuer to stop CPR.
 - a. If shock is indicated, the AED will prompt for repeat shock and resume CPR
 - b. If no shock is indicated and there is no pulse or signs of circulation, then continue CPR
- 10. If the victim regains a pulse or signs of circulation, turn the victim to their side and remain with the victim until EMS arrives. Constantly reassess pulse or signs of circulation and return of respiratory effort.