

STUDENTS

Early Defibrillation Program

Port Townsend School District provides the early defibrillation program in order to ensure a rapid response to victims of sudden cardiac arrest (SCA) while on district property. This policy is intended to provide guidance to administrators and responders.

Reference Documents

- State and local early defibrillation program regulations.
- Port Townsend School District Crisis Action Plan.
- State Good Samaritan law.
- Early defibrillation program response protocol.
- Heart Start Defibrillator's User's Guide.

Early Defibrillator Program Coordinator

The Coordinator for the Port Townsend School District's early defibrillation program is the Superintendent of the district. The Program Coordinator's responsibilities are:

- Communicate with the Medical Director, emergency response team members, management/administrative personnel, EMS and the public regarding the early defibrillation program.
- Communicate with local EMS on early defibrillation program issues and patient care.
- Participate in case reviews, responder training and retraining, data collection and other quality assurance activities.
- Ensure that the defibrillators and related response equipment are maintained.
- Purchase necessary supplies and accessories.
- Develop and maintain the emergency response plan and related policies and procedures.
- Maintain a list of trained defibrillator responders.
- Ensure compliance with state and local regulations regarding defibrillator use.

Medical Director

It is the responsibility of the Medical Director to:

- Provide the authorization for the purchase and use of the defibrillator.
- Provide medical consultation and expertise.
- Develop and/or approve protocols for the use of the defibrillator and other medical equipment.
- Act as a liaison between the early defibrillation programs site and the local EMS organization.
- Approve the defibrillator training program and ensure that rescuers are properly trained.
- Review all incidents involving use of the defibrillator.
- Provide post-incident debriefing support.
- Assure that program quality is maintained.

Administration

The Port Townsend School District's administrative staff shall ensure that policies and protocols for the early defibrillation program are in place at each facility. Each school office shall assure that specific emergency response procedures are in place and that all staff, students and visitors understand how to call for help during an emergency. Additionally, during a "school hours" emergency, it shall be the responsibility of the office staff to:

- Ensure that someone is available at all times to receive calls for help from within the facility.

- Assure that EMS has been notified.
- Contact Emergency Response Team members to respond to the emergency location with a defibrillator.
- Be sure that someone is positioned to meet EMS responders and lead them to the emergency location.

Each school/facility administrator shall also ensure that a plan is in place for emergencies occurring after school hours and when students and staff visit other schools in the community.

Site Coordinator

In each building where there is a defibrillator, there will be a Site Coordinator.

The responsibilities of the Site Coordinators are to:

- Oversee the early defibrillation program for the school/facility.
- Communicate with the Program Coordinator, Medical Director, and EMS as necessary.
- Identify Emergency Response Team members.
- Assure responder initial training and retraining as necessary.
- Maintain the defibrillator(s) and related response equipment.
- Provide documentation of and follow-up for any device use.

Emergency Response Team Members

Staff and students who have completed a course in CPR and defibrillation and have been approved by the Defibrillation Program Coordinator or Site Coordinator as members of the Emergency Response Team may utilize the defibrillator to respond to a victim of SCA. Emergency Response Team members are to:

- Maintain basic life support skills, including the use of the defibrillator by completing training as required and approved by the Port Townsend School District.
- Understand the policy and protocol for responding to medical emergencies, including SCA.
- Follow the procedures outlined in the early defibrillation protocol when responding to SCA victims.

In addition, any person may voluntarily provide emergency care, including CPR, defibrillation, and first aid in Port Townsend School District facilities, provided they possess a current CPR, CPR/AED or First Aid course completion card from a recognized national training organization. Volunteer responders may only provide the care appropriate to their level of training and should turn care over upon the arrival of the Emergency Response Team members unless their level of training exceeds basic life support.

Date: 5/23/05; 10/24/11

PORT TOWNSEND SCHOOL DISTRICT NO. 50