

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
GUIDELINES**

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
GUIDELINES**

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**ALIEF INDEPENDENT SCHOOL DISTRICT
BACKGROUND INFORMATION FOR
AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)**

The heart's pumping is coordinated by its own electrical system. This electrical system can malfunction and cause an arrhythmia. Arrhythmias are common and are defined as heart rates that are too slow, too fast, or irregular.

One rhythm that is very dangerous is ventricular fibrillation. When the heart is in ventricular fibrillation it will stop pumping blood to the body. If this condition is not treated immediately, death will result within several minutes. A treatable heart rhythm is present in approximately 80% of cases at the moment of collapse. There is basically a 5 to 6 minute window in which the shock is likely to be effective in restoring the heart's rhythm.

The goal of the AED program is to provide early defibrillation to any victim of sudden cardiac arrest (SCA) on our campuses, in less than 5 minutes of witnessed collapse or discovery of the victim.

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)**

POLICY

- ◆ Alief ISD has now placed an AED in each facility.
- ◆ A minimum of 4 persons per facility in which an AED is placed must be certified in CPR/First Aid/AED.
- ◆ The district will provide training for the use of AEDs to its employees at no cost.
- ◆ At least one AED will be available on each campus/facility for use by the general population.
- ◆ Each campus/facility will have a designated emergency response team.
- ◆ Financial responsibility for maintenance of AED will be assumed by each campus/facility.
- ◆ AED and first aid emergency kit will be brought to all major medical emergencies.
- ◆ The AED **will be used only after** the following is determined:
 - Victim is unconscious
 - Victim is not breathing
 - Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement.
- ◆ Each AED will have one set of defibrillation electrodes connected to the device and one additional set of electrodes with the AED.
- ◆ A service kit for each AED will be provided and maintained by the facility:
 - 1 pair of latex free gloves, 1 razor
 - 1 pair of trauma scissors
 - 1 barrier device
 - Disposable towels

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATORS (AED)
GUIDELINES**

Definitions

AED-Automatic External Defibrillator

CPR/First Aid/AED Certification-Successful participation in approved American Heart Association or American Red Cross or another nationally recognized association course for CPR/First Aid/AED. Documentation will be a card from the organization providing the course.

Internal Response Documentation-District Incident Report (Student, Staff and Visitor)

External Post Event Documentation-Information recorded by the AED and downloaded after the event. This information is copied for the campus faculty administrator and faxed to Health Service.

Equipment Maintenance-Follow maintenance procedure outlined in the operating instructions.

Specific maintenance requirements include:

- The nurse or building administrator/designee shall be responsible For having regular equipment maintenance performed. All maintenance tasks shall be performed according to manufactures recommendations. Maintenance checks will be documented on the Periodic Maintenance Checklist.
- Following use of emergency response equipment, all equipment shall be cleaned and or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

Annual System Assessment-A readiness review of training records, equipment operation and maintenance records and emergency procedures.

Monthly System Check-Once each calendar month, the nurses, or building administer/designee shall conduct and document a system check. These records shall be retained according to the schedule established by the district Health Service Coordinator. This check shall include a review of the following elements:

- Emergency Kit Supplies (scissors, towel, razor, pocket mask, gloves)
- Battery Life
- AED Operation and Status
- Expiration date on Pads

Annual Review-Once each calendar year, the district Health Services Coordinator or her designee shall conduct and document a system readiness review. This review shall include review of the following:

- Training Records
- Equipment operation and maintenance records

Training-Emergency Response Team Members.

- Must complete adequate CPR and AED. Emergency response team members will also be trained in universal precautions against blood borne pathogens. Each campus records are subject to review.
- Each member of the team will renew AED training every two years and refresh AED skills yearly.

