

LOWER LAKE HIGH SCHOOL

9430 LAKE STREET, LOWER LAKE, CALIFORNIA 95457
707-994-6471 PHONE

Date: 4/010/2015

AUTOMATED EARLY DEFIBRILLATOR PROGRAM

A total of three (3) Automated Early Defibrillators (AED'S) will be placed at the Lower Lake High School. The locations are identified below.

1. One AED will be placed in a wall cabinet located within the new gymnasium with wall signage indicating device location.
2. The two (2) remaining AED's will be placed in rapid response bags with additional first aid supplies. These units will be formally signed out and signed in by approved athletic coaches and their designees as needed for home and away athletic events. The responsibility of the units is that of Lower Lake High School Connie Spreit up to the time they are signed out. At that time the responsibility of the units will be the individual signing the units out.

Lower Lake High School AED Maintenance Log

To be done once every 30 days or after any use

Agency/Location:

Month(s)/Year:

Serial/inventory Number:

Date	AED Clean Y/N	Extra Battery	Pads (2 sets) exp. date	Pediatric Adapter Or pediatric pads	Prep Kit	Status Ind. Ready for use	AED Wall Cabinet is alarmed	Other/ Comments	Initials

Inspect the AED once every 30 days for “readiness”.

This includes insuring that:

- The AED is located in its appropriate location
- The AED is clean and clear of any dirt or debris
- The AED has a back-up battery in the carrying case
- The AED has 2 sets of sealed pads within the expiation date
- The AED’s readiness indicator shows ready for use.
- **DO NOT TURN THE AED ON TO CHECK THE READINESS**

Printed Name: _____ Initials: _____

Printed Name: _____ Initials: _____

Printed Name: _____ Initials: _____

Printed Name: _____ Initials: _____

Printed Name: _____ Initials: _____



Lower Lake High School Early Defibrillation Program Policy

This sample defibrillation policy is provided as a guide in the development of your organization's specific policy. Your defibrillation policy should be reviewed and approved by your program's Medical Director and legal representative to ensure that it meets state and local requirements, as well as the specific needs of your facility. The policy should be reviewed at least annually and revised as necessary.

This document describes the policies of the Lower Lake High School (L.L.H.S.) relating to its early defibrillation program. The document is intended to provide guidance to administrators and responders of the early defibrillation program in order to ensure a rapid response to victims of sudden cardiac arrest (SCA) in the L.L.H.S.

Reference Documents

- L.L.H.S.'s emergency response policy
- State and local early defibrillation program regulations
- State Good Samaritan law
- L.L.H.S.'s early defibrillation program response protocol
- HeartStart Defibrillator Instructions for Use

Early Defibrillator Program Coordinator

The Coordinator for L.L.H.S.'s early defibrillation program is **Jessica Taliaferro**. The Early Defibrillation Program Coordinator's responsibilities are to:

- communicate with the Medical Director, Site Coordinator(s), and management/administrative personnel regarding the early defibrillation program.
- develop and maintain company-wide emergency response procedures and policies for the early defibrillation program.
- ensure the defibrillator(s) and related response equipment are maintained.
- ensure compliance with state and local regulations regarding defibrillator use.
- assure case reviews, responder training and retraining, data collection, and other quality assurance activities are taking place at all sites, and participate as necessary.



- develop and maintain the emergency response plan and related company policies and procedures.
- assure that a plan for maintaining the defibrillators and related response equipment is implemented at all sites.

Medical Director

The Medical Director for L.L.H.S.'s early defibrillation program is **Dr. Raymond F. Jarris**. It is the responsibility of the Medical Director to:

- where required, provide the authorization for the purchase and potential use of the defibrillator.
- provide medical consultation and expertise.
- develop and/or approve protocols for the use of the defibrillator and other medical equipment.
- act as a liaison between the early defibrillation program site and the local EMS organization as needed.
- approve the defibrillator training program and ensure that responders are properly trained.
- review all incidents involving use of the defibrillator.
- provide post-incident debriefing support.
- assure program quality is maintained.

Site Coordinator

The Site Coordinator for L.L.H.S. is **Connie Spreit**. The responsibilities of the Site Coordinator are to:

- oversee the early defibrillation program for the facility.
- communicate with the Program Coordinator, emergency responders, management, EMS, employees, and guests regarding the early defibrillation program as necessary.
- maintain a list of trained defibrillator responders at the facility site.
- assure responder initial training and retraining as necessary, including annual cardiac arrest response drills.
- ensure the defibrillators and related response equipment are maintained.
- ensure that someone is available at all times to respond to calls for help from within the facility.



- assure that EMS is notified in the event of an SCA.
- be sure that someone is positioned to meet EMS responders and lead them to the emergency location.
- provide documentation of and follow-up for any device use.
- notify management, emergency responders, and the Defibrillation Program Coordinator if a defibrillator is removed from service.
- purchase necessary supplies and accessories.
- maintain the site-specific emergency response plan and related policies and procedures.
- participate in case reviews, responder training and retraining, data collection, and other quality assurance activities for the site

Emergency Responders

Employees who have completed a course in CPR and defibrillation and have been approved by the Program Coordinator or Site Coordinator as emergency responders may utilize the defibrillator to respond to a victim of SCA. Emergency responders' responsibilities are to:

- maintain basic life support skills, including the use of a defibrillator by completing training as required.
- understand the policy and protocol for responding to medical emergencies including SCA.
- follow the procedures outlined in the early defibrillation protocol when responding to SCA victims.

