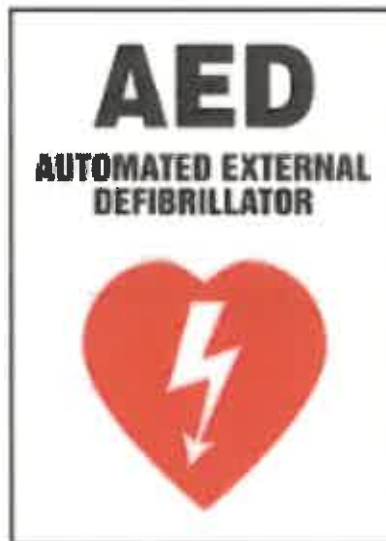


Menands Union Free School District

Public Access Defibrillation Program (PAD)

FOR Automatic External Defibrillators (AEDs)



Prepared with the assistance of:
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Introduction

The **Menands Union Free School District** has instituted a Public Access Defibrillation Program (the "PAD Program"). The purpose of this program is to insure that all New York State laws, rules and regulations applicable to the program are strictly adhered to by the **Menands Union Free School District**. The program goal is to improve an individual's chance of survival after experiencing sudden cardiac arrest.

This document sets forth the practices, protocols, and procedures of the PAD Program, and is deemed incorporated into each collaborative agreement to which the **Menands Union Free School District** is or becomes a party. The program is designed to assure that the authorized **Menands Union Free School District** personnel who operate the PAD are properly trained and that all PAD equipment is maintained in good operating condition.

TRAINING

1. Only those **Menands Union Free School District** employees who are certified to use an Automatic External Defibrillator (AED) in accordance with the laws of the State of New York shall be authorized to use the District's AEDs.
2. All authorized personnel must successfully complete a training course in the operation of AEDs. The course shall be designed by a nationally recognized organization and approved by the New York State Department of Health. A current approved course list is available on the NYS Bureau of EMS Policy Statement 09-03 or a more recent version.
3. All authorized personnel with the **Menands Union Free School District** must maintain a written certification card or other written evidence, satisfactory to the **Menands Union Free School District**, establishing them to have successfully completed an approved AED training course.
4. All such certifications must be current and still effective under the standards of the training organization.
5. The **Menands Union Free School District** will provide ongoing training in the use of AEDs for its authorized personnel to the extent required by the New York State Department of Health.
6. All authorized personnel shall be familiar with and trained to use the specific models of AED units owned by **Menands Union Free School District**.
7. District authorized personnel include the following positions:
 - a. Physical Education Teacher
 - b. Nurses
 - c. Athletic Coach
 - d. Athletic Director

LOCATION of AEDs

The **Menands Union Free School District** has one (1) deployed AED unit which will be available at the following location:

Main hallway outside of Gymnasium (Room 139), across from the Cafeteria (Room 119).

Note:

- (a) If the **Menands Union Free School District** elects to obtain additional AEDs, this program shall be amended to reflect such additions, and the location at which they shall be employed.
- (b) A sign or notice to be posted at the main entrance of a facility or building in which the AED is stored or maintained on a regular basis.

MAINTENANCE AND INSPECTION OF AEDs

All AED units shall be stored in their cases or cabinets, as supplied by the manufacturer, and shall be kept in a clean, warm, and dry location at all times when not in use.

* (a) **Daily Inspections:** The principal or their designee (typically building nurse) of any facility at which an AED unit is located, shall conduct a daily visual inspection on days that school are in session, of the AED(s) to determine whether any of the self-diagnostic tests or the special service indicator lights indicate that attention is required. A sample Daily Inspection Report can be found in **Appendix C**.

* (b) **Monthly Inspection:** The principal or their designee of any facility at which an AED unit is located shall, each month, inspect the AED unit(s) stationed at such facility, and complete the Monthly Inspection Report (see **Appendix D**). These reports will be kept on file at the facility. If any inventory problems are noted, the Monthly Inspection Report shall be immediately sent to the Buildings and Grounds Department, for corrective action.

* (c) **Annual Inspection:** The Superintendent of Buildings and Grounds or their designee shall inspect each AED unit as part of the program's annual safety inspections. Each annual inspection shall include observation of all self-diagnostic indicators on the equipment, as well as verification that each unit is complete, clean, and in good operating condition. Indicate on the Monthly Inspection Report when an annual inspection was performed.

Note:

- (a) If a problem is detected in any of the above inspections, or if some attention otherwise seems warranted, then the person inspecting the AED unit should notify the Supervisor of Buildings and Grounds.
- (b) In the event that such service or attention so warrants, arrangements shall be made through the Buildings and Grounds Department immediately to have this completed promptly.

