

Chicago Public Schools Policy Manual

Title: USE OF AUTOMATIC EXTERNAL DEFIBRILLATORS IN THE CHICAGO PUBLIC SCHOOLS
Section: 508.3
Board Report: 03-0625-PO02 **Date Adopted:** June 25, 2003

Policy:

I. Definitions

For purposes of this policy only, the following definitions shall apply:

- A. "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.
- B. "Automated External Defibrillator Response Team" means the individuals at any CPS facility where an AED(s) is located who have been trained to use an AED in response to a SCA situation.
- C. "Defibrillation" means administering an electrical impulse to an individual in order to stop ventricular fibrillation or rapid ventricular tachycardia.
- D. "Emergency Medical System" means a professional community responder agency for emergency events, that provides medical assistance and/or ambulance transport.
- E. "Sudden Cardiac Arrest" means a significant life-threatening event when a person's heart stops or fails to produce a pulse.
- F. "Trained AED User" means a person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization and meeting Illinois Department of Public Health training requirements.

II. The Structure of the CPS Automated External Defibrillator Program

The CPS AED program shall include the following roles which have the duties and responsibilities described below.

A. The Medical Director

The Chicago Board of Education shall authorize the appointment of a medical director for the AED program whose duties and responsibilities shall include, but not be limited to, the following:

- 1. General oversight over the AED program.
- 2. Working with Student Health Services, Employee Health Services and the AED program coordinator to establish AED response protocols; to formulate procedures for collecting, recording and filing AED incident reports; and to implement and maintain a training program for CPS personnel along with an online data base of AED trained staff members.
- 3. Providing medical consultation and expertise.
- 4. Developing and/or approving protocols for the use of the AED and other medical equipment.

5. Acting as a liaison between the AED program sites and EMS.
6. Approving the AED training program and ensuring rescuers are properly trained.
7. Reviewing all incidents involving the use of the AED.
8. Providing post-incident debriefing support.
9. Assuring program compliance with CPS AED response protocols, policies and procedures and training.

B. AED Program Coordinator

The AED Program Coordinator, a representative from the Bureau of Employee Health Services, shall manage both systemwide and site-based components of the AED program. The duties and responsibilities of the AED Program Coordinator shall include, but not be limited to, the following:

1. Communicating with the Medical Director, AED site coordinators, AED response team members (as necessary) and EMS regarding the early defibrillation program.
2. Participating in case reviews, responder training and retraining, data collection and other quality assurance activities.
3. Participating in the maintenance of the system-wide AED emergency response plan and procedures.
4. Ensuring compliance with the Board's policies and procedures for the AED program.
5. Ensuring compliance with state and local regulations regarding AED use.

C. AED Training Coordinator

The AED training coordinator, a representative from Student Health Services, shall oversee the systemwide implementation of a training program designed to instruct CPS personnel and students in the provision of AED emergency health care in response to a sudden cardiac arrest incident.

The duties and responsibilities of the AED Training Coordinator shall include, but not be limited to, the following:

1. Coordinating training in AED emergency medical care that meets all necessary requirements.
2. Insuring that all AED training is conducted by trainers with the qualifications necessary to instruct individuals to be effective AED users.
3. Maintaining a list of trained AED responders as submitted by the AED Site Coordinators.

D. AED Site Coordinator

AED site coordinators shall manage the AED program at the CPS facilities that have AED Response Teams. The principal shall designate a school's AED Site Coordinator who must be a CPS employee, and ensure that the designee carries out the duties and responsibilities of the position. These duties and responsibilities include, but are not limited to, the following:

1. Assuring the maintenance of AEDs and related response equipment.
2. Developing and maintaining school-based emergency response plans and procedures.
3. Providing to the AED Program Coordinator the names of AED-trained individuals at the CPS site.
4. Ensuring compliance with the policies and procedures of the CPS AED program.
5. Ensuring compliance with all applicable state and local regulations pertaining to AED use at the CPS site.
6. Training AED Response Team Members in CPS AED Response Protocols and in AED Maintenance.
7. Conducting post-event check procedures and completing and submitting the Post-Incident Critique Form (found in the AED Procedure Manual) to the AED Program Coordinator.

E. AED Response Team Members

The responsibilities of AED response team members at a CPS site include, but are not limited to, the following:

1. Completing successfully all training and skills evaluations required by CPS.
2. Responding to SCAs according to the site procedures and the CPS AED response protocol.
3. Following the guidelines of the AED program and remaining current on all certifications required of the CPS AED program.

III. AED Implementation Principals

Consistency and uniformity in the implementation of the AED program is important to its mission of providing lifesaving emergency care to SCA victims at CPS sites. The following principals are designed to ensure the consistent and uniform systemwide implementation of the CPS AED program.

A. AED Emergency Response Protocols

The Medical Director and the AED Program Coordinator, working in consultation with appropriate members of the emergency medical care community, shall develop emergency response protocols that should be followed by all AED response teams in the event of an SCA situation. The protocols shall be reviewed annually by the Medical Director and the AED Program Coordinator, and revised as needed. The protocols will address issues pertaining to AED use such as, but not limited to, the following:

1. Initial assessment in response to a SCA situation.
2. AED response plan and 911.
3. CPR procedures.
4. AED application.

5. AED Heart Rhythm Analysis.
6. AED Defibrillation Safety Precautions.
7. AED Shock Sequence.
8. No shock advised procedure.
9. Patient monitoring.
10. Transfer of a patient care to EMS.
11. Post-Incident procedures.

B. AED Training

No AED unit will be installed in a school until individuals at the school have received AED training. Additionally, there must be AED-trained staff members at CPS stadium facilities and at CPS administrative offices. The training, which is coordinated by the AED Training Coordinator, will include, but is not limited to, the following:

1. Complete training in cardiopulmonary resuscitation (“CPR”) and AED emergency medical care prepared according to nationally recognized standards and meeting Illinois Department of Public Health requirements; and
2. Instruction in other appropriate aspects of emergency medical care.

Additionally, AED trained participants shall be informed of the time period for which their training is valid along with a recommendation for subsequent renewal.

C. AED Maintenance

All AED equipment must be in good repair and subject to regular maintenance inspections. The AED Program Coordinator, in exercising oversight over AED maintenance, shall take reasonable measures to ensure that:

1. AEDs are used only by those who have completed an approved AED training course.
2. AEDs are maintained and tested according to manufacturer’s guidelines.
3. AEDs are installed according to manufacturers’ specifications and procedures.
4. All AED units receive monthly maintenance checks to insure that all equipment is in ready-to-use condition and that the AED battery and a replacement battery are fully operational and ready to use.

D. AED Purchases

To insure uniformity in the quality of AEDs installed and used in CPS facilities, all AED unit purchases first must be reviewed by the AED Program Coordinator to ensure that the units meet necessary specifications.

Amends/Rescinds:

Cross References:

Legal References: Illinois Automated External Defibrillator Act, 410 ILCS 4/1 *et seq.*