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
GUIDELINES**

AED Response Team and Responsibilities

Health Service Coordinator (Lead Nurse)

- Coordination of training for emergency responders
- Coordination of equipment and accessory maintenance
- Revision of guidelines as required
- Monitor the effectiveness of the system
- Communicate with medical director on issues related to medical emergency response program including past event reviews
- Coordinate program with central office administrators

Medical Advisor (Dr Post)

- Provide medical direction for the use of AED's
- Write the prescriptions for AED's
- Review and approve guidelines for emergency procedures related to the use of AED's and CPR
- Evaluate post-event review forms and digital file downloads from AED

Emergency Response Team (Staff Trained)

- Respond to CPR/First Aid emergencies
- Ensure that employees in that facility are familiar with emergency procedures
- Understand and comply with procedure
- Successfully complete all required training and skills evaluation, as defined by Alief ISD
- Follow the guidelines of the AED Program and remain current on all certifications

Campus AED Coordinator

The school nurse on each campus will be the AED Coordinator for his/her campus and whose responsibility is to:

- Devise an emergency communication plan with the building principal
- Coordinate trauma team training with the building principal
- Participate in case reviews, responder training and retraining, data collection and other quality assurance activities

Building Principal

- Devise an emergency AED response plan with input from the school nurse
- Assign trauma team members and coordinate training with school nurse

- Participate in post event reviews
- Disseminate AED event information to district administration

Authorized AED Users:

- All members of the district's emergency response team who have successfully completed training, including school nurses, coaches and trauma team members
- Any volunteer responder who has successfully completed an approved CPR-AED training program within the last two years and has a current successful course completion card

Volunteer Responder Responsibilities

- Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only the extent that they are comfortable. The emergency response of these individuals may include CPR, AED or first aid.

Scene Manager Responsibilities

Scene manager may be the school nurse, building administrator or other emergency response team member. His/Her responsibility is to:

- Assess the emergency and determine the appropriate level of response
- Initiate the call to request 911 response (EMS) team if required
- Manage the scene and assign duties of the team members.
- Assign team members to meet the responding EMS Aid vehicle to direct EMS personnel to the site of the medical emergency.

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
APPLICABLE DOCUMENTS**

Applicable Documents

- AED Guidelines
- Infection control procedures – Blood Borne Pathogens Exposure Plan
- State immunity from liability exclusion (Texas Health and Safety Code Chapter 779)

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
AED EQUIPMENT**

AED Equipment

Description

The equipment provided in support of the (AED) Automatic External Defibrillator Program is to be used in the event of a sudden cardiac arrest (SCA) at Alief ISD campuses. This equipment shall not be used outside the parameters of the AED program. Each device will be maintained according to manufacturer's guidelines.

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
LOCATION OF AED's**

Location of AED's

During school hours

The AED will be at the designated location determined by campus responders and administration. These locations will be specific to each school and be easily identified by the decal included with the AED equipment pack. The location should also allow the staff to retrieve the device after normal school hours. The office of Administration and Personnel, Alief ISD Police Department, local EMS, Health Service and Risk Management should be notified of the location and accessibility of the AED(s) on each campus.

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
AED RESPONSE PLAN OVERVIEW**

AED Response Plan Overview

- **Initiation of Emergency Response** – any employee who recognizes a medical emergency initiates the emergency response plan as set up by each campus. The following information should be included:
 - Victim Name
 - Type of emergency
 - Location of emergency
 - Brief description of situation

- **911 Notification** – after assessing the situation, the school nurse on scene manager should call 911 if required. EMS should always be called if an AED is used.

- **AED Team Response** – at the scene, the school nurse or emergency response team verifies scene safety before assessing the patient, and then renders appropriate care based upon the patient’s condition and Alief ISD AED response protocols.

- **(EMS) Contact and Lead In** – When possible, the emergency response team contacts EMS and provides lead-in instructions (direction for reaching the patient on site) to the responding EMS Unit while continuing to provide appropriate patient care until a higher medical authority arrives.

