



Scotia Union School District
AED
Emergency Action Plan

The Health & Safety Code (section 1797.1962) in coordination with the Education Code (section 49417) provides that a district which acquires automated external defibrillators (AEDs) for emergency use is not liable for any civil damages resulting from the use of AEDs to provide emergency care if the district does the following:

- Complies with all regulations governing the placement of AEDs;
- Notifies its local EMS agency of the existence, location, and type of AEDs;
- Maintains and tests its AEDs per the manufacturer's guidelines; Tests the AEDs at least twice a year and after each use;
- Inspects all AEDs on the premises at least every 90 days;
- Maintains records of the maintenance and testing of the AED as required by the statute; and
- Requires its school principals to ensure that instructions, in no less than 14-point type, on how to use the AED are posted next to every AED
- Establishes a calendar to check every AED District-wide

Failure to comply with all of these obligations puts the district at risk of losing its statutory immunity. A district may also lose its statutory immunity if it acts in a grossly negligent or willful or wanton manner. The Health & Safety Code mandates (a) regular maintenance and testing of the AED, (b) development, implementation, and compliance with specified emergency protocols and disclosures, and (c) employee training in compliance with regulatory standards.

Legislation

AB 2009:

Commencing July 1, 2019, if a school district or charter school elects to offer any interscholastic athletic program, the school district or the charter school shall:

- Ensure that there is a written emergency action plan in place, and posted as specified, that describes the location and procedures to be followed in the event of sudden cardiac arrest or other medical emergencies related to the athletic program's activities or events,
- Acquire at least one AED for each school that participates in the program within the jurisdiction of the school district or the charter school,
- Encourage that the AED or AEDs are available for the purpose of rendering emergency care or treatment, as specified,
- Ensure that the AED or AEDs are available to athletic trainers and coaches and authorized persons at these on campus activities or events,
- Ensure that the AED or AEDs are maintained and regularly tested, as specified.

SB 658 provides immunity to civil liability for the following:

- Any person who, in good faith and not for compensation, renders emergency care or treatment by the use of an AED at the scene of an emergency
- A person or entity who provides CPR and AED training to a described user
- A person or entity that acquires an AED for such emergency use by a described user, if the acquirer has complied with subdivision (b) of Section 1797.196 of the Health and Safety Code.
- Any physician and surgeon or other health care professional that is involved in the selection, placement, or installation of an AED later used by a described user.

According to section 1797.196, immunity for the acquiring person or entity requires:

- Compliance with all regulations governing the placement of an AED.
- Notifying an agent of the local EMS agency of the existence, location, and type of AED acquired.
- Maintaining and testing the AED according to the manufacturer's operation and maintenance guidelines.
- Testing the AED at least biannually and after each use.
- Inspecting all AEDs on the premises at least every 90 days for potential issues related to operability of the device.
- Keeping records of the maintenance and testing required by the statute to demonstrate compliance.

When an AED is placed in a K-12 school, section 1797.196 imposes the following requirements: The principal shall ensure that the school administrators and staff annually receive information that describes:

- sudden cardiac arrest,
- the school's emergency response plan,
- the proper use of an AED,
- the location of all AED units on the campus

The principal shall also ensure that instructions, in no less than 14-point type, on how to use the AED are posted next to every AED.

AED Training Requirements

“When an AED is placed in a public or private K–12 school, the principal shall ensure that the school administrators and staff annually receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The principal shall also ensure that instructions, in no less than 14- point type, on how to use the AED are posted next to every AED. The principal shall, at least annually, notify school employees as to the location of all AED units on the campus.” (Health and Safety Code Section 1797.196 (c)(1)).

At all times, instructions must be posted next to each AED, in no less than 14-point type, on how to use the AED. Specifically, no one is required to take CPR or AED training as a requisite for AED use. However, at least once a year, the district (as the building owner) is required to notify staff, teachers, students, and parents (as tenants) as to the location of the AED units and to provide information to these people about whom they can contact if they want to voluntarily take AED or CPR training.

AED Response and Equipment

Any employee who recognizes an emergency must first call 9-1-1 immediately.

When the victim is a child and the responder is alone, give 2 minutes of care and then go call 9-1-1.

Notifying emergency medical services is the first link in the chain of survival and is a very crucial step.

After the call (or simultaneous with the call if a person other than the ultimate AED responder is present), use the AED.

AEDs should be used per manufacturer instructions and training.

AEDs and other emergency response equipment support the chain of survival in the event of a sudden cardiac arrest.

Each device should be maintained per policy and following the manufacturer's guidelines.

