

## ADMINISTRATIVE PROCEDURE NO. 164

### AUTOMATED EXTERNAL DEFIBRILLATOR (AEDS)

#### Background

Red Deer Catholic Schools is committed to ensuring a safe and healthy environment for students and staff and others at Division properties and supports the use of Automated External Defibrillators (AED) on its premises to be used in emergency situations.

An AED is a machine that analyzes and looks for shockable heart rhythms, advises the rescuer of the need for defibrillation and delivers the shock if needed. An AED is considered the most effective treatment for sudden cardiac arrest. Early defibrillation alternating with CPR is paramount to increase success for victims of sudden cardiac arrest. Defibrillation within the first 3 to 5 minutes of cardiac arrest will dramatically increase survival rates.

#### Definitions:

**AED** - Automated External Defibrillator. A device that delivers a therapeutic dose of electrical energy to the chest through electrical pads during a cardiac arrest.

**Site Coordinator** - Person responsible for the regular checking, reporting and maintenance of one or several AEDs at their facility or on Division premises.

**Team Coordinator** - Person responsible to monitor site coordinators within their department or area of responsibility e.g., Principal, department manager.

**AED Program Coordinator** - Person responsible to maintain and monitor AEDs regular maintenance activities e.g., Health and Safety Manager.

#### Procedures

##### 1. Approval

- 1.1. The Division has made a decision to have AED at all facilities.
- 1.2. For consistency of equipment the Division has opted to purchase Philips AED devices. Training and maintenance of one model has been proven to reduce risk, simplifying equipment understanding and maintenance processes. Bulk purchasing of supplies may result in cost savings.

##### 2. Device Specifications

- 2.1. All defibrillators must be approved by the Canadian Safety Association (CSA) and will be maintained according to the manufacturer's guidelines. Devices will be housed in an alarmed cabinet with posted signage.

- 2.2. The AED program coordinator will keep records of specification and serial numbers for each device.

### **3. Location**

- 3.1. The location of the AED will be determined after a formal site assessment by the Health and Safety Department AED Program Coordinator, Team Coordinator, and Philips Supplier.
- 3.2. The AED will be placed in a selected and approved area where it is:
  - 3.2.1. central and easy to locate
  - 3.2.2. near higher risk areas like a gymnasium when possible
  - 3.2.3. near a phone when possible
  - 3.2.4. marked with universal signage
  - 3.2.5. kept in an alarmed cabinet.
  - 3.2.6. accessible when the facility is being used (accessible to sporting teams, coaches or outside user groups as per school facility rental agreement).
  - 3.2.7. near physical activities and public gatherings and visible to high traffic areas
  - 3.2.8. Areas where strenuous work is conducted.

### **4. Maintenance and Training**

- 4.1. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:
  - 4.1.1. The Team Coordinator (i.e. Principal / supervisor) is responsible to ensure the AED(s) are maintained and inspected monthly. Assignment of monthly inspection shall be coordinated with maintenance services, and/or site health and safety committee and the Health and Safety Program Coordinator.
  - 4.1.2. The AED Site Coordinator is responsible for the monthly visual maintenance check of equipment and maintaining documented records of inspection.
  - 4.1.3. The Site Coordinator will report deficiencies and/or needed supplies to the Team Coordinator as well as notify the AED Program Coordinator.
  - 4.1.4. The Health and Safety Department AED Program Coordinator will register the AEDs with Alberta Health Services, i.e., Heart Safe Community Public Access to Defibrillation (PAD). Once AEDs are registered in the AHS PAD Program the location of the device will be available to the responder through 911 dispatch.

- 4.1.5. The Team Coordinator (i.e.,Principal/Supervisor) shall inform the AED Program Coordinator of any changes in AED.
- 4.1.6. The AED Program Coordinator will purchase and replace AED supplies as needed.
- 4.1.7. First Aid training is sufficient to operate the AED. Any person can apply and use the AED in an emergency by following the 911 operator instructions and device verbal prompts. In Alberta, there is no legal requirement to be certified in their use but training is highly recommended.
- 4.1.8. Team Coordinators (i.e.,Principal/Supervisor) will ensure life-saving devices are introduced to staff and students. Communication of this Administrative Procedure can also be done through information on the facilities user agreement. Outside user groups will be encouraged to AED certification.

## **5. Standard of Use**

- 5.1. Access is authorized for emergency response situations that may become life threatening. The use of an AED can be applied at the time of a cardiac arrest.

## **6. Notification of Emergency Medical Services (EMS)**

- 6.1. Site first aid responders must call 9-1-1 in the event of a cardiac arrest.
- 6.2. When EMS arrives at a facility involving a medical emergency, the school/facility response team will inform any medical personnel that there is an AED onsite.

## **7. Post Incident**

- 7.1. An incident that involves the use of an AED will be immediately reported to the Health and Safety department. Data from the device will be reported to AHS PAD Program Coordinator within 48 hours of occurrence.
- 7.2. The Health and Safety Program Coordinator will ensure the AED used is served and in a state of readiness according to the manufacturer's recommendations.
- 7.3. Cardiac arrest can be traumatic for responders and it is recommended they seek Division counselors and/or contact the Employee and Family Assistance Program.

## **8. Legal Liability**

- 8.1. AEDs are designed for public use and pose little risk of liability to those who use them for the purpose of providing emergency medical assistance. These devices are not designed to work when a heartbeat is present, nor do they work on inanimate objects. The Alberta Emergency Medical Aid Act states that persons

who provide emergency medical assistance are not liable for damages, injuries or death they may cause in doing so unless it is established they were grossly negligent.

### **References**

Section 11, 33, 52, 53, 196, 197, 222 Education Act  
Emergency Medical Aid Act, R.S. A 2000. C. E-7  
Occupational Health and Safety Regulation AR 62/2003  
Alberta Occupational Health and Safety Code (2009) Parts 2, 3, and 11  
Administrative Procedure Emergency Response Plan  
First Aid Plan

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