- **Transfer of Patient Care** – Once EMS arrives, the emergency response team transfers patient care to the EMS agency for appropriate advanced medical treatment and provided a report including:
 - The initial time of the event
 - Any care given prior to the team’s arrival
 - Patients condition upon the teams arrival
 - All Treatment rendered to the patient by the team
 - Any available medical information about the patient

Post Event Procedures

After transferring patient care to EMS responders, the emergency response team conducts the following post-event procedures in accordance with the following protocol.

- The school nurse or responder should complete AED Incident Report Form. A copy of this form shall be presented to the Health Service Coordinator and district administration and medical advisor within **72 hours** of the emergency.
- Post-use equipment check
- Removal of data card for data collection. The card should be sent to the district Health Service Coordinator
- Replace necessary supplies used.
- Return AED to designated location

Post Event Debriefing

As soon as possible, a debriefing should be conducted to evaluate the event and the emotional support of responders involved. The school nurse or building administrator shall conduct and document the post event review. The debriefing can be conducted on an informal basis with the team or with the assistance of professional counselors. The AED Coordinator, Medical Director and District Health Service Coordinator conduct an evaluation of all aspects of the emergency response and the strengths and deficiencies of the response plan as revealed by the incident. The medical Director must approve modification made to the plan.

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
AED RESPONSE PROTOCOL**

AED RESPONSE PROTOCOL

The following AED response protocol is for use by the AED Team of Alief Independent School District. The Medical Director approves it for use by approved members only. The protocol will be reviewed on an annual basis and replaced by a revised protocol as necessary.

Conduct An Initial Assessment:

- Assess for scene safety; use universal precautions
- Assess patient for unresponsiveness
- If unresponsive, activate EMS and in-house emergency plan.
Call 911. Call for AED
- Call parent, if victim is student

Assess Breathing

- Open airway
- Look, listen and feel for breathing
- If breathing is absent, deliver two rescue breaths

Assess For Signs of Life

- If signs of life are absent, provide CPR. Continue CPR until AED arrives

Begin AED Treatment

- As soon as the AED is available, turn on the AED and follow the prompts
- Shave chest with disposable razor if indicated. Discard razor in a safe manner.
Wipe chest if it is wet
- Apply defibrillation pads. Look at the icons on the AED pads and place the pads as shown in the illustrations. Ensure pads are making good contact with the patient's chest. Do not place the pads over the nipple, medication patches, or visible implanted devices.
- Deliver a shock to the patient when advised by the AED, after first clearing the patient area.
- When advised by the AED, check the patient's airway, breathing, and signs of life (pulse for children) and initiate CPR if these signs are absent.
- Continue to perform CPR until otherwise prompted by the AED or EMS personnel.
- Continue to follow the AED prompts until EMS arrives.

When EMS Arrives

Responders working on the victim should document and communicate important

information to the EMS provider, such as:

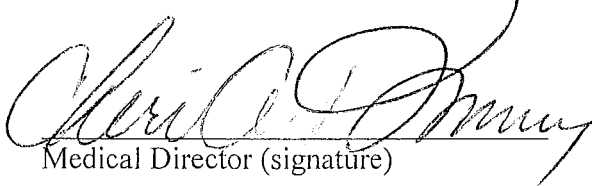
- Victim's name
- Known medical problems, allergies or medical history
- Time the victim was found
- Initial and current condition of the victim
- Information:
- Number of shocks delivered
- Length of time defibrillator has been used
- Assist as requested by EMS providers

Post-Use Procedure

- Remove the data card while transferring care of patient to EMS. Give the data card and the AED Incident Report to the District Health Services Coordinator within 72 hours post-event for evaluation.
- Health Services Coordinator: notify AED program Medical Director.
- Check the AED and replace any used supplies as soon as possible following the event so that the AED may be returned to service. Perform the after-patient-use maintenance on the AED.
- School Nurse, or building administrator: conduct employee incident debriefing, as needed.
- Building principal, counselors and school nurse should assess need for possible crisis team intervention with students.
- Campus AED Coordinator: complete the incident follow-up report and forward to Health Services Coordinator.

