

## **KFD – USE & LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

The Board has provided an Automated External Defibrillator(s) (AED) for use in emergency situations. The use, administration, and maintenance of the AED are subject to the following conditions:

**LOCATION OF THE AED(S)** – The Superintendent, School Principal, and School Nurse shall select and approve the location(s) for the AED(s).

**EMPLOYEES/TRAINING OF USERS** – In cases of emergency any employee may use the AED following the directions located with the AED. The School Principal in consultation with the School Nurse will also designate trained users that have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or from another source acceptable to the School Nurse.

**MAINTENANCE** – AEDs will be maintained by the School Nurse or designee during the school year. During school vacations maintenance will be coordinated by the School Principal or designee and reported to the School Nurse. The Athletic Director will notify the School Nurse if the AED was used at athletic events. The School Principal or designee will notify the School Nurse if the AED was used during school vacation. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance that has been performed on the AED(s).

**REGISTRATION OF AEDS** – In accordance with RSA 153-A:33, the School Nurse shall register the AED(s) with the NH Department of Safety within thirty (30) days of acquisition. Sample registration forms are available at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf).

**INCIDENT REPORTING** – During the school year the School Nurse or designee shall report all instances of AED use with the NH Department of Safety. Sample incident report forms are available at [www.state.nh.us/safety/ems/aed\\_public\\_registry\\_packet.pdf](http://www.state.nh.us/safety/ems/aed_public_registry_packet.pdf). The School Principal or designee shall be notified of any incident during the school vacation and report incident use to the NH Department of Safety.

**LIABILITY LIMITED** – The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153:A-31, as well as other sources of law.

**EMPLOYEES** – All employees of the District are expected to comply with the administration of this policy. Any violation of this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

### Statutory/Regulatory/Policy/Handbook Cross References

Policy GBGBA (Use of Automated External Defibrillator (AED))

Policy JLCEA (Use of Automated External Defibrillator (AED))

RSA 153-A:28-33 (Automated External Defibrillators)

State of NH, Bureau of Emergency Medical Services, 271-4568

Memorandum from State of NH Department of Safety, Division of Fire Standards and Training, Bureau of Emergency Medical Services

Automated External Defibrillation (AED) Registry Form

Automated External Defibrillation (AED) Incident Report Form

**Handbook (Staff)**

**APPROVED/REVISED: October 25, 2007, April 3, 2014**

**PREVIOUS POLICY: None**