



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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722.67

## Public Access Defibrillation Program

1. An Automatic External Defibrillator (AED) will be maintained on the premises of all River Valley schools.
2. The AED shall be used in emergency situations warranting its use by individuals specifically trained in use of the device.

### A. Location, Maintenance, and Testing of Automatic External Defibrillators AED(s)

1. The AEDs shall be located in all River Valley schools in a place designated to provide public access. The type of device, plan for maintenance, and testing and location of device on the premises shall be confirmed annually by the School Nurse in writing to:

Spring Green Ambulance/County EMT Service /RVSD Medical Director

2. Maintenance and testing is conducted as required by the manufacturer and monitored by the school nurses.
  - a. Documentation of the maintenance and testing is maintained in the main office or other accessible location to be known by trained AED personnel of the building in which the AED is housed for a period of five years.
  - b. Documentation shall record the date and type of maintenance/testing and the signature of the person performing the maintenance/testing.

### B. Use of the AED

1. Determine responsiveness of victim and activate the Emergency Response Plan. (See Policy #722.6)
  - a. Check person for responsiveness and breathing.
  - b. If a victim is unresponsive, call "9-1-1" and get AED.
  - c. Initiate CPR, if required, while the AED is brought to the victim's side.
  - d. The intercom will be used to activate responders and indicate location of victim.
  - e. Designate an individual to wait at the facility entry to direct the EMS to victim's location.
2. Upon arrival, place the AED near head of victim, close to AED operator.
3. Prepare to use the AED, per instructions on the unit.
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. Data card following AED use shall be delivered to: School Nurse for data retrieval and print out.

C. After Use of AED

1. A Critical Incident Debriefing session will be held within five days for all initial responders, including the school nurse.
2. The program Medical Director shall be notified of AED use.
  - a. Complete follow-up report (Policy 724 Exhibit Accident/Incident Report) if deemed necessary by school nurse.
  - b. Arrange for quality improvement review.
3. The AED will be checked and put back in readiness state.
  - a. Remove data card and label with victim data. Deliver to appropriate personnel according to program protocol.
  - b. Replace data card.
  - c. Restock AED per AED inventory.
  - d. Clean AED if needed according to manufacturer recommendations.
  - e. Document readiness (complete AED Readiness Inventory sheet).

D. AED Inventory

1. Readiness status will be assured by daily checks by personnel designated by school nurse and monthly checks performed by the school nurse.
2. Readiness status will be assured following any AED use per school nurse.

Cross Reference: Policy #722.6 - Emergency Code Signals for Use in River Valley School District  
Policy #724 Exhibit Accident/Incident Report

APPROVED: March 13, 2003  
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