



## **Students - Series 3000**

### **Emergency Treatment – 3418-P**

#### **First Aid**

All staff members are encouraged to maintain their skills in providing first aid.

When a student is injured or becomes ill, either at school or at a school sponsored event, it is the responsibility of staff to provide first aid. 911 will be called if the first aid provider determines that the potential needed care is beyond the scope of first aid. Upon arrival of 911 personnel (EMT, paramedic), the school staff turns over the responsibility for medical care of the injured or ill student to them.

At the onset of a student injury or illness, the parent/guardian will be notified. If 911 has been called, the parent/guardian will consult with 911 personnel and arrange for transportation and any further medical treatment of the injured or ill student.

#### **Automated External Defibrillator (AED)**

The American Heart Association encourages increasing the availability of AEDs in public settings to be used by trained first aid providers when responding to an incident of potential “sudden death,” a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart’s normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

Medical authorization for the AED in Peninsula School District is on file in the office of the Director of Student Services. The same physician also provides medical direction for the AED.

An individual school may choose to purchase an AED following the site-based decision process. Prior to purchase, the principal shall do the following:

- Consult with the Lead School Nurse for recommendations about AED models that are best suited for school use.
- Develop a budget that includes the cost of the AED and accessories, such as wall mounted box with audible alarm and extra electrodes. Establish the number of staff that will comprise the school’s Defibrillation Response Team (DRT), and estimate the cost of the initial staff training, including the cost of the training program and the amount for staff salaries if training is done outside of the school day. Include the future costs of ongoing staff training and maintenance of the equipment in the budget.

- Identify the instructor(s) that will be providing staff training. Both the American Heart Association and the American Red Cross offer programs that are approved by the Washington State Department of Health. The length of time required for the training is 4-6 hours. Consult with the Lead School Nurse for information about qualified trainers.
- Complete the INTENT TO PURCHASE AED form (3418f1), and submit it to the Director of Student Services for review and approval. Do not proceed with the purchase until district approval is received. The medical authorization for the AED will be provided with the returned approval form.
- Establish an “AED” file in the building and retain all manufacturer’s information and district forms.

Once an AED has been purchased, the principal will develop an Emergency Response Plan and include the following:

- Establish the location of the AED in the building where it can be easily accessed by staff both during and after school hours, is near a phone, and is protected against theft and vandalism. A wall mounted alarm box and/or positioning the device so it is visible to staff may help with security. Fire department personnel may be contacted for advice on location of the AED.
- Place a card on the AED directing the user to call 911.
- Post signs in the building indicating the location of the AED. Mark the location of the AED on the building emergency maps.
- Notify the local fire department (PCFD 5 for Gig Harbor @ 851-3111 or PCFD 16 for Key Peninsula @ 884-2222) of the location of the AED. The notification is required for the initial placement only. If the location of the AED is changed, or a second AED is acquired, notify the local fire department of the new location(s).
- Maintain the AED according to the manufacturer’s directions. Assign staff members to do the required daily/monthly check(s).
- Identify the employees who will be on the Defibrillator Response Team (DRT) and provide the CPR/AED training for the team. Complete the DOCUMENTATION OF EMPLOYEE TRAINING FOR DEFIBRILLATION RESPONSE TEAM (DRT) form (3418f3) for each team member, and send the forms to Human Resources to be placed in each employee’s personnel file. Retain a copy in the building AED file.
- Ensure that staff training for CPR/AED is current and in accordance with American Heart Association or American Red Cross guidelines. In September of each year, complete an annual review of CPR/AED procedures with the DRT, and provide additional training if indicated. The school nurse may assist with the annual review, but any training must be provided by an approved source.
- Communicate with all building staff about the location of the AED and procedures to be followed. Any staff member can take the AED to the site of the incident, but only staff who have been trained and have a current CPR/AED card are expected to use the AED.
- Understand that contracted and other community activities are not guaranteed access to the AED, or a building DRT member, as part of standard rental contracts.
- Complete the EMERGENCY RESPONSE PLAN CHECKLIST FOR AUTOMATED EXTERNAL DEFIBRILLATOR (AED) form (3418f2). Retain a copy in the building AED file, and send original to the Director of Student Services. This form is to be

completed when the AED is first placed in a building and annually thereafter. It is to be updated and sent to the Director of Student Services by October 1<sup>st</sup> each school year.

In the event that the AED is used, the principal should oversee the following:

- Document the event on the EMERGENCY MEDICAL ASSESSMENT FOR 911 CALL form that is located on a green clipboard in the health room. Include the name of the staff member who used the equipment and the name, address, and phone number of the person who received assistance. Also document the names of witnesses and any other relevant comments. Send a copy of the completed form, with a copy of the employee's training documentation attached, to the administrator for risk management at the ESC.
- Assist a DRT member in following the manufacturer's guidelines in the care of the AED after use.
- Provide access to the recorded AED event data if requested by EMS personnel and/or the medical director.
- Complete an incident report per Peninsula School District guidelines.
- Arrange for an informal stress debriefing for all staff involved in the event.

### **Life-threatening Health Condition**

The procedures for managing the care of a student with a life-threatening health condition are found in Board Policy 3413 Student Immunization and Life-threatening Health Conditions.

### **Directive to Health Care Provider Limiting Medical Treatment**

School staff can not comply with a parent/guardian directive to a health care provider limiting medical treatment, and appropriate first aid measures will always be provided for all students. If a parent/guardian asks school staff to limit care according to a legal directive to a health care provider, the school nurse should consult with the building principal and do the following:

- Meet with the parent/guardian and explain that board policy prohibits school staff from limiting care for any student. If staff observes changes in the student's medical condition at school, appropriate first aid will be given, 911 will be called, and first aid will continue until school staff is relieved by 911 personnel.
- Encourage the parent/guardian to contact the local fire department that would be responding to a 911 call for the student, and share the health care provider directive to limit treatment with the lead paramedic. Fire department personnel operate under a different policy in complying with directives to limit care.
- Develop an individualized health care plan that directs staff to (a) provide first aid, (b) call 911, and (c) give a copy of the health care plan to responding fire department personnel. The parent may give the school nurse a copy of the legal health care provider directive to limit treatment in a sealed envelope addressed to fire district personnel. The sealed envelope may be attached to a copy of the health care plan and be given to the 911 personnel when they assume responsibility for the care of the student.

Forms:

3418f1 INTENT TO PURCHASE AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

3418f2 EMERGENCY RESPONSE PLAN CHECKLIST FOR AUTOMATED EXTERNAL  
DEFIBRILLATOR (AED)

3418f3 DOCUMENTATION OF EMPLOYEE TRAINING FOR DEFIBRILLATION  
RESPONSE TEAM (DRT)

October 2013