Maintenance After Each Patient Use

- Inspect the exterior and connector for dirt or contamination.
- Check supplies, accessories and spares for expiration dates and damage.
- Check operation of the AED by removing and reinstalling the battery and running a battery insertion test.
- Remove PDC data card and replace it with a spare. Apply a patient ID label to the used PC card and deliver to the appropriate personnel.


Medical Director (signature)

9-14-07
Date

Health Services Coordinator (signature)

Date

**Alief Independent School District
HEALTH SERVICES
Emergency Care System**

PERSON NOTING EMERGENCY Remain With Injured Person
--

NOTIFY HEALTH SERVICES PERSONNEL
School Nurse: _____
Nurse Assistant: _____

NURSE/NURSE ASSISTANT TO EMERGENCY SITE Arrange for Clinic Coverage
Begin Emergency First Aid, CPR as needed / Activate AED as indicated per protocol
Location of AED: _____

ACTIVATE EMERGENCY CARE TEAM Dispatch Persons to Notify Team
--

TEAM MEMBER	TEAM MEMBER
Name: _____	Principal: _____
Task: Call for Additional Assistance from: a) _____ b) _____	Task: Consultation with Health Services Staff to call 911

TEAM MEMBER
Name: _____
Task: Secure emergency card and notify Parent/Guardian

**Alief Independent School District
HEALTH SERVICES
AED (Automated External Defibrillator)
Inspection Readiness Inventory
Monthly System Check**

Campus/Facility: _____

AED Location: #1 _____ #2 _____

Inspected BY: _____

INVENTORY ITEMS:	DATE/TIME:
------------------	------------

Storage Cabinet Intact						
AED Exterior Intact						
Battery Installed and Functional						
Spare Battery Available						
AED Self Test						
AED User Guide/Instructions Available						
Two Sets of Electrodes (within expiration date)						
Mouth Barrier Device						
Razor						
Scissors						
Non-Latex Gloves						
Gauze Pads or Towel						
Incident Report Forms (at least 2)						
Pen						

**Alief Independent School District
AUTOMATIC EXTERNAL DEFIBRILLATORS**

Campus _____

Date _____

ANNUAL AED PROGRAM REPORT

During the first week of each school year, the Annual System Maintenance (ASM) will be updated and sent to Health Service. The following items are required:

I. Emergency Response Team Certification Expiration Date

1. _____

2. _____

3. _____

4. _____

5. _____

II. Emergency Response Plan (may be attached)

III. Location of AED

IV. Training Records

a. CPR/AED Certification Class – Attach class record

b. Emergency drill date(s) _____

c. Monthly checks – attach copy

Administrator's Signature

Forward to Health Service

**Alief Independent School District
HEALTH SERVICES**

**AED (Automated External Defibrillator)
Post Event Review Summary**

Date of Event _____ Location _____

Name(s) of Responder(s) _____

Describe what worked well with the response _____

Describe improvements that could be made _____

Outline plan to implement improvements _____

Signatures of Participants:

**ALIEF ISD AED GUIDELINES
POST-INCIDENT CRITIQUE FORM**

Incident Data

Incident Date: ___ / ___ / ___	Incident Time: ___ / ___ / ___	Shift: _____
Incident Location: _____		
AED Team Members: _____	AED Team Members: _____	
AED Team Members: _____	AED Team Members: _____	

Call Notification (include hour : minute : second for times recorded)

How was Team notified? _____	Dispatch time: ___ : ___ : ___
Who initiated 9-1-1 call? _____	9-1-1 call time: ___ : ___ : ___
ERT or AED Team arrival time: ___ : ___ : ___	AED arrival time: ___ : ___ : ___

SCA EVAENT REPORT (Sudden Cardiac Arrest)

