

# AUTOMATED EXTERNAL DEFIBRILLATOR USE PROCEDURES

Waunakee Community School District

453.11-Rule

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## A. Maintenance and Testing of AED

The District shall maintain and test each automated external defibrillator (AED) unit in accordance with the operational guidelines of the manufacturer.

1. The District will contract with the manufacturer or with another qualified service provider for any scheduled maintenance of the District's AED unit(s) that requires a technician.
2. The Health Office Staff shall conduct periodic testing of the AED equipment (e.g., routine verification of the AED unit's readiness status) at least every 60 days and shall also periodically check the adequacy of any related supplies that are stored with the AED.
3. Documentation of the maintenance and testing of the AED will be kept with the District Nurses. The records shall show the date, type of maintenance or testing, and the identity of the person performing the maintenance and testing.

## B. AED/CPR Training

AED and cardiopulmonary resuscitation (CPR) training, and periodic re-certification and refresher training, shall be provided by an individual who is certified as a trainer by the American Red Cross or by the American Heart Association, or by another individual/entity approved by the Department of Health Services. CPR training shall include information and instruction regarding cardio cerebral resuscitation. Trainers providing on-site instruction specifically for school personnel will be asked to emphasize any safety instructions that might directly affect or restrict the use of an AED or the use of CPR on a child.

1. Recertification training of individuals designated for mandatory AED/CPR training under Board policy will be provided every two year..
2. Training/certification records shall be kept in the *Human Resources Office*.

## C. AED Use in an Emergency

In the event that a medical emergency for which the use of an AED may be indicated occurs in a location where a District-supplied AED is present, the AED may be used. Without causing any undue delay in providing the emergency care, school personnel who are responding to the emergency should make reasonable efforts to defer any use of an AED to the most-qualified individual who is present at the scene. For example, individuals who have not received AED/CPR training should defer to an individual who has received such training, and District personnel should defer to the direction provided by any health care professional or certified emergency personnel who may be present.

Any time District personnel are involved in an incident in which an AED unit is used, and if 911 was not contacted prior to the use of the AED, 911 should be contacted as soon as practical after the use of the AED.

Upon request, school personnel shall permit any certified/professional emergency medical personnel to take temporary possession of the District's AED unit, as certain data stored by the unit may be needed by or helpful to the medical professionals who provide care to the person who experienced the medical emergency.

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AED units maintained in certain locations may be accessible to non-school personnel and may be used by members of the public, for example, at a time when district facilities have been opened for a non-school activity.

Because the school office may be closed at the time of such an incident, the person using the AED should follow the unit's instructions, and the District may add additional instructions to be maintained with the unit regarding notifying District personnel of an incident in which a District-owned AED was used by non-school personnel. In general, any such non-school use of a District-owned AED unit should be reported to a building principal or to the District Administrator as soon as practicable.

## E. Post-Use of the AED

1. After an incident involving the use of an AED (even if no shock was delivered from the AED), the specific incident and the services rendered should be documented according to District's emergency nursing services procedures. In addition, a debriefing team of relevant school personnel, including a registered nurse serving the schools and the designated school safety coordinator, shall meet and review the AED-related incident to determine whether any changes or improvements to District procedures can be identified. The review team may include the District's medical advisor if he/she is available.
2. The District's medical advisor shall be notified of AED use by the Director of *Student Services*. If deemed necessary by the medical advisor, the Director or Student Services or his/her designee shall complete a follow-up report on the incident detailing the circumstances surrounding the event and its outcome. The medical advisor may make recommendations for changes to the District's emergency preparedness and response procedures.
3. Whenever an AED unit has been removed from its storage location for possible use (and regardless of whether the unit actually was used), the AED shall be checked and put back into a state of readiness by the Health Office Staff, who shall follow all procedures and standards established by the manufacturer. At a minimum, this process shall include the following:
  - Restock the AED case per AED inventory (e.g., pads, batteries, first aid supplies), if necessary.
  - Clean the AED, according to the manufacturer's directions, if necessary.
  - Test the AED, according to the manufacturer's directions, and document the unit's readiness status in the maintenance/testing log.
  - Return the AED to its standard location.

## Cross References:

WASB PRG 453.11 Sample Rule 1

**Adoption Date:** February 12, 2024

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