* Utilize **Appendix G** as a guide for inspections and **Appendix C** and **D** for inspection forms

Emergency Procedures

If Main Office is open:

Observer will:

1. Observer will notify the Main Office of a person experiencing a cardiac event, providing location and pertinent details
2. Observer will assess the safety of the incident scene and take universal precautions as necessary
3. If scene is safe and precautions are in place, assess patient status. If patient is:
 - a. **Alert & Conscious:** Place patient in position of comfort and monitor until EMS arrives
 - b. **Unconscious:** Initiate CPR protocols (if properly trained)

Main Office will:

1. Notify emergency services by calling **911** and notify them that someone is experiencing a cardiac event, providing location and pertinent details
2. Alert AED authorized personnel of incident over the intercom stating:
"AED authorized personnel report to: (location)"

Authorized personnel will (until arrival of EMS):

1. Report to the location with AED device, assess scene safety and take universal precautions.
2. Assess the patient status. If CPR is in progress, assist in administration and prepare AED unit for use.
3. Apply AED unit and following the AED prompts as provided. Defibrillate as recommended by AED device.
4. Continue CPR if warranted or monitor patient's status until EMS arrives.
5. Gather the required information to complete the district's AED Incident Report (**see Appendix F**) prior to the departure of the responding EMS agency.
6. Provide completed AED Incident Report to building nurse.

If Main Office is closed:

Observer will:

1. Observer will notify emergency services by calling **911** and notify them that someone is experiencing a cardiac event, providing location and pertinent details.
2. Observer or group/activity representative will notify available AED authorized personnel.

Authorized personnel will (until arrival of EMS):

1. Report to the location with AED device, assess scene safety and take universal precautions.
2. Assess the patient status. If CPR is in progress, assist in administration and prepare AED unit for use.
3. Apply AED unit and following the AED prompts as provided. Defibrillate as recommended by AED device.
4. Continue CPR if warranted or monitor patient's status until EMS arrives.
5. Gather the required information to complete the district's AED Incident Report (**see Appendix F**) prior to the departure of the responding EMS agency.
6. Provide completed AED Incident Report to building nurse.

Off-Site Athletic Event (Mobile):

Observer will:

1. Observer will notify emergency services by calling **911** and notify them that someone is experiencing a cardiac event, providing location and pertinent details
2. Observer will notify the AED trained coach

AED Trained Coach will (until arrival of EMS):

1. Report to the location with AED device, assess scene safety and take universal precautions.
2. Assess the patient status. If CPR is in progress, assist in administration and prepare AED unit for use.
3. Apply AED unit and following the AED prompts as provided. Defibrillate as recommended by AED device.
4. Continue CPR if warranted or monitor patient's status until EMS arrives.
5. Gather the required information to complete the district's AED Incident Report (**see Appendix F**) prior to the departure of the responding EMS agency.
6. Provide completed AED Incident Report to building nurse in building that they report to.

AFTER THE ARRIVAL OF MEDICAL ASSISTANCE

1. After the emergency medical service assistance has reached the location of the emergency, the **Menands Union Free School District** authorized personnel who have been attending to the situation shall remain at the scene to assist the emergency medical service personnel unless otherwise directed.
2. If the accident or emergency victim must be transported from the facility, with the AED unit, the authorized employee must determine to which hospital the victim will be taken. Inquiry should be made of the ambulance or emergency vehicle operator. If that information is not available, then such employee shall contact the Emergency Medical Services provider's offices to determine where that emergency vehicle or ambulance took that victim. The **Menands Union Free School District** employees will not follow the ambulance.
3. The **Menands Union Free School District** and the Emergency Health Care Provider (hereinafter referred to as the "Medical Director") must receive the AED Incident Report with respect to each incident. Therefore it is imperative that the Incident Report be completed after any unit's use and delivered as quickly as possible to the building nurse where the event took place or where that staff member usual reports to.
4. In any situation in which any **Menands Union Free School District** AED remains at the scene after it is used, personnel should immediately secure it. When a unit is removed from the premises, the employee involved in the incident and assisting EMS and the victim should provide all relevant information to the **Menands Union Free School District** Supervisor of Buildings and Grounds Office, so that the District Coordinator may retrieve the AED unit.

AFTER THE DEPARTURE OF MEDICAL ASSISTANCE

1. Following the departure of the responding EMS agency, the involved AED authorized personnel may be asked to meet with the Building Crisis Team.
2. Following the event, responding authorized personnel and the Medical Director will meet to debrief.

DOCUMENTATION REQUIREMENTS

In the event that any AED is used, the following steps are required:

1. The authorized personnel using the AED will complete an Incident Report immediately after the patient has been received by EMS and that report must be provided to the building nurse (**see Appendix F**);
2. The **Menands Union Free School District** Medical Director must be notified promptly by the building nurse and they must also provide them with a copy of the Incident Report and other relevant information.

EMERGENCY HEALTH CARE PROVIDER

The **Menands Union Free School District** has entered into a collaborative agreement with the following medical director:

**Dr. Robert Paeglow
533 Clinton Ave.
Albany, NY 12206**

If the identity of the Medical Director changes, the **Menands Union Free School District** shall enter into a collaborative agreement with a new medical director, and shall submit the new collaborative agreement to REMO.

QUALITY IMPROVEMENT PROGRAM

As required by the NYS Health Department, the **Menands Union Free School District** will participate in a regionally approval quality improvement program, the details of which can be obtained from the following location:

**Regional EMS Council of the Hudson Mohawk Valleys, Inc.
REMO
431 New Karner Road
Albany, NY 12205
(518) 464-5097
(518) 464-5099 Fax**