

TOLLAND PUBLIC SCHOOLS
Tolland, Connecticut

Administrative Regulation

Regarding: Automatic External Defibrillators

Number: 1070

Administrative

Approved: 6/26/13

I. Definitions:

Automatic external defibrillator (AED) — means a device that: (a) is used to administer an electric shock through the chest wall to the heart; (b) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiologic signals, make medical diagnosis, and, if necessary, apply therapy; (c) guides the user through the process of using the device by audible or visual prompts; and (d) does not require the user to employ any discretion or judgment in its use.

CPR provider — a person who is CPR certified, and has a copy of his/her certification on record with the Tolland Public Schools.

II. Defibrillator Location

1. The Tolland Public Schools will have defibrillators in school district buildings designated by the Tolland Board of Education.
2. The AEDs will be strategically placed and readily accessible to maximize rapid utilization.
3. Each AED within the district will be registered with the Town's emergency medical provider and with the Connecticut Office of Emergency Medical Services.

III. Responsibility for Operation, Maintenance and Record-Keeping

1. The school nurse at each building in which an AED is installed will check the AED in the building on a regular basis, at least monthly. It will be that nurse's responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. If the nurse notes any

problems, or the AED's self-diagnostic test has identified any problems, the nurse must contact the school nurse supervisor or designee immediately.

2. After performing an AED check, the nurse shall indicate on the AED service log that the unit has been inspected and that it was found to be "in-service" or "out-of-service".
3. The school nurse supervisor or his/her designee shall be responsible for the following:
 - a) AED service checks during the contracted school year;
 - b) the replacement of equipment and supplies for the AED;
 - c) the repair and service of the AED;
 - d) all recordkeeping for the equipment during the school year;
 - e) providing/scheduling training for all Board employees who require such training or would like to receive such training;
 - f) maintaining a list of CPR certified persons;
 - g) keeping all records concerning incidents involving the use of an AED;
 - h) maintaining copies of the certifications signed by CPR certified regarding understanding of and agreement to comply with Tolland Board of Education AED policies and procedures;
 - i) reporting the need for revising the AED policy and Administrative Regulations to the Special Education Director and/or Superintendent;
 - j) registering the AEDs in accordance with state law.

IV. Training for CPR Certified Persons

The Tolland Board of Education will provide initial training or refresher training to the following classes of individuals on an annual basis:

- 1) staff who work in the health services department, including all school nurses and the nursing supervisor;
- 2) staff who work in the athletic department, including all athletic trainers, head coaches and the athletic director;
- 3) all building Administrators; and
- 4) volunteers from the faculty and staff at each school.

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. Individuals completing this training will be considered CPR certified persons. [Note: additional staff members may be required to receive training if the District has received state or federal or private funds designated for the purchase of AEDs and for training

employees on the use of AEDs and in CPR. For additional information, see Conn. Gen. Stat. § 10-212d]

V. Procedures for Use of an AED

1. To the extent practicable, AEDs should be retrieved and used by CPR certified person or other trained emergency medical services personnel. In the event no CPR certified person is available or present, an AED may be used by trained and untrained individuals in order to provide emergency care to an individual who may be in cardiac arrest on school property.
2. AEDs may only be used in medically appropriate circumstances.
3. In the event of use, the school's nurse or school's nurse supervisor shall promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall be immediately reported to the school nurse.