



AED RESPONSE PROCEDURE (HEA-P004)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the protocol for AED use within the school system. The purpose of this procedure is to ensure the safe and timely response during an emergency with the use of the Automatic External Defibrillators.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 District Registered Nurse
- 2.2 Safety and Health Manager
- 2.3 School Nurses
- 2.4 School Administration
- 2.5 Athletic Trainer

3.0 APPROVAL AUTHORITY:

- 3.1 Safety and Health Director

4.0 DEFINITIONS:

- 4.1 Automatic External Defibrillator (AED): a portable device used to induce electrical stimulation to the heart muscle in the event of a potential cardiac arrest.

5.0 PROCEDURE:

- 5.1 There will be an AED in each of the schools in the Clarksville Montgomery County School System. The location of the AED in each school will be in or near the gymnasium, and will be communicated to the Safety and Health Department.
 - 5.1.1 If the location of the AED changes, it is the responsibility of the individual school's administration to communicate the change of location to the Safety and Health Department.
- 5.2 The expected users of the AED's are, although not limited to, the school nurse and those individuals in the schools that are CPR certified.
- 5.3 The location of the AED in each building will be communicated with the local Emergency Medical Services (EMS), by the Safety and Health Department.
- 5.4 An employee at each location, designated by the building administrator, such as the School Nurse or Lead Custodian, is responsible for monthly inspections of the AED. This inspection includes:
 - 5.4.1 Ensuring the rescue ready light is green
 - 5.4.2 Checking electrode pads and other supplies for expiration dates
 - 5.4.3 Opening the AED to ensure the voice instructions are clearly audible



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5.4.4 Documenting monthly inspection in AccuTrack.

- 5.5 If any area of the monthly inspection is not satisfactory, the inspector will communicate the problem to the Safety and Health Department immediately.
- 5.6 The AED is to be used according to the written instructions included with the AED and the voice instructions given by the AED while in use.
- 5.7 Following an incident involving the AED, contact the school administrator, and the Safety and Health department as soon as possible.
- 5.8 An AED Incident Report is to be completed as soon as possible following the incident. (Refer to [HEA-F090](#)).
- 5.9 The school nurse checks the AED following the incident, restocks the supplies immediately, and performs inspection of the AED. This will also need to be documented in AccuTrack..

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Tennessee Code Annotated 49-2-122, 68-140-Part 7
- 6.2 AED Incident Report [HEA-F090](#)

7.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
3/25/09		Initial Release
3/8/10	A	Add section 5.5, change title of "Approval Authority"
2/8/11	B	Add "in or near gymnasium" to 5.1, Rewording of 5.4, Remove "periodic" on 5.4, Add HEA-F091 to Associated Documents
5/1/2012	C	Added Safety to Risk Management Department
9/14/12	D	Updated Responsibility Titles, added School Nurse Manager to Responsibility
12/13/16		Updated department information.
6/7/18	E	Added 2.5, Athletic Director. 5.9, changed "a designated employee" to "the school nurse".
6/17/21	F	Updated references to AED Monthly log to AccuTrack.

***** End of Procedure *****