The AED shall only be applied to:

- Unresponsive and not breathing victims and
- Victims at least 8 years of age or weighing at least 55 pounds

All accessory equipment must remain with the AED and includes the following:

Item Description and Quantity

Adult Electrode pads (2)

Pediatric Electrode pads (1)

AED battery (1 or more)

Rescue Essentials Kit:

EMT shears razor paper towel exam gloves (2) CPR breathing barrier (1)

All equipment and accessories must be inspected routinely for readiness of use and integrity of device.

Equipment Maintenance

The district must establish guidelines and schedules for AED maintenance checks. Staff must report immediately, any defects, missing, damaged, or expired accessories to district staff that is managing the AED program.

The site coordinator is required to complete a periodic maintenance verification checklist on each AED to ensure the quality of the AED program. Monthly checks are required to be recorded monthly. If the AED has not been checked within three business (3) days following the end of the month maintenance deadline, the program administrator and the site coordinator will be notified that the site has reached an out-of-compliance status.

To check the device:

- Go to the location in your facility where the device is located. Verify that the AED still indicates a "ready status." Refer to the manufacturer's guidelines for further information on verifying "ready status."
- Check the expiration date on the electrode pads and the batteries. Note: The AED's self-diagnostic may detect the expiration status of your AED battery.

Inspection Records:

Monthly inspection and maintenance records for each device must be maintained. If at any point the device is not in the ready status, the device must be checked according to manufacturer directions. If the problem cannot be corrected, the device should be taken out of service and replaced.

Post Incident Follow-up

After the victim has been attended to by professional first responders, staff must complete the following post incident procedures:

- Notify district office immediately,
- Complete a district Confidential School Incident Report to document the event,
- Complete post incident equipment maintenance as follows:
 - Data Retrieval
 - The event data will be retrieved from the AED and submitted to the overseeing Emergency Room physician for review and filing according to local requirements. Data cards may also be submitted in lieu of AEDs for data retrieval. (State EMS protocol is for the EMS agency to transport the AED unit with the patient to the ER.)
 - It is the responsibility of the school administration to retrieve the AED device used for the cardiac event from the Emergency Room.
 - AED Return to Service
 - Once the AED has been returned to the specified location, inspect the AED for any damage and/or missing parts. Replace all supplies used during the event such as batteries and electrode pads.
- Participate in a critical incident debriefing session. A critical incident debriefing session should be held as soon as possible following an event. This will be done on an informal basis. The purposes of debriefing are as follows:
 - Determine the need for emotional support for the volunteer responders
 - Evaluate the effectiveness and quality of the Emergency Response Plan
 - Determine the need for additional training
 - Recommend corrective actions

The Post Incident Report is part of the patient care record and is confidential information. This report should not be copied or altered after it is completed by the signatory reporter. Compliance with HIPAA is mandatory. Volunteer responders must refrain from any discussion with co-workers about any aspects of the emergency, including outcome. A critical incident debriefing session will be held with the volunteer responders involved with the care of the patient. This is the only time that confidential information is allowed to be shared with the Medical Director and the AED Site Coordinator

Report Misuse or Defects Any defects in the AED operation or deviation from the protocols must be reported to the District's AED program administrator. Any suspected tampering and/or misuse must be reported immediately so the AED can be inspected for proper operation.

Post Incident AED Cardiac Arrest Report
Stanwood A. Murphy Elementary School
Scotia Union School District

Incident Location: _____

Street Address: _____

City State Zip County _____

Date of Incident: ____/____/____ (MM/DD/YY)

Estimated time of incident: ____:____ (HH/MM) AM or PM

Patient Gender: Male Female Estimated age of patient: _____ yrs.

Did the patient collapse (become unresponsive)? Yes No

If Yes, what were the events immediately prior to collapse? (check all that apply):

Difficulty breathing Chest pain No signs or symptoms Drowning Electrical shock Injury Unknown

If yes, was someone present to see the person collapse? Yes No

If Yes, was that person a trained AED employee? Yes No

If yes, after collapse, at the time of patient assessment and just prior to the facility AED pads being applied:

Was the person breathing? Yes No

Did the person have signs of circulation? Yes No

Was CPR given prior to 911 EMS arrival? Yes No

If yes, estimated time CPR started: ____:____ (HH/MM) circle AM or PM

Was CPR started prior to the arrival of a trained AED employee? Yes No

If yes, who started CPR? Bystander Trained AED employee

Was a facility AED brought to the patient's side prior to 911 EMS arrival? Yes No

If no, briefly describe why _____

If yes, estimated time (based on your watch) facility AED at patient's side: ____:____ (HR:MM) AM or PM

If yes, were the facility AED pads placed on the patient? Yes No

If yes, was the person who put the AED pads on the patient: Trained AED facility employee

