



# Huntington Beach Union High School District Board Policies and Administrative Regulations

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## Students

### Health Care and Emergencies

In order to facilitate contact in case of an emergency or accident, parents/guardians shall furnish the principal or designee with the information specified below:

1. Home address and telephone number
2. Parent/guardian's business address and telephone number
3. Parent/guardian's cell phone number and email address, if applicable
4. Name, address and telephone number of a relative or friend to whom the student may be released and who is authorized by the parent/guardian to care for the student in cases of emergency or when the parent/guardian cannot be reached
5. Local physician to call in case of emergency

Any person 18 years of age and older who files with the district a completed caregiver's authorization affidavit for a minor district student shall have the right to consent to or refuse school-related medical care on behalf of the student. The caregiver's authorization shall be invalid if the district receives notices that the minor student is no longer living with the caregiver.

The caregiver's consent to medical care shall be superseded by any contravening decision of the parent or other person having legal custody of the student, provided that this contravening decision does not jeopardize the student's life, health or safety.

## Health Care and Emergencies (continued)

### Automated External Defibrillators

The following procedures should be implemented for the use of automated external defibrillators (AEDs).

An AED is used to treat victims who experience **Sudden Cardiac Arrest (SCA)** (see **definition in next paragraph**). It is only to be applied to victims who are unconscious, and without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

**Sudden Cardiac Arrest (SCA)** is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment of this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

### AED System Coordinators

The HBUHSD Program Coordinator is the Director of Pupil Personnel Services. Each site will designate their Program Coordinator.

### Responsibilities of the Site Coordinator

1. Coordination of equipment and accessory maintenance.
2. Determine placement of the AEDs in a secured location and determine which designated trained personnel will be provided keys for access to the AED. The location of the AEDs on the school site must be identified on the CPR/AED Emergency Response Site Plan (Attachment A). A copy of the Emergency Response Site Plan must be mailed via school mail to the Director of Pupil Personnel Services.
3. Assign trained personnel for the Daily Readiness Status of the AED.
4. Select AED Emergency Response Team members (trained personnel).
5. Develop a Site Plan for Emergency Response Program (Attachment A).

## Health Care and Emergencies (continued)

### Responsibilities of the Site Coordinator (continued)

6. Maintain a file of specifications/technical information sheet for each approved AED model assigned the school.
7. Coordinate the post-incident review to evaluate the effectiveness of Site AED Emergency Response.
8. Revision of this procedure as required.

### Authorized AED Users

1. District employees, including nurses, administrators, coaches, and athletic trainers who have volunteered and have received approved CPR/AED training.
2. Additional staff as identified by the Program Coordinator, such as teachers and office staff who have volunteered and have received approved CPR/AED training.
3. Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has current successful course completion card.
4. As stated in the California Civil Code § 1714.21 (b) "A person who has completed a basic CPR and AED use course that complies with regulations adopted by the Emergency Medical Services (EMS) Authority and the standards of the American Heart Association or the American Red Cross for CPR and AED use, and who, in good faith and not for compensation, renders emergency care or treatment by the use of an AED at the scene of an emergency shall not be liable for any civil damages resulting from any acts or omissions in rendering the emergency care."

### Location of AEDs

During school hours, the AEDs will be at designated locations. These locations shall be specific to each school site but should allow the device to be easily seen by staff. The locations should allow staff members to retrieve the device outside of normal school hours.

After school hours, the AED may be moved from its designated location by an AED-trained athletic trainer or coach to support athletic activities on a voluntary basis. A trained volunteer would have to be available and willing to support this effort during non-school hours. A visible sign must be left in the place of the AED with date, time, name of user, and the location the

## Health Care and Emergencies (continued)

### Location of AEDs (continued)

AED. It is the responsibility of the staff person that removed the AED to return the AED. The AEDs are not to leave the campus.

