

AUTOMATED EXTERNAL DEFIBRILLATOR

The Superintendent of Schools shall ensure that AED equipment is available on-site in each instructional school facility in quantities adequate to ensure ready and appropriate access for use during emergencies. School administrators shall ensure the presence of at least one staff person who is trained in the operation and use of an AED:

- Whenever public school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities, or
- Whenever a school-sponsored competitive athletic event is held at a site other than a public school facility, the public school officials must assure that AED equipment is provided on-site.

Ref: Education Law §917
 Public Health Law §3000-a(2); §3000-b
 8 NYCRR §136.4
Cardiac Automated External Defibrillators (AEDs) in Public School Facilities, Office of Regional and School and Community Services, State Education Department, July 2002.

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In order to enhance safety measures for the students, staff, parents and guests of the Bellmore-Merrick Central High School District at the district's schools and athletic fields, the District has instituted THE AUTOMATED EXTERNAL DEFIBRILLATION PROGRAM. This document sets forth the practice protocols, policies, and procedures of the AED Program (the "Program Policy"), and is deemed incorporated into each collaborative agreement to which the District is or becomes a party. The policy is designed to assure that the District personnel who operate the AUTOMATED EXTERNAL DEFIBRILLATORS ("AED") are properly trained, that all AED equipment is maintained in good operation condition, and that all New York Laws, rules, and regulations applicable to the program are strictly adhered to by the District. These protocols will be incorporated into the District's current emergency response plan.

A. Training

- Only those District employees who are trained to use AEDs in accordance with the laws of the State of New York shall be authorized to use the District's AEDs. A roster will be maintained (H.S. Nurse's Office, Athletic Director's Office, District Personnel Office, Principal's and Asst. Principal's Office)
- All authorized personnel must successfully complete a training course in the operation of AEDs designed by an organization approved by the New York State Department of Health for the purpose of training people in the use of AEDs.
- All authorized personnel must submit yearly written evidence, satisfactory to the District, showing his/her successful completion of an approved AED Training Course. Records will be kept on file in the High School Nurse's office, District Personnel Office and the Athletic Director Office.
- All such certifications must be current (not expired) and only authorized personnel with current certification and in effect at the time of use of any AED may use the District's AED.
- The District will provide ongoing training in the use of AEDs for its authorized personnel to the extent recommended by the organization that has approved the training courses attended by the District's authorized personnel.
- All authorized personnel will be familiar with and trained to use the AEDs, which are owned by the District.
- All District employees, students, their families, and the general public will be informed of the District's AED Program.

B. Location of AED Units:

1. The District has 29 AED units, which are to be available at the following locations:

School	# of Defibrillators	Location during the school day	Person Responsible during school day
Grand	5	<ul style="list-style-type: none"> • Across from Health Office • Second Floor-Top of staircase, odd numbered hallway to the right of the library • Gym Hallway • Gym Teacher's Office- 2 	Nurse P.E. Staff
Merrick	4	<ul style="list-style-type: none"> • Across from Nurses office • In coaches' office • Across from Gym • Even hallway Principals offices 	Nurse P.E. Staff
Calhoun	8	<ul style="list-style-type: none"> • Nurses Office- 3 • Outside Nurses office • Gym • Boy's PE office • Trainer's Office • 3rd Floor Science Office 	Nurse P.E. Staff
Kennedy	5	<ul style="list-style-type: none"> • Outside Nurses Office • Trainer's room • Outside auditorium-across from Custodial office • Outside Library (2nd fl) • Gym 	Nurse P.E. Staff
Mepham	4	<ul style="list-style-type: none"> • Outside Nurses office • 1st floor Elevator • Small Gym • Faculty room 2nd Floor 	Nurse P.E. Staff
Brookside	3	<ul style="list-style-type: none"> • Outside Map Main office • Outside Custodians office • Outside Aux Gym 	Nurse Custodian's office

Location during athletic and after school activities; Nurse's office, P.E. Office or field or transported to away athletic facility if no defibrillator is available there.

