



ADMINISTRATIVE PROCEDURE 132

AUTOMATED EXTERNAL DEFIBRILLATORS

Background

Grande Yellowhead Public School Division (the "Division") supports the acceptance of donated or purchased Automated External Defibrillators (AEDs) and the installation of these AEDs within the facilities owned, operated or managed by the Division.

The Division recognizes that its facilities are used extensively by the public in addition to regular school use. The Division recognizes the importance of taking appropriate action whenever a medical emergency threatens the safety, health or welfare of a student, staff or community member.

Definitions

An AED is a portable automatic device used to restore normal heart rhythm to patients in cardiac arrest.

An AED is applied outside the body. It automatically analyzes the patient's heart rhythm and advises the rescuer whether or not a shock is needed to restore a normal heart beat. If the patient's heart resumes beating normally, the heart has been defibrillated. (Alberta School Boards' Insurance Exchange Bulletin – March 19, 2009.)

Procedures

1. The Division authorizes the placement and use of AEDs in facilities owned, operated or managed by the Division.
2. Prior to placement of an AED in a facility owned, operated or managed by the Division, the Principal (or designate) or site supervisor of that facility shall obtain prior consent for the placement of the AED from the Superintendent of Schools or designate.
3. Following placement in a facility, if the AED is removed from the facility, the Principal (or designate) or site supervisor of that facility shall advise the Superintendent of Schools or designate of its removal.
4. When a facility is authorized to install one or more AEDs in its premises, the Division shall:
 - 4.1 Ensure the AED is approved by the Canadian Standards Association (CSA) and meets its guidelines, and is compliant with any applicable legislation or guidelines of other regulatory bodies;
 - 4.2 Establish procedures for the monitoring and maintenance of the AED in accordance with the manufacturer's specifications, industry practice and applicable legislation; and

- 4.3 Establish procedures for training staff regarding the proper and safe use of AEDs, including periodical upgrading or refresher training.
5. When a facility is authorized to install one or more AEDs in its premises, the Principal (or designate) or site supervisor of that facility shall:
 - 5.1 Notify the Emergency Response Communications Center (EMS Dispatch) of the type of AED and its location(s) in the facility, or of its removal from the facility;
 - 5.2 Cooperate with the Division in the implementation and enforcement of procedures for the monitoring and maintenance of the AED in accordance with the manufacturer's specifications, industry practice, applicable legislation and this Administrative Procedure;
 - 5.3 Record all monitoring and maintenance activities of the AED in a log stored in the facility (see GYPSD Public School Works for Monitoring Form); and
 - 5.4 Record all uses of the AED (whether or not for a medical emergency) in a log stored in the facility.
6. When an AED is installed in a facility, designated staff at that facility must receive initial and ongoing training (as required by the Division and certifying organizations) regarding the appropriate use of the AED. Initial training must be completed prior to installation of the AED in that facility.
7. The AED shall be placed in an easily accessible location and all staff must be made aware of its location. The location of the AED should be easily seen and remain accessible to staff outside of normal school hours.
 - 7.1 Signage on or above the AED must state that the AED is for use in medical emergencies only
8. Individuals or community groups who utilize the school or Division facility outside of regular school or business hours are not guaranteed access to the AEDs.
9. Community groups who use a facility that is owned, operated or managed by the Division where an AED is present, shall execute a waiver of liability in respect of the same. Such waiver of liability shall hold harmless the Division (and its employees, Trustees, and similar) from any liability arising from the presence of, access to and use (whether proper or improper) of the AED.
10. Anyone can, at their discretion, provide voluntary assistance to a victim of a medical emergency. The extent to which these individuals shall respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, use of the AED or medical first aid. When possible, an individual with training on the use of AEDs should provide medical assistance using an AED in priority to a person without such training.

11. In a medical emergency involving a student, the doctrine of *in loco parentis* applies. Division staff shall act in the best medical interests of the affected student in the absence of a parent or guardian, or when the student is unable to act for him/herself (either due to age or incapacity). Such action may include the use of an AED on a student.
12. When an AED is used by any person during regular school or business hours, whether or not for a medical emergency, the Principal (or designate) or site supervisor of the facility shall notify the Superintendent (or designate) of its use. When appropriate, the Student Accident Report Form (Form 312-1) or Staff Accident Report Form (Form 160-1) shall be utilized.
13. When the AED is used by any person outside of regular school or business hours (such as community groups in evenings or during weekends), whether or not for a medical emergency, the contact person for that community group shall report use of the AED to the Principal (or designate) or site supervisor of the facility who shall, in turn, notify the Superintendent (or designate) of its use.
14. The Division wishes to encourage the use of AEDs where appropriate in medical emergencies. However, tampering with an AED is considered to be serious misconduct and, in light of the circumstances, may be considered a disciplinary matter (including suspension or expulsion in the case of a student) or may be reported to the police.

Legal Reference: School Act, R.S.A. 2000, c. S-3, Sections 18, 20, 45, 57, 60, 61 and 113
Emergency Medical Aid Act, R.S.A. 2000, c. E-7
Administrative Procedure 310, Safe and Caring Schools

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