

AUTOMATED EXTERNAL DEFIBRILLATOR

As required by legislation of May 2002, Berlin Central School District has designated its facilities as Public Access Defibrillator Sites (PADS). This policy will set forth steps taken to facilitate this undertaking, and must be approved by the Berlin Central School District Board of Education.

1. A total of five (5) Automated External Defibrillator units have been purchased and received. Each building within the Berlin Central School District where student instruction takes place will be equipped with at least one (1) unit.
2. Each unit will be stored in a secured surface mounted box in an accessible area in each building. The location will be in such a place that will minimize potential tampering by students and will allow for a response time within the limits established by New York State.
3. A collaborative agreement has been established with a supervising physician/health care provider as required.
4. A letter of Intent to Provide Services has been/will be filed with the local EMS Council as required.
5. CPR/AED training, as set forth by the American Heart Association, American Red Cross, and National Safety Council will be provided for a sufficient number of staff at each AED location to ensure that at least one (1) properly trained staff member will be available while the building is occupied, as required. Trained staff will be provided on an as needed basis to ensure proper coverage during after-school and evening school-sponsored activities in any given building. The Berlin School District is not responsible for providing AED response to outside user groups of district facilities.
6. Each unit is pre-set for a self-test once per week. A person or persons designated by Berlin Central School District will conduct a visual inspection of each unit once per week and conduct a manual test once per month. Test simulator equipment will be provided for a full unit test at least quarterly to ensure proper operation of each unit. Units will be inspected and serviced by the manufacturer as specified. Documentation will be generated to ensure compliance.
7. Additional batteries or any other parts or accessories will be purchased on an as needed basis following established protocol for purchases.
8. Proper protocols for emergency activation of each unit have been established and will be provide in each Building Level Emergency Management Plan. This would not require Board Of Education review.

9. Should emergency activation be necessary, trained/certified staff only would execute established protocols. 911 EMS will be called immediately.

10. Following emergency activation, all information stored in the unit in question would be downloaded and provided to the supervising physician/emergency medical services provider, and the local EMS Council as required.

11. Following emergency activation, the unit in question would be tested and placed back in service. This can be arranged through the manufacturer.

12. Every effort has been made by Berlin Central School District to comply with this mandate as set forth by New York State. Amendments to this policy will be made on an as needed basis to ensure continued compliance.

BCS 12/02