

EMERGENCY AUTOMATED EXTERNAL DEFIBRILLATION (AED) PROGRAM

EBCA

1. Four automated external defibrillators (AED) will be maintained on the premises. They will be located in the fieldhouse entrance, in the hallway by the high school office, and outside the elementary/middle school office. The fourth will be kept with the athletic department.
 - A. The AED will be kept in an accessible box.
 - B. The athletic AED is portable and will go to events determined by the athletic director.
 - C. A CPR mask, gloves, towel, and scissors will be kept in the location of the AED.
 - D. The location of the AED will be advertised.
2. The AED may be used in emergency situations if individuals are present who are specifically trained in the use of the device.
3. Guidelines and procedures for use, maintenance, and training for AED's are developed and maintained by the safety coordinator and school health office. The safety coordinator and school health office will disseminate the procedures to the school district. Use guidelines are developed in collaboration with the AED medical director and Marshfield Clinic Health System (MCHS), and in accordance with WI Act 7, Section 1 (146.50) & Section 2 (895.48).

Maintenance and Testing

1. The status indicator will be checked on a daily basis during the school day, when school is in session, by assigned staff member. The first Monday of the month, monthly maintenance will be performed.
2. Documentation of the maintenance/testing of the AED will be kept by the maintenance department in the maintenance office. The documentation record shall include the date and type of maintenance/testing, and the signature of the person performing it. At the end of each school year, the record will be submitted to the safety coordinator for his/her records.
3. Following the use of the AED, the AED will be checked by the maintenance department and put back into readiness.

Coordinator of the Program

The coordinator of the program is the safety coordinator.

John Gaier
School District of Neillsville
614 East 5th Street
Neillsville, WI 54456

Annual Notification of Community Emergency Response Agencies by Program Coordinator

The type of device, intended use area, plan for maintenance and testing and location of the device on the premises shall be confirmed annually in writing to:

Initial Adoption: 8/28/23

Final Adoption: 9/18/23

EMS: Kenneth Marg
Neillsville Municipal Ambulance Service
301 Sunset Place
Neillsville, WI 54456

Medical Director: Dr. Stacey Donnell
N3708 River Avenue
Neillsville, WI 54456

Use of the AED

1. Determine the unresponsiveness of victim.
 - A. If victim is unresponsive, have another person call 911 and get AED.
 - B. Assess the victim: airway, breathing, and circulation.
 - C. Initiate CPR, if required, while the AED is brought to the victim's side.
 - D. Call school health office and other CPR trained people if not already done.
 - E. Designate an individual to wait at the entrance to direct the EMS to victim.
 - F. Have secretary make copy of emergency contact information that can be sent with EMS.
2. Upon arrival, place the AED near head of victim, close to AED monitor.
3. Prepare to use AED.
 - A. Turn the power on.
 - B. Bare and prepare chest for AED use.
 - C. Attach the AED to the victim.
 - D. Stop CPR while the device analyzes the heart indicators.
 - E. Follow the machine prompts for further action. If a shock is indicated, be sure all rescuers are "clear" before shock is administered.
4. Upon arrival, EMS shall take charge of victim.
 - A. Provide victim information: name, age, known medical problems, time of incident.
 - B. Provide information as to current condition and number of shocks administered.
5. Remove data card and label with victim data and deliver to:
 - A. EMS
 - B. Safety coordinator, if not required by EMS or physician.

After Use of the AED

1. The AED will be checked and put back in readiness state.
 - A. Replace data card.
 - B. Restock AED per AED inventory.
 - C. Clean AED if needed according to manufacturer recommendations.
 - D. Document readiness

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2. The Safety Coordinator will arrange a critical incident debriefing session to be held within 24 to 48 hours for all initial responders.
3. The program medical directors shall be notified of AED use.
 - A. Follow-up report will be submitted to medical director.
 - B. Arrange for quality improvement when indicated.

AED Inventory

1. Readiness status will be assured by daily checks as documented on check sheet.
2. Readiness status will be assured following any AED use as documented on the AFTER USE checklist.

Use of an AED During Evening, Weekends, and Non-School Days/Hours

1. Trained staff may not be available to assist in the event of an emergency.
2. Individuals trained in CPR/AED may use the AED in an emergency.
3. The School District of Neillsville assumes no liability for rendering of care or use of the AED after normal school hours.

Initial/Ongoing Training in CPR/AED

1. CPR/AED classes will be offered annually to all interested staff members.
2. All staff members are urged to maintain current certification. All coaches employed by the district are required to be certified, as per WIAA rules.

Legal Reference: Wisconsin Act 7

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