

An Automated External Defibrillator (AED) is installed in each school and central office. AEDs are placed in areas with increased physical activity or where public gatherings occur so that the AED can be easily accessed within the recommended 90 second time frame from collapse of the victim.

Procedures

1. The universal AED sign is posted throughout the facility so that everyone who enters the building is aware of the location of the AED.
2. The Occupational Health and Safety Coordinator is responsible for inspection, maintenance and in-service of the AED.
 - 2.1 Inspection: An inspection record must be attached or placed with the AED. It must be inspected by the Occupational and Safety Coordinator as per the manufacturer's recommendations. Electrode pads and battery life must be checked along with ensuring the unit is in a ready mode.
 - 2.1 Maintenance: The AED cabinet is to be equipped with an alarm to alert people that it has been accessed or if someone is tampering with the unit.
 - 2.2 Training/In-service: An in-service session is to be provided to staff on the particular model of AED placed in the school.
3. Operating the AED: Each school will follow a generic template provided by the OHS Coordinator for creating site specific operational procedures. These procedures will include the following:
 - 3.1 assessing the scene of the emergency,
 - 3.2 activating AED (staff responsibilities),
 - 3.3 CPR/AED procedure,
 - 3.4 after use procedure.
 - 3.5 the operational procedures will be located in the *Occupational Health and Safety Manual*. A copy of the procedure will be left with the AED for reference.
 - 3.6 administrators, teachers and staff should practice and evaluate response to sudden cardiac arrest (SCA) using the AED. These drills are to be included in the emergency drill practices.

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