#### Procedure for Routine Maintenance of AEDs

1. The AED will perform a self-diagnostic test every 24 hours that includes a check of battery strength and an evaluation of the internal components.
2. As described in the California Health and Safety Code § 1797.196: "The defibrillator is maintained and regularly tested according to the operation and maintenance guidelines set forth by the manufacturer, the American Heart Association, and the American Red Cross, and according to any applicable rules and regulations set forth by the governmental authority under the Federal Food and Drug Administration and any other applicable state and federal authority."
3. The site Program Coordinator and assignees will perform a daily AED check for rescue readiness and record the results. The copy of the record will be sent to Director of Pupil Services at the end of each month.
4. If electrodes or battery is near expiration, notify District Program Coordinator.
5. Each AED will have a set of electrodes connected to the device. One resuscitation kit will be connected to the handle of the AED. This kit will contain two pair of latex gloves, one razor, one set of trauma shears, and one facemask barrier device.

#### Procedure following the use of the AED

1. Initiate the retrieval of data from the AED's memory.
2. Restock all necessary AED supplies.
3. Clean AED according to manufacturer's recommendations.

#### Medical Response Documentation

It is important to document each use of the emergency response system. An accident/incident report must be completed. If the victim was a student, documentation must be completed in the health record.

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#### Health Care and Emergencies (continued)

#### Post Event Review

Following an emergency response where an AED was used, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement. Emotional support and/or counseling may be suggested for those involved in the incident.

#### Use of the AED

1. Assess the scene for safety and activate the AED Emergency Response Site Plan.
2. Determine the responsiveness of the victim. If unresponsive, activate Emergency Medical System (EMS) by calling 911.
  - Give location of the victim and if possible designate a person to wait for EMS to direct them to the victim.
  - Get the AED to the victim.
  - Assess the victim: airway, breathing and circulation.
  - Initiate CPR while the AED is brought to the victim and placed on the victim's left side near the head.
3. CPR/AED trained personnel prepare to use the AED. A trained responder should not use the AED if he/she suspects the victim is younger than 8 years old.
  - Turn the power ON.
  - Bare and prepare the chest for AED use.
  - Attach the defibrillation electrode pads to the victim and to the AED Device.
  - Follow verbal prompts given by the AED. Stop CPR when directed by the AED prompt while the AED analyzes the heart rhythm.

#### Health Care and Emergencies (continued)

##### Use of the AED (continued)

- If SHOCK is advised, follow the machine prompts for action. Be sure all rescuers are "clear" and no one is touching the victim before shock is delivered (say out loud, "I'm clear, you're clear, everybody is clear"). Push "shock" button when instructed. After shock is delivered, check for signs of circulation. If no signs of

circulation, continue CPR. The AED will continue to monitor the patient's heart rhythm during CPR. Continue to follow the machine's prompts.

- If NO SHOCK is advised: If no signs of circulation continue CPR. If pulse is present, check breathing. If victim is not breathing or breathing abnormally, start rescue breathing. AED will continue to analyze the heart rhythm.
  - Continue cycles of analysis, shocks (if advised) and CPR until EMS arrives. Continue CPR until EMS rescuer tells you to stop. Victim must be transported to the hospital by the EMS. Leave AED attached to the victim; EMS will disconnect the AED.
4. Assist EMS as directed until they take complete charge of the victim. Provide EMS with information about the victim: name, age, any known medical problems and time of incident. Also provide information as to current condition and number of shocks administered.
  5. Notify the Site Administrator who will make necessary reports to District Administration.
  6. Notify the AED District Program Coordinator about the incident.
  7. Notify Parent/Guardian if victim is a student.
  8. Notify relative or other responsible party for victims other than students.
  9. Following each incident send completed forms (accident/incident reports) to Risk Manager, District Insurance Office.
  10. Document in student health record.

Health Care and Emergencies (continued)

Event Summary Form

Immediately after an event, the responder is required to complete an event summary form. The actual form is included with this administrative policy. At a minimum, the event summary will have the responder complete the following questions:

- Was the event witnessed?
- Was bystander CPR initiated?
- Location of event.
- Was internal response plan activated? If yes, time of activation?
- Time arrived at patient's side with AED.
- Name of the AED rescuer.
- Name of 9-1-1 caller
- Name of the CPR rescuer.
- Names of bystanders.
- Condition of victim at time of transport.
- Counseling/emotional support provided.

Legal Reference:

Education Code

32040-32044 First Aid equipment

49300-49307 School safety patrols

49407 Liability for treatment

49408 Emergency information

49409 Athletic events; physicians and surgeons; emergency medical care; immunity

49470 Medical and hospital services for athletic program

49471 Medical and hospital services not provided or