

EBBA-8

USE OF AUTOMATED EXTERNAL DEFIBRILLATOR(S)

The Rochester School Department has acquired/purchased an Automatic External Defibrillator(s) (*AED*) for use in emergency situations warranting its use. The use/administration/maintenance of the *AED* is subject to the following conditions:

1. Liability Limited – The District, and persons administering the *AED(s)*, shall enjoy the limitations of liability as specified in *RSA 153:A-31*, as well as other sources of law.
2. Location of the *AED(s)* – The Superintendent, working with the building principal and school nurse, shall select and approve the location(s) for the *AED(s)*.
3. Registration of *AED(s)* – In accordance with *RSA 153-A:33*, the School Nurse within the building, or his/her designee, shall register the *AED(s)* with the New Hampshire Department of Safety. Registration forms are found at the New Hampshire Department of Safety Website, www.state.nh.us/safety/ems/.
4. Maintenance – The School Nurse within the building, or his/her designee, will monitor *AED(s)*. Maintenance shall be done according to the *AED* manufacturer's specifications. The School Nurse will maintain a record of all maintenance that has been performed on the *AED(s)*. The School Nurse will maintain a log of weekly checks.
5. Authorized Employees/Training of Users – *AEDs* will usually be administered by those employees designated by the Principal, in consultation with the school nurse. Employees will only be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and *AED* use, provided by certified *CPR/AED* instructors.

It is understood that any visitors or staff may use the *AED* to the best of their ability regardless of their participation in a formal training program.

6. Incident Reporting – An *AED* incident report and quality improvement form will be submitted to the Medical Director whenever the device is utilized.

The School Nurse within the building, or his/her designee, is encouraged to report instances of *AED* use with the New Hampshire Department of Safety. Use incident report forms found at the New Hampshire Department of Safety Website, www.state.nh.us/safety/ems/.

AED USE PROCEDURES & GUIDELINES:

The Rochester School District (District) established the following guidelines for the operation of *AED* devices provided in District Facilities:

1. Use of *AED(s)* – Under state law, **ANY** individual is encouraged to utilize an *AED* when there is a possible cardiac arrest patient.
2. Incidents – Whenever there is a possible cardiac arrest incident, the following actions need to be instituted immediately:
 - Emergency Medical Services (EMS) notification via NH 9-1-1 (9-1-1 telecommunicators trained to provide CPR and *AED* phone instructions)
 - Send an individual to obtain the nearest *AED*
 - Notify building medical personnel
 - Identify incident location for responding emergency personnel
 - Upon arrival of EMS personnel, assist as directed

3. Post Incident – The following steps will be taken:
 - Ensure the **AED** device utilized is placed back in-service as soon as possible
 - Inform School Nurse within the building, or designee, of incident as soon as possible
 - Complete “*AED Incident Report & Quality Improvement Form*”, and submit to the School Nurse who will forward a copy to the NH Bureau of Emergency Medical Services at 33 Hazen Drive, Concord, NH 03305
 - Promote use of District counseling services for individuals involved in the incident as appropriate

4. Medical Oversight for the Rochester School District *AED(s)*, has been secured from Frisbie Hospital EMS Medical Director. Frisbie Hospital EMS and Medical Director will regularly be made aware of any significant events, and all training activities. The Medical Director may be reached by calling: (603) 332-5211, ext 4020.
 - The District will provide a list of trained staff
 - A *Schedule of Equipment Maintenance* will be provided
 - Frisbie Hospital EMS Medical Director will review the incident Reports of *AED* use, and assist the Response Team with quality improvement

Statutory/Regulatory/Policy Cross References

RSA 153-A:28-33, Automated External Defibrillation Further Information:
State of NH, Bureau of Emergency Medical Services, 271-4568
Policy EBBB, Accident Reports

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