Any person may voluntarily provide emergency care, including CPR, defibrillation, and first aid in L.L.H.S. sites, provided he or she possesses a current CPR, CPR/AED or First Aid course completion card from a recognized national training organization. Volunteer responders may only provide the care appropriate to their level of training and should turn care over upon the arrival of L.L.H.S. emergency responders.

Training Requirements

Emergency responders must complete an approved initial training course that includes, at a minimum, CPR and defibrillation. The course shall be provided for emergency responders by L.L.H.S. The training shall include the use of barrier devices (universal precautions) used at L.L.H.S. facilities. If children younger than 8 years of age or less than 55 pounds are present, emergency responder training shall also include basic life support skills for children. Training records for L.L.H.S. emergency responders shall be maintained by the Site Coordinator.



At least every two years — or more frequently if required by applicable regulation or the Medical Director — emergency responders shall complete retraining in, at a minimum, CPR and defibrillation, to maintain knowledge and skills. In addition, emergency responders may be required to complete more frequent training such as response drills, computer-based training, or reading/video assignments.

Equipment

L.L.H.S. has selected the Physio Control CPR-Plus defibrillator for its early defibrillation program. The defibrillator should be deployed to any medical emergency in the facility along with other emergency care equipment.

When equipped with Adult Quik-Pak pads or PINK Infant/Child defibrillation pads — for the Adult Quik-Pak is ready to used for victims over 8 years of age or older. If the PINK Infant/Child pads are present, the device may be used on sudden cardiac arrest victims under 8 years of age following the directions on the PINK Infant/Child pads package.

The device should be used on any victim who is:

- Unresponsive
- Not breathing normally

If in doubt, apply the pads.

Defibrillators are placed in the following locations at L.L.H.S. facility:

1. Mounted on the wall of the New L.L.H.S. Gymnasium.
2. Stored in mobile response bags for Home and Away athletic sporting events.
3. _____
4. _____
5. _____

One of these locations is an alarmed cabinet and is marked overhead with a sign.

Two of these are located in mobile response bags for Home and Away athletic events.

Each defibrillator kit contains:

- one Physio Control CPR-Plus Defibrillator, with battery installed, and case
- two sets of adult defibrillator pads
- one set of infant/child defibrillator pads



- one spare battery
- one data card (if using the HeartStart FR2/FR2+ Defibrillator)
- one pocket mask or other rescue breathing barrier device
- one pair of disposable gloves
- one razor
- one pair of scissors
- one small disposable towel
- other equipment

Maintenance

The Physio Control defibrillator requires little maintenance. The defibrillator performs daily tests to help assure the device is ready for use, and is equipped with a status indicator that shows if the device has passed its last self-test and is ready for use. All defibrillators shall be maintained in accordance with the Physio Control Defibrillator Instructions for Use.

The Site Coordinator or his/her designee shall inspect each defibrillator according to the recommendations in the defibrillator user documentation, in order to assure that the device is ready for use and that all supplies are present and have not reached the use-before or install-before dates on the packaging. Any problem with the defibrillator or related emergency equipment shall be reported to the Site Coordinator immediately.

If a defibrillator must be removed from service, the Site Coordinator shall notify the Defibrillation Program Coordinator and emergency responders. Notification of the same group shall occur when the device is returned to service.

Post-Event Activities

After any response to SCA with a defibrillator:

- The Site Coordinator, Program Coordinator, and Medical Director shall be notified within 24 hours of the event.
- If a HeartStart FR2/FR2+ was used, remove the data card after transferring care of victim to EMS. Label the used data card with the victim's name and give the card, and the Defibrillation Incident Report, to the Site Coordinator within 24 hours post-event for evaluation.



- If a Physio Control CPR Plus was used, take the defibrillator and the Defibrillation Incident Report to the Site Coordinator within 24 hours post-event. The Coordinator will arrange for data download from the defibrillator to a PC running Physio Control Event Review data management software, then use Event Review to erase the defibrillator memory in order to ensure adequate capacity for recording data when next used.
- The defibrillator shall be checked and any used supplies replaced as soon as possible following the event so that the defibrillator may be returned to service. The after-use maintenance shall be performed on the defibrillator.
- The Medical Director, Program Coordinator, or Site Coordinator shall conduct employee incident debriefing, as needed.
- The Site Coordinator shall complete the Incident Follow-Up Report and forward it to the Medical Director.

Defibrillator Maintenance after Each Use

Each time the defibrillator is used on a victim:

- Inspect the exterior, pads connector port or pads cartridge well for dirt, contamination, or damage.
- Check supplies, accessories, and spares for expiration dates and damage.
- Check the operation of the HeartStart Defibrillator by removing and reinstalling the battery to run a battery insertion test.
- If a HeartStart FR2/FR2+ equipped with a data card was used, install a new data card.
- If a Physio Control CPR-Plus was used, use Event Review software to transfer the data and erase the defibrillator memory.

Early Defibrillation Program Assessment and Review

Any actual SCA events shall be reviewed by the Medical Director to ensure that the early defibrillation protocol was followed and to assess the response performance of the facility. Recommendations for change or improvement should be discussed with the Program Coordinator, Site Coordinator, and responders as soon as possible after an event.

The Defibrillation Program Coordinator shall ensure that each Site Coordinator conducts yearly cardiac arrest response drills at his/her facility to determine the facility's readiness to respond to an SCA event.

In addition to drills, the Defibrillation Program Coordinator should review each site's training and maintenance records to ensure compliance with L.L.H.S. policy.



This policy is in effect as of **April 10, 2015** and shall be reviewed yearly or as required by changes in the early defibrillation program, state/local regulation, or L.L.H.S. policy.

Defibrillation Program Coordinator

Signature _____

Date _____

Medical Director

Signature _____

Date _____