Person responsible during athletic and after school activities; Athletic Trainers and coaches for athletic events and either custodians, administrators, or club advisors for non-athletic extra-curricular events.

2. If the District purchases additional AED's, this policy will be amended to reflect such additions and their locations.

C. Maintenance and Inspection of AED Units

1. All AED units will be kept protected in their cases, as supplied by the manufacturer and will be kept in a clean, warm, and dry location when not in use.
2. Daily Inspection
The school nurse of each facility will conduct a visual inspection of the AED units to determine whether any of the self-diagnostic tests or special service indicator lights (if equipped) indicates that attention is required.

D. Emergency Health Care Provider

The Bellmore-Merrick Central High School District has entered into a collaborative agreement with the following Medical Director: Dr. Doraiswamy, 2201 Hempstead Turnpike, East Meadow, NY 11554.

If the identity of the Medical Director changes, the District will enter into a new collaborative agreement with the New Medical Director and will submit a new collaborative agreement to REMSCO.

E. Quality Improvement Program

As required by the NYS Health Department, the District will participate in a regionally approved Quality Improvement Program, the details of which can be obtained from: Nassau County Regional EMS Council, 131 Mineola Blvd, Suite 105, Mineola, NY 11501-3919, (516) 542-0025

F. Basic Emergency AED Response Procedures

In the event of an emergency, certified personnel should immediately call for EMS using standard school procedure and respond to the scene to render assistance. Upon arriving at the scene, the following should be done by certified personnel in charge:

1. Situation assessed and decision made on the course of action to be taken. Services of EMS are provided by the local fire company, Bellmore-Merrick EMS, or Nassau County EMS.
2. The decision to use the defibrillator rests with the person in charge. He or she will ask for someone to get the AED along with other emergency medical equipment and/or to contact a local EMS provider mentioned above. 911 will be notified after removal of AED from its cabinet.
3. Pending the arrival of the emergency medical assistance, emergency first aid/CPR/AED protocols are to be followed by certified personnel.

G. Medical Assistance Arrival

1. After EMS has reached the location of the emergency, the District employee in charge should remain on the scene to assist the EMS personnel.
2. If the victim must be transported from the school, with the AED unit, the EMS Personnel should notify the District staff regarding the location of the hospital. If that information is not available, the District staff will contact EMS provider's office to determine where the ambulance took the victim and AED. The program Coordinator or his designee will then make arrangements to retrieve the AED unit.

H. Follow Up Procedures

In the event that any AED is used, the following steps are required:

1. Incident report completed by certified staff member in charge within 24 hours. District incident forms are available in all Nurses' Offices.
2. Copy of Incident Report sent to the School Physician, Dr. Doraiswamy, (516) 572-6177
3. Copy of Incident Report sent to the Program Coordinator, Director of Physical Education, Health & Athletics at (516) 992-1048 within 24 hours.
4. Submission of copy of Incident Report within 24 hours to Nassau Regional Emergency Medical Services Council: 131 Mineola Blvd, Suite 105, Mineola, NY 11501-3919, (516) 542-0026 by the School Physician or his designee. **The Program Coordinator or designee will return the AED to its designated place in good, ready to use working condition.**
5. Brief post-incident de-briefing of those involved will be held as soon as possible to review protocol.

I. Monthly Inspection

The school Nurse in each building will inspect the AED unit located in the facility. The Principal or designee will send a monthly safety inspection report to the District's Program Coordinator, noting the status of each AED located in the building. A log will be kept on file.

Each inspection will include observation of all self-diagnostic indicators on the equipment, as well as verification that each unit is complete, clean and in good operating condition. Upon notification of a detected problem, the District's Program coordinator will contact the AED manufacturer for repair. If the unit needs repairs or servicing completed outside the school building, the program coordinator will immediately arrange to have a replacement AED unit provided until the AED unit is serviced or repaired and is again fully functional.