Collapse/recognition: ___ : ___ : ___	Bystander CPR started: ___ : ___ : ___
9-1-1 called: ___ : ___ : ___	EMS dispatched: ___ : ___ : ___
AED Team Arrival ___ : ___ : ___	AED arrival: ___ : ___ : ___
Parent Notified ___ : ___ : ___	
Patient unresponsive: Yes No	Documented time: ___ : ___ : ___
Rescue breathing started: Yes No	Documented time: ___ : ___ : ___
CPR started: Yes No	Documented time: ___ : ___ : ___
AED applied Yes No	Documented time: ___ : ___ : ___
First shock advised: Yes No	Documented time: ___ : ___ : ___
Additional shocks: Yes No	Total # of shocks delivered: _____
Return of pulse: Yes No	Documented time: ___ : ___ : ___

Return of respiration:	Yes	No	Documented time:	__:	__:	__
EMS scene arrival:	__:		EMS arrival at patient	__:		
Patient condition at EMS hand-off: _____						
Care Given by EMS:	ALS	BLS	Patient transported:	__:		
Transported to: _____			Patient Condition at hospital _____			

Report Completed by: _____

Date: __:__:__

Note: Use back of this sheet for additional comments.

ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEBRILLATORS

Campus _____

Date _____

CAMPUS RESPONSE PLAN

AED is located _____

Emergency Response Team

I. PRE EMERGENCY PROCEDURE

A. Method of notifying emergency response team to meet at incident:

B. Mock Practice of emergency procedure (one per semester)

DATE

TIME

1. _____

2. _____

C; Time and Method of Debriefing

D. Method of reporting event to safety department _____

Administrator's Signature

**ALIEF INDEPENDENT SCHOOL DISTRICT
AUTOMATIC EXTERNAL DEFIBRILLATORS**

II. EMERGENCY PROCEDURE

ERT will be notified by _____

_____ will act as scene/manager and go immediately to the scene for assessment.

_____ will bring the AED and First Aid emergency kit.

_____ will call 911.

_____ will notify appropriate family/personnel.

_____ is traffic control and/or pointer person, 2 or more may be needed.

_____ Ambulance designee (to wait on ambulance and direct them to location of the emergency.

III. POST EMERGENCY PROCEDURE

_____ is responsible for post event documentation.

_____ is responsible for replacement of materials used during an event.

_____ is responsible for monthly check of equipment.

_____ is responsible for post event review.

HEALTH & SAFETY

CHAPTER 779. AUTOMATED EXTERNAL DEFIBRILLATORS

§ 779.001. DEFINITION. In this chapter, “automated external defibrillator” means a heart monitor and defibrillator that:

- (1) has received approval from the United States Food and Drug Administration of its premarket notification filed under 21 U.S.C. Section 360 (k), as amended;
- (2) is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and is capable of determining, without interpretation of cardiac rhythm by an operator, whether defibrillation should be performed; and
- (3) on determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individuals heart.

Added by Acts 1999, 76th Leg., ch. 679, § 1, eff. Sept/ 1, 1999.

§ 779.002. TRAINING.

(a) A person or entity that acquires an automated external defibrillator shall ensure that:

- (1) each user of the automated external defibrillator receives training given or approved by the Texas Department of Health in:
 - (A) cardiopulmonary resuscitation; and
 - (B) use of the automated external defibrillator; and
- (2) a licensed physician is involved in the training program to ensure compliance with the requirements of this chapter.

(b) The Texas Department of Health shall adopt rules establishing the minimum requirements for the training required by this section. In adopting rules under this section, the Texas Department of Health shall consider the guidelines for automated external defibrillator training approved by the American Heart Association, the American Red Cross, or another nationally recognized association.

Added by Acts 1999, 76th Leg., ch. 679, § 1, eff. Sept. 1, 1999.

§ 779.003. MAINTENANCE OF AUTOMATED EXTERNAL DEFIBRILLATOR. A person or entity that owns or leases an automated external defibrillator shall maintain and test the automated external defibrillator according to the manufacturer’s guidelines.

Added by Acts 1999, 76th Leg., ch. 679, § 1, eff. Sept. 1, 1999.

