

R5300 AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS)

A. Automated External Defibrillator (AED)

1. Every school in the school district shall have an AED as defined in N.J.S.A. 2A:62A-24.
2. For the purposes of this Policy and Regulation, “automated external defibrillator” or “defibrillator” or “AED” means a medical device heart monitor and defibrillator that:
 - a. Has received approval of its pre-market notification filed pursuant to 21U.S.C.§360(k) from the United States Food and Drug Administration;
 - b. Is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and
 - c. Upon determining that defibrillation should be performed, automatically charges and requests delivery of an electrical impulse to an individual's heart.

B. Location and Availability of AED

1. The AED shall be made available in an unlocked location on school property with an appropriate identifying sign.
2. The AED shall be accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the school district are participating.
3. The AED shall be within reasonable proximity of the school athletic field or gymnasium, as applicable.



C. Training Requirements for Using an AED

1. A team coach, licensed athletic trainer, or other designated staff member if there is no coach or licensed athletic trainer, who is present during athletic events or team practices, shall be trained in cardio-pulmonary resuscitation and the use of the AED in accordance with the provisions of N.J.S.A. 2A:62A-25.a.
 - a. The school district shall be deemed to be in compliance with this requirement if a State-certified emergency services provider or other certified first responder is on site at the event or practice.
2. Prior to using an AED a school employee must have successfully completed and hold a current certification from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and the use of an AED.
 - a. The Board of Education shall not be liable for any act or omission of any lay person who uses the defibrillator in the rendering of emergency care.
3. Each AED shall be maintained and tested according to the manufacturer's operational guidelines.
4. The Principal or designee shall notify the appropriate first aid, ambulance, rescue squad, or other appropriate emergency medical services provider that the school has acquired an AED, the type acquired, and its location.
5. Prior to purchasing an AED, the Superintendent of Schools or designee will provide the prescribing licensed physician with documentation that the school district has a protocol in place to comply with the requirements of 2., 3., and 4. above.



D. Immunity from Civil Liability

1. Any person who uses an AED shall request emergency medical assistance from the appropriate first aid, ambulance, or rescue squad as soon as practicable. However, a lay person who, in good faith, fails to request such emergency medical assistance shall be immune from civil liability for any personal injury that results from that failure.
2. The school district and its employees shall be immune from civil liability in the acquisition and use of AEDs pursuant to the provisions of N.J.S.A. 2A:62A-27.
 - a. Any person or entity who, in good faith, acquires or provides an AED, renders emergency care or treatment by the use of an AED, assists in or supervises the emergency care or treatment by the use of an AED, attempts to use an AED for the purpose of rendering emergency care or treatment, and who has complied with the requirements of Policy and Regulation 5300, N.J.S.A. 18A:40-41.a and b, and N.J.S.A. 2A:62A-23 through 2A:62A-27 shall be immune from civil liability for any personal injury as a result of that care or treatment, or as a result of any acts or omissions by the person or entity in providing, rendering, assisting in, or supervising the emergency care or treatment.
 - b. A person or entity providing or maintaining an AED shall not be liable for any act or omission involving the use of an AED in the rendering of emergency care by a lay person.
3. The immunity provided in 2. above shall include the prescribing licensed physician and the person or entity who provided training in cardio-pulmonary resuscitation and use of the AED.
4. N.J.S.A. 2A:62A-27 shall not immunize a person for any act of gross negligence or willful or wanton misconduct. It shall not be considered gross negligence or willful or wanton misconduct to fail to use a defibrillator in the absence of an otherwise pre-existing duty to do so.



E. Emergency Action Plan

1. The Superintendent of Schools or designee shall establish and implement an Emergency Action Plan applicable to each school in the district for responding to a sudden cardiac event including, but not limited to, an event in which the use of an AED may be necessary.
 - a. The Emergency Action Plan shall be consistent with the provisions of N.J.S.A. 18A:40-41.a and, at a minimum, shall include a list of no less than five school employees, team coaches, or licensed athletic trainers in each school building who hold current certifications from the American Red Cross, American Heart Association, or other training programs recognized by the Department of Health and Senior Services in cardio-pulmonary resuscitation and in the use of the AED. This list shall be updated, if necessary, at least once in each semester of the school year.
 - b. The Emergency Action Plan shall also include detailed procedures on responding to a sudden cardiac event including, but not limited to:
 - (1) The identification of the persons in the school who will be responsible for responding to the person experiencing the sudden cardiac event;
 - (2) Calling 911;
 - (3) Starting cardio-pulmonary resuscitation;
 - (4) Retrieving and using the AED; and
 - (5) Assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

F. All schools will conduct Code Blue drills two times per year.



REGULATION

G. Individual School Response Plans attached as follows:

Schedule A – Orchard Hill Elementary School

Schedule B – Village Elementary School

Schedule C – Lower Middle School

Schedule D – Upper Middle School

Schedule E – High School

Adopted:



SCHEDULE A

ORCHARD HILL ELEMENTARY SCHOOL CODE BLUE RESPONSE PLAN

1. RESPOND TO AREA
2. IF PASSING **AED** RETRIEVE FROM WALL
3. FIRST PERSON ARRIVING ON SCENE :
 - a. CHECK SCENE SAFETY
 - b. CHECK BREATHING AND PULSE
 - c. START CPR
4. IF **AED** IS PRESENT SECOND PERSON ARRIVING ON SCENE APPLIES **AED**
5. THIRD PERSON ON SCENE:
 - a. **CALL 911:** TELL DISPATCHER SLOWLY AND CLEARLY
“*ADULT/CHILD NOT BREATHING-SEND PARAMEDICS TO ORCHARD HILL ELEMENTARY AT _____ ENTRANCE.*”
Allow dispatcher to end call first
 - b. Call Main Office to confirm Code Blue in Progress
6. OTHER RESPONDERS:
 - a. **RECORDER** (form and pencil with **AED**)
 - b. REPORT TO FAR EAST WING ENTRANCE TO DIRECT EMS
 - c. REPORT TO NEAREST ENTRANCE OF SCENE TO DIRECT EMS/escort to scene
 - d. MONITOR HALLWAY TRAFFIC
 - e. STANDBY FOR CPR RELIEF
7. ONCE STUDENT/ADULT IS IDENTIFIED THE ADMINISTRATOR IN CHARGE WILL OBTAIN DEMOGRAPHIC INFORMATION AND CALL PARENT/EMERGENCY CONTACT

During school day both nurses will respond to the scene with an **AED** though both nurses will not work on the victim. One nurse will be relieved to manage rest of building.



SCHEDULE B

VILLAGE ELEMENTARY SCHOOL CODE BLUE RESPONSE PLAN

- **On scene witness:**
 - Pick up the phone and dial 80
 - Speaking slowly and clearly, state
 - CODE BLUE/(ROOM LOCATION)
 - CODE BLUE/ (ROOM LOCATION)
 - CODE BLUE/ (ROOM LOCATION)
- **CPR TEAM:**
 - STOP whatever you are doing and proceed to the site.
 - Pick up the AED on your way
- **911 Caller: to be designated by the CSN at the time of the incident**
 - Call from the scene
 - Dial 911 and speaking slowly and clearly tell the operator
 - Adult/child not breathing- **send paramedics**
 - Village Elementary School
 - 100 Main Blvd
 - Skillman, NJ
 - 609-466-7606
 - Instruct the operator as to which entrance the paramedics should use (front/back)
 - Allow the 911 operator to end the call first
 - Call the main office (x 2560 or x2555) to report Code Blue in progress and inform them 911 has been called.
- **Main office**
 - Announce on the overhead paging system the building is in Medical Lockdown.
 - No visitors to be admitted to the building
 - Keep phone lines open
- **Classroom Covers:**
 - Respond to assigned location immediately
- **Greeters:**
 - Proceed to your assigned location and wait outside of the building
 - Look for emergency responders and wave them into the proper entrance
 - Prevent visitors from entering the building



REGULATION

- **Hallway Monitors:**
 - Maintain empty hallways, no classroom transfers
- **Administrators:**
 - Obtain demographic information about victim and contact family
- **Classroom Teachers:**
 - Maintain lockdown protocols
 - Students are not to leave the classroom until the lockdown has been lifted



SCHEDULE C

LOWER MIDDLE SCHOOL CODE BLUE RESPONSE PLAN

1. RESPOND TO AREA
2. IF PASSING **AED** RETRIEVE FROM WALL
3. FIRST PERSON ARRIVING ON SCENE :
 - a. CHECK SCENE SAFETY
 - b. CHECK BREATHING AND PULSE
 - c. START CPR
4. IF **AED** IS PRESENT SECOND PERSON ARRIVING ON SCENE APPLIES **AED**
5. THIRD PERSON ON SCENE:
 - a. **CALL 911:** TELL DISPATCHER SLOWLY AND CLEARLY
"ADULT/CHILD NOT BREATHING-SEND **PARAMEDICS** TO
LMS AT _____ ENTRANCE.
Allow dispatcher to end call first
 - b. Call Main Office to confirm Code Blue in Progress
6. OTHER RESPONDERS:
 - a. **RECORDER** (form and pencil with **AED**) attached to AED
 - b. REPORT TO NEAREST ENTRANCE OF SCENE TO DIRECT EMS/escort to scene
 - c. MONITOR HALLWAY TRAFFIC
 - d. STANDBY FOR CPR RELIEF
7. ONCE STUDENT/ADULT IS IDENTIFIED THE ADMINISTRATOR IN CHARGE WILL OBTAIN DEMOGRAPHIC INFORMATION AND CALL PARENT/EMERGENCY CONTACT

During school day both nurses will respond to the scene with an **AED** though both nurses will not work on the victim. One nurse will be relieved to manage rest of building.



