

## Administrative Procedure 163

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### AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

#### Background

The District is committed to ensuring a safe and healthy environment for students, staff and others at district properties and will support the use of Automated External Defibrillators (AED) on its premises to be used in emergency situations by trained individuals.

It is widely accepted that the use of AED programs will increase survival rates in workplaces and communities with situations of sudden cardiac arrest. 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 (*ideally within the first 3 to 5 minutes of cardiac arrest*) will dramatically increase survival rates for victims.

#### Purpose

The purpose of this procedure is to provide guidance and information regarding the use, management and administration of the District's AED program. The AED procedure will raise awareness and therefore increase positive outcomes for victims of sudden cardiac arrest.

#### Procedures

##### 1. Approval

- 1.1 Alberta Health Services (AHS) guidelines provide some basic considerations for deciding whether to host an AED. Considerations may be based on location/response considerations, populations and activity. The District has made a decision to have AED at all facilities.
- 1.2 Any cost associated with the purchase and maintenance of an AED will be the responsibility of that location's budget.

##### 2. Device Specifications

All defibrillators must be Canadian Safety Association (CSA) approved and will be maintained according to the manufacturer's guidelines. Defibrillators will be housed in an alarmed cabinet and marked with a sign. Defibrillator supplies should include: barrier devices, razor, scissors, drying pads, gloves and wipes. The District will work towards consistency with equipment makes and models to help keep training and understanding the equipment as simplified as possible. The OHS Officer will keep records of specifications and serial numbers for each approved AED purchased or donated to schools.

##### 3. Location

- 3.1 The location of the AED will be determined after a formal site

assessment has been performed by the OHS Officer along with the Facility administration and the Facility and Operations Supervisor.

- 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 physical activities and public gatherings and visible to high traffic areas
  - 3.2.3 near higher risk areas like a gymnasium when possible
  - 3.2.4 near a phone when possible
  - 3.2.5 marked with universal signage
  - 3.2.6 kept in an alarmed cabinet
  - 3.2.7 accessible when school is being used (accessible to sporting teams and coaches or outside user groups as per school facility rental agreement).

#### 4. Maintenance and Testing

- 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 Facility and Operations Supervisor will assign a custodian or other maintenance worker to be responsible for the monthly visual maintenance check of the AED and all related medical emergency response equipment.
  - 4.1.2 The OHS Officer will register with the online AHS PAD Program, complete the new coordinator registration form, register a new site, and register a new AED device. The OHS Officer will be sent email notifications and the custodian will complete the monthly inspection checklist.
  - 4.1.3 The AED host site will be responsible for typical maintenance costs which will include pad and battery replacement as per dates on packaging. Replacement defibrillators will be rented when defibrillators are removed from site to be serviced. If the current defibrillator is not considered effective according to changes announced by a Health Canada recognized standard, or if there is a manufacturer recall, the defibrillator will be removed. Notification to building users will be given, and signs and cases removed unless the equipment is replaced with an effective model.
  - 4.1.4 The OHS Officer will register as the lead PAD Coordinator to monitor the program and ensure inspections are being completed.
  - 4.1.5 The School Administrator/Site Coordinator is responsible for informing emergency responders of changes to the availability of AED and emergency medical equipment.
  - 4.1.6 The School Administrator/Site Coordinator shall inform OHS Officer

of any changes in availability of the AED or emergency medical response equipment. If the equipment is withdrawn from service, OHS Officer must be contacted to replace the equipment.

## 5. Training

5.1 In Alberta, having special training to use a defibrillator is not mandatory, however it is strongly recommended. Training in the use of an AED will be provided to voluntary staff through first aid certification or CPR/AED specific training. A list of trained personnel will be posted inside the AED cabinet and will be kept up to date. While specific training is important, these devices are designed to be simple and once turned on, will provide verbal instructions and advise rescuers of what to do. Always call 911 if a defibrillator is needed. Real defibrillators with real pads will not be used for training.

## 6. Standards of Use

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

## 7. Notification of EMS

7.1 When EMS arrives at schools involving a medical emergency, school administration will inform any medical personnel that there is an AED onsite. Once schools are registered with the AHS PAD Program then the location of the device will be available to responders through 911 dispatches.

## 8. Communication

8.1 Notification of new defibrillators in the community school will be messaged through school newsletters. The supervisor or school administrator will ensure the life-saving devices are introduced to staff and students. Communication of the policy can also be done through information on the facilities user agreement. Outside user groups will be encouraged to have AED certification.

## 9. Authorized Users

9.1 According to current Alberta Legislation, anyone can use an AED as long as they are able to follow the directions given by the machine. There are no legal requirements to be certified in their use but training is highly recommended for anyone who may be required to provide this service. The AED will be accessible to all facility users.

## 10. Volunteer Responders

10.1 Volunteer responders often possess a varied degree of training in emergency medical response. The extent to which these volunteer responders shall act will be appropriate to their training and experience. Anyone can provide voluntary assistance to victims of medical emergencies. The District will not maintain training records for outside facility users or for

the many individuals that volunteer within the school district on any given day. The District will not be responsible to provide emergency response for outside users of the school district facilities.

## 11. Medical Oversight

11.1 The Province of Alberta has legislated that it is no longer a medically delegated act to use or keep an AED; however AED training organizations certification will be overseen by the Alberta Medical Director. Worksites/schools will work with the AHS PAD Program and St. John Ambulance to have defibrillators registered and will have the equipment serviced as per manufacturer recommendations.

11.2 Schools will be responsible for maintaining the equipment with oversight from the OHS Officer. Services beyond regular inspection and maintenance of an AED will be provided by an appropriate service Provider. The OHS Officer will document the contact information for servicing and repairs of the AED and where to order supplies from.

11.3 If the equipment has been used or does not appear to be working, contact the medical supply company immediately.

## 12. Post Incident

### 12.1 Review

12.1.1 In conjunction with the OHS Officer and St. John Ambulance/Philips., the incident and AED data will be reported to the Safety Coordinator and to the AHS PAD Program within 48 hours of occurrence.

12.1.2 A copy of the AED Sudden Cardiac Arrest Report Form will be submitted to District Office and to AHS.

12.1.3 The OHS Officer and/or the location's Administrator will ensure that the AED used is serviced and in a state of readiness according to the manufacturer's recommendations.

12.2 Cardiac arrest can be traumatic for responders and it is recommended that they see school district counsellors and/or contact the Employee and Family Assistance Program.

## 13. Legal Liability

13.1 AEDs designed for use by the public pose little risk of liability to those who use them for the purpose of providing emergency medical assistance. These devices are unlikely to cause harm since they are not designed to work when a heartbeat is present, nor do they work on inanimate objects. To date, no law suit has been initiated involving the use of an AED in North America. In addition, *The Emergency Medical Aid Act in Alberta* 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: Alberta Health Services PAD Program  
Saskatchewan School Boards Association Automatic External Defibrillator (AED) Guidelines  
for Schools Work Safe Alberta Occupational Health and Safety Automated External  
Defibrillators in the Workplace AP 161 Health and Safety of Students and Staff

Note: The *Emergency Medical Aid Act* is the name given to the Alberta's "Good Samaritan"  
legislation. First aiders must understand that if they use reasonable skill and care to the level  
of first aid that they have been taught, they need not fear legal action.