



SD10 (Arrow Lakes) District Protocol

AEDs in Schools

Overview

School District 10 recognizes that AEDs in secondary schools may be installed in consultation with the school community as per the Board of Education motion on February 19, 2019.

AEDs, while easy to use, require ongoing management and maintenance. The majority of malfunctions in AEDs, and as a result, district liability due to these malfunctions, are due to improper maintenance or battery failure. In addition, a well-designed AED Program includes training of volunteers and staff, testing and maintenance of the devices.

This protocol is designed to ensure that AEDs if approved in secondary schools, are always maintained, in compliance, registered with local Emergency Medical Services, and ready for use should they be called upon.

Maintenance Procedures

- 1) District maintenance staff will twice annually (in September and March) inspect AEDs in secondary schools annually, checking all the following items:
 - a. Ensure that the unit is clean, undamaged and free of excess wear.
 - b. Ensure that the green check or light is active, showing that the AED is ready to use.
 - c. Verify the electrodes/pads are within their expiration date.
 - d. Verify the batteries are within their expiration date.
 - e. Verify the electrodes are pre-connected to the input connector.
 - f. Verify the supplies are available to use (razor, mask, gloves)
- 2) District maintenance staff will install AEDs only in locations approved by the Manager of Operations.

Training

- 3) AED operation training is included in OFA Level 1, with OFA First Aid recertified every three years.
- 4) Only trained volunteers or staff should operate an AED in a school site.
- 5) District maintenance staff will be trained in the operation and maintenance of AED equipment, and the Manager of Operations will ensure only trained staff maintain AEDs.
- 6) Maintenance staff will be provided with an AED Maintenance checklist to be completed and signed by the district maintenance employee, and the Manager of Operations in September and March.

School Level Information

- 7) The Principal will keep a list of all staff and volunteers trained in CPR with an AED endorsement. The Principal will ensure that staff update their training according to the certificate level they hold, and, that a minimum of three staff members are trained to operate the AED at any time during the school year.

AED Maintenance Costs

- 8) Replacement costs for batteries, electrodes and supplies are to be borne by the secondary school where the AED is installed.