SCHEDULE D

UPPER MIDDLE SCHOOL CODE BLUE RESPONSE PLAN

1. Victim is found- staff member or student calls Code Blue by dialing 80 from any phone; announces Code Blue 3 times giving location.
2. Nurse dispatches to site with portable AED**
3. At Scene- nurse assesses victim and calls main office to announce Code Blue and call 911
4. Nurse or Cardiac team member initiates CPR
5. Main office (simultaneous with #4) will call 911, clearly stating what the emergency is and the location. *** They will direct EMT's to the scene, will hold all bells and will cover Health office until Nurse returns.
6. 1st Cardiac team member to arrive assists nurse , second gets AED if not already there, remainder of team initiate hallway control.
7. All teachers will maintain students in classrooms until announcement is made that they can proceed to next class. If Emergency is in adjacent classroom, teacher will remove students from room where emergency is occurring and bring them to another room. Those teachers assigned to cover Cardiac Team members class will proceed to do this.****
8. Once EMT's arrive, they will take over scene- everyone becomes auxiliary and will maintain hallway control.
9. During incident Principal or Designee will obtain student information from Genesis and contact parent. If victim is staff member, HR will be contacted.

*if victim is found by Cardiac team member that person will assess victim, call main office and initiate CPR.

Hallway Control – members of Cardiac team position themselves strategically at ends of hallways to maintain clear pathways and assist Rescue Squad with directions.

**Non School Hours- 1st Cardiac team member to arrive initiates CPR, second will go for AED. Portable AED is only available in nurses office. When Main Office is closed, team members arriving on scene will call 911, stating the nature of the emergency, location, asking for paramedics. Team members not actively participating in CPR will go to main entrance to await police and EMTs and direct them to scene.



Locations of AED's:

1. C Hallway outside of auditorium
2. Upstairs Hallway –middle of hall
3. Gymnasium- near far exit door
4. Portable available in Nurse's office

***Main Office Duties

1. Receives call for help
2. Clarifies with caller the condition of victim (responsive/unresponsive)
3. Clarifies with caller the location of victim
4. If victim is unresponsive, immediately calls 911
If victim is responsive, makes sure nurse has been dispatched to scene
5. Once situation has been determined to be Cardiac related, will announce "Code Blue" over loudspeaker clearly indicating the location and "hold all students in classroom."
6. Maintains lockdown status- no visitors admitted

****General Staff Information

1. The person who finds the unresponsive victim dials 80 to announce Code Blue
2. Speak clearly and slowly include giving location
3. Keep students calm
4. Assist where needed to keep student control.
 5. Guidance counselor or VP will cover Health Office



SCHEDULE E

HIGH SCHOOL CODE BLUE RESPONSE PLAN

CODE BLUE TEAM PROCEDURE

1. **CODE BLUE TEAM RESPONDS TO AREA**
2. **IF PASSING AN AED RETRIEVE FROM WALL**
3. **FIRST PERSON ARRIVING ON SCENE STARTS CPR (CHECK BREATHING AND PULSE) MAKE SURE SCENE IS SAFE. TELL SOMEONE TO CALL 911 AND GET THE PARAMEDICS. THE FIRST TEAM MEMBER IS THE PERSON IN CHARGE.**
4. **IF AED IS PRESENT SECOND PERSON ARRIVING ON SCENCE APPLIES AED**
5. **THIRD PERSON ARRIVING ON SCENCE HELPS WITH CPR. NEXT PERSON ARRIVING RECORDS THE EVENT.**
6. **ONCE STUDENT/STAFF IS IDENTIFIED THE PRINCIPAL OR DESIGNEE WILL OBTAIN STUDENT/STAFF INFORMATION AND CALL FAMILY.**
7. **ONE VICE PRINCIPAL WILL COVER NURSE'S OFFICE**
8. **2 CODE BLUE TEAM MEMBERS WILL GO TO MAIN OFFICE AND DIRECT THE RESCUE SQUAD AND LATER ON PARAMEDICS TO THE SCENCE**
9. **ONE RESPONDER WILL RECORD THE EVENT. (FILL OUT FORM) PEN AND PAPER WILL BE KEPT IN AED BOX.**

DURING SCHOOL DAY NURSE'S WILL ALSO RESPOND TO SCENE WITH AN AED

AFTER SCHOOL HOURS

AFTER SCHOOL HOURS THE TEAM MEMBERS WILL BRING THE AED AND RUN THE CODE. THE MAIN OFFICE WILL NOT BE INVOLVED IN THE CODE AFTER 3:15PM. TEAM MEMBERS ARRIVING ON THE SCENE WILL CALL 911 FOR HELP. STATE THE EMERGENCY (UNRESPONSIVE/NOT BREATHING STUDENT/STAFF MEMBER). STATE LOCATION AND ROOM NUMBER. ASK FOR PARAMEDICS. TWO TEAM MEMBERS WILL GO TO MAIN ENTRANCE AND WAIT FOR POLICE AND RESCUE SQUAD.

