

Title: **AUTOMATED EXTERNAL
DEFIBRILLATORS (AEDs) IN
SCHOOLS**

Procedure No.: 3014a
Effective Date: 2017 June 27

Department: Organizational Support Services - Human Resources

Reference(s):

- Education Act
- Chase McEachern Act (Heart Defibrillator Civil Liability Act) 2007, S.O. 2007,c.10, Sched.N
- Policy: Automated External Defibrillators in Schools (AEDs)
- Acceptance of Donations, Gifts and Equipment Policy and Procedure
- First Aid Training Procedure

PROCEDURE FOR THE INSTALLATION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) IN SCHOOLS

1.0 Purpose

This procedure exists to provide direction for the purchase, installation, maintenance and use of AEDs in all schools or other Board owned sites. The following procedure has been established when a school within the Thames Valley District School Board installs an automated external defibrillator (AED).

The Board recognizes that there are two different scenarios whereby an AED will be installed.

The first is where medical documentation from a medical specialist has been provided by the school stating that an AED is required as part of a medical accommodation for a student or staff of the Thames Valley District School Board.

The second is where the school installs an AED available for public access although no medical accommodation has made it necessary.

2.0 General

An Automated External Defibrillator is a portable device that can audibly prompt and deliver an electric shock that will disrupt or stop the heart's dysrhythmic electrical activity. The shock can cause the heart to revert to a more effective rhythm during some life threatening situations. However, the AED is not a stand-alone treatment. It is only one step in a chain of medical care involving cardiopulmonary resuscitation, defibrillation, advanced life support with drugs and airway control and cardiac intensive

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care in a hospital.

3.0 Liability

The Good Samaritan Act protects people who voluntarily perform CPR or offer first aid assistance in an emergency. Chase McEachern Act (Heart Defibrillator Civil Liability Act) 2007, S.O. 2007,c.10, Sched.N, <https://www.ontario.ca/laws/statute/07c10>, protects users of AEDs from liability for damages that may occur and protects the owners/occupiers of the buildings where AEDs are installed from liability for damages.

4.0 AED and Medical Accommodations

4.1 Students

Where a Parent/Guardian of a student provides school administration with medical documentation indicating the need of an AED to be available for the purpose of emergency support.

Funding for the purchase and maintenance of the AED will be arranged through Learning Support Services - Special Education.

4.2 Staff

Where an employee provides the Disability Management Office with medical documentation indicating the need of an AED to be made available for the purpose of emergency medical support, the Return to Work and Accommodation Procedures and process shall be followed.

Funding for the purchase for the purchase of the AED and maintenance will be arranged through Human Resources - Disability Management.

5.0 Purchase or Donation of Automated External Defibrillator (AED)

All costs of purchase of the AED, with the exception of AED and Medical Accommodations as per section 4.0, may be funded through donations and/or through fundraising activities by the community.

All funds donated or raised must follow the Acceptance of Donations, Gifts and Equipment Policy and Procedure.

Donated AED units may also be permitted for installation if they conform to Board defined specifications. It is possible for schools to make application to foundations and other organizations to receive a unit at no cost.

When a request from the community comes forward to install an AED in an elementary or secondary school, the principal must ensure the following:

- That the AED unit is Board approved.

All purchased AEDs must be procured through the Board's Purchasing Department.

All donated AEDs must conform to Board defined specifications.

At no time are schools to enter into agreements or contracts surrounding the implementation of an AED and/or training on the use of an AED.

Schools are responsible to ensure on-going maintenance occurs as well as ensuring that it is fully functional at all times. The costs of batteries and pads are borne by the Board.

Community Access Agreements will include information on whether an AED is available in the school and its location.

6.0 Training

The Board's standard First Aid Training, Health and Safety includes Cardio Pulmonary Resuscitation (CPR) and AED operation training. The Board covers the cost of designated First Aid providers in accordance with the First Aid Training Procedure.

Other staff will not be mandated to participate in training and subsequent use of the AED unless through voluntary action. Training sessions may occur for other staff, students and/or volunteers identified by the school.

All additional training costs must be borne through funds raised through fundraising activities or donations. This will include the cost of the training session (if applicable) and any staff release time as required.

7.0 AED Unit Components and Replacement Times

Electrodes and Pads - These need to be replaced every five (5) years if unused. They are not reusable and must be replaced immediately after a single use.

Note: There are two (2) different types of AED pads. The standard pad is for use on individuals eight years (>8) of age or older. The pediatric pad is a special pad that is to be used on an individual under the age of eight (<8) and must be ordered specially.

Batteries - These typically last five (5) years if unused or three (3) hours of continuance use.

8.0 **AED Installation/Security and Maintenance**

AEDs will be installed in a wall mount storage cabinet that can be installed by submitting a work order to Facility Services. The cabinet comes with a key that turns the alarm on/off and does not lock the cabinet door. The alarm is only to be turned off when the AED unit is being inspected.

The AED is to be inspected monthly by the supervisor/principal for battery life condition/expiration of pads, expiration of batteries and cleanliness of unit. It will be the responsibility of the supervisor to properly document the date of inspections and who conducted the inspection.

If the AED requires maintenance or is missing supplies, it shall be taken out of service immediately and not put back into service until properly operational.

The Health and Safety Department will ensure that all AEDs are registered with the 911 system.