Untrained AED facility employee Bystander

Was the facility AED turned on? Yes No

If yes, estimated time (based on your watch) facility AED was turned on: ____:____ (HR:MM) AM or PM

Did the facility AED ever shock the patient? Yes No

If yes: a. Estimated time (based on your watch) of 1st shock by facility AED: ____:____ (HR:MM) AM or PM

If shocks were given, how many shocks were delivered prior to the EMS ambulance arrival? _____

Name of person operating the facility AED: _____

Is this person a trained AED employee? Yes No

Highest level of medical training of person administering the facility AED:

Public AED trained First responder AED trained EMT-B CRT/EMT-P Nurse/Physician

Other health care provider No known training

Were there any mechanical difficulties or failures associated with the use of the facility AED? Yes No

If yes, briefly explain & attach a copy of the completed FDA reporting form (required by law).

Did any of the below personal concerns regarding the patient apply?

Vomiting Excessive chest hair Sweaty Water/Wet Surface

Other concerns not listed above: _____

Were there any unexpected events or injuries that occurred during the use of the facility AED? Yes No

If yes, briefly explain: _____

Indicate the patient's status at the time of the 911 EMS arrival:

Circulation restored: Yes No Unsure If yes, time restored: __:__(HH:MM) AM or PM

Breathing restored: Yes No Unsure If yes, time restored: __:__(HH:MM) AM or PM

Responsiveness restored: Yes No Unsure If yes, time restored: __:__(HH:MM) AM or PM

Was the patient transported to the hospital? Yes No

If yes, how was the patient transported? EMS Ambulance Private vehicle Other _____

If yes, please provide name of transporting ambulance service and the facility the patient was transported to: _____

Other comments/concerns not referenced on this form that may be useful for the medical director?

Report completed by: _____

Date _____

Signature _____

Title _____

Phone _____

Manufacturer/model of the AED used? _____

PLEASE RETURN TO SCOTIA SCHOOL FRONT OFFICE WITHIN 24 HOURS FOLLOWING INCIDENT

Eric Paredes Sudden Cardiac Arrest Prevention Act

The Eric Paredes Sudden Cardiac Arrest Prevention Act:

- Mandates a return-to-play protocol for students who pass out or faint during an athletic activity,
- Requires coaches to complete a sudden cardiac arrest training course, and
- Requires schools to retain a copy of a sudden cardiac arrest information sheet before a student participates in an athletic activity.

RETURN-TO-PLAY PROTOCOL

- Requires that a student who passes out or faints or who is known to have passed out or fainted while participating in or immediately following an athletic activity be removed from participation by the athletic director, coach, or athletic trainer.
- Authorizes an athletic trainer or authorized person to remove from participation a student who exhibits unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue during an athletic activity, if the athletic trainer reasonably believes that the symptoms are cardiac related.
- Prohibits a student who is removed from play from being permitted to return to an athletic activity until the student is evaluated and cleared to return in writing by a physician and surgeon, or a nurse practitioner or physician assistant.
- Requires, in the absence of an athletic trainer, any coach who observes any of the symptoms of sudden cardiac arrest to notify the parent so that the parent can determine what treatment, if any, the student should seek.
- Exempts from these protocols athletic activities during the regular school day or as part of a physical education course unless it constitutes a practice, interscholastic practice, or scrimmage.

REQUIRED TRAINING

- Requires coaches, prior to coaching athletics, to complete the sudden cardiac arrest training course using the information posted on the California Department of Education's (CDE's) website.
- Requires coaches to retake the training course every two years.
- Makes a coach ineligible to coach an athletic activity until the coach completes the training course.
- Requires that a coach who does not receive the training, be suspended from coaching until completion of the required training.

SUDDEN CARDIAC ARREST INFORMATION SHEET

Requires the school to collect and retain a copy annually of the sudden cardiac arrest information sheet required by the California Interscholastic Federation before a student participates in an athletic activity governed by the CIF.

Requires the student and the student's parent to sign and return to the school an acknowledgment of receipt and review of the information sheet posted on the CDE's website before a student participates in athletics not governed by the CIF.

POSTING OF GUIDELINES AND INFORMATION

- Requires the CDE to post on its website guidelines, videos, and an information sheet on sudden cardiac arrest symptoms and warning signs, etc. to inform students and parents, and to train coaches about the nature and warning signs.
- Authorizes materials to include those developed or used by the National Federation of High School Associations, the Eric Paredes Save-A-Life Foundation, or the CIF.
- Encourages schools and school districts to post the information and materials on their websites.

For those districts that have opted for an Automated External Defibrillation (AED) Program, the Eric Paredes Sudden Cardiac Arrest Prevention Act compliance can be expanded by incorporating AED training and use in addition to the CDE training requirements.