§ 779.004. USING AN AUTOMATED EXTERNAL DEFIBRILLATOR.

A person or entity that provides emergency care to a person in cardiac arrest by using an automated external defibrillator shall promptly notify the local emergency medical services provider.

Added by Acts 1999, 76th Leg., ch. 679, § 1, eff. Sept. 1, 1999.

§ 779.005. NOTIFYING LOCAL EMERGENCY MEDICAL SERVICES PROVIDER. When a person or entity acquires an automated external defibrillator, the person or entity shall notify the local emergency medical services provider of the existence, location, and type of automated external defibrillator.

Added by Acts 1999, 76th Leg., ch. 679, § 1, eff. Sept. 1, 1999.

§ 779.006. LIBALITY EXEMPTION. The prescribing physician who authorizes the acquisition of an automated external defibrillator in accordance with this chapter, a person or entity that provides approved training in the use of an automated external defibrillator in accordance with this chapter, and the person or entity that acquires the automated external defibrillator and meets the requirements of this chapter are not liable for civil damages for such prescription, training, or acquisition unless the conduct is willfully or wantonly negligent. Any person or entity that acquires an automated external defibrillator and negligently fails to comply with the requirements of this chapter is liable for civil damages caused by such negligence.

Added by Acts 1999, 76th Leg., ch. 679, § 1, eff. Sept. 1, 1999.

§ 779.007. POSSESSION OF AUTOMATED EXTERNAL DEFIBRILLATORS. Each person or entity, other than a licensed practitioner, that acquires an automated external defibrillator shall ensure that:

(1) the automated external defibrillator has been delivered to that person or entity by a licensed practitioner in the course of his professional practice or upon a prescription or other order lawfully issued in the course of his professional practice; or

(2) if the automated external defibrillator is acquired for the purpose of sale or lease, the person or entity shall be in conformance with the applicable requirements found in Section 483.041, Health and Safety Code.

Added by Acts 1999, 76th Leg., ch. 679, § 1, eff. Sept. 1, 1999.

§ 779.008. HOSPITAL EXEMPTION. This chapter shall not apply to hospitals licensed under Chapter 241, Health and Safety Code

**American
Red Cross**

Good Samaritan Law
State of Texas

We have received many requests for a copy of the Texas Good Samaritan Law. The following is a statement of the law. (Remember, every state has a different law)

ART. 1A. EMERGENCY CARE: RELIEF FROM LIABILITY FOR CIVIL DAMAGES.

*Amended by Acts 1977, 65 Leg., p. 2054, ch. 817, 21.02 eff.
Aug. 29

No person shall be liable for civil damages who administers emergency care in good faith:

- (1) at the scene of an emergency or in hospital for acts performed during the emergency unless such acts are willfully or wantonly negligent; provided that nothing herein shall apply to the administering of such care where the same is rendered for remuneration or with the expectation remuneration or is rendered by a person or agent of a principal who was at the scene of an accident or emergency because he or his principal was soliciting business or seeking to perform some services for remuneration; and further provided that this action shall not apply to a person who regularly administers care in a hospital emergency room or to an admitting physician, or to a treating physician associated by the admitting physician of the patient bringing a health care liability claim:
- (2) as emergency medical service personnel not licensed in the healing arts unless the emergency care is willfully or wantonly negligent or no remuneration is expected as a result of the rendition of the service.

House Bill No. 580

Section 2. Section 74.001 (a). Civil Practice and Remedies Code, is amended to read as follows:

- (a) A person who in good faith administers emergency care, including using an automated external defibrillator, at the scene of an emergency but not in a hospital or other health care facility or means of medical transport is not liable in civil damages for an act performed during the emergency unless the act is willfully or wantonly negligent.

SECTION 3: This Act takes effect September 1, 1999, and applies to a person or entity that possesses an automated external defibrillator on the effective date of this Act or acquires an automated external defibrillator on or after that date.

Texas Good Samaritan

Together, we can save a life