



ADMINISTRATIVE DIRECTIVE

USE OF AUTOMATIC EXTERNAL DEFIBRILLATORS

3.40.110-AD

I. Purpose

The purpose of this administrative directive is to:

- (1) Create a procedural framework for the use of automated external defibrillators (AEDs) in the district.
- (2) Provide direction to those responsible for implementation of the program.

II. Definitions

For purposes of this administrative directive, the following definitions shall apply:

- (1) "Automated External Defibrillator" means an automated computerized medical device programmed to analyze heart rhythm, recognize rhythms that require defibrillation, and provide visual and voice instructions for the device operator, including, if indicated, to push the button to deliver an electric shock.
- (2) "Defibrillation" means administering an electrical impulse to an individual in order to stop ventricular fibrillation or rapid ventricular tachycardia.
- (3) "Trained AED User" means a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization.

III. District AED Program

The District AED program shall include departments and personnel with the following roles, duties and responsibilities:

- (1) The PPS Facilities and Asset Management [FAM] Department, in collaboration with the Risk Management Department, shall develop and oversee the schools' implementation of the District AED program. FAM's responsibilities shall include:
 - (a) Developing criteria for placing AEDs in schools
 - (b) Developing a school medical emergency response plan
 - (c) Designating a Medical Director
 - (d) Placing AEDs in school offices
 - (e) Ensuring the maintenance of AEDs as recommended by the manufacturer by an individual who has been properly trained
 - (f) Facilitating training opportunities
 - (g) Developing program procedures
- (2) The District-wide Medical Director, whose duties and responsibilities shall include but not be limited to, the following:

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- (a) General oversight of the District AED program
 - (b) Reviewing and approving protocols for the use of AEDs
 - (c) Providing medical consultation
 - (d) Approving the school's AED training program
 - (e) Reviewing all incidents involving the use of AEDs
 - (f) Contributing to post-incident debriefing
 - (g) Other duties as prescribed by state and federal regulations
- (3) The AED Site Coordinator shall be a trained district employee located at each school, designated and supervised by the site administrator. Duties and responsibilities shall include but not be limited to the following:
- (a) Managing the AED program at their site, including coordinating program activities.
 - (b) Ensuring compliance with all applicable state and local regulations pertaining to AED use and storage .
 - (c) Ensuring there are a sufficient number of employees trained in the use of the AED so that at least one trained employee may be reasonably expected to be present during school hours.
 - (d) Storing the AED in a location from which the AED can be quickly retrieved during school hours and at school functions.
 - (e) Clearly indicating the presence and location of each AED.
 - (f) Conducting post-incident equipment check and debriefing if applicable
- (4) Schools may request AEDs by contacting the Facilities and Asset Management Department.

Policy Implemented:

History: Adpt. 3/09

Reference: CFR 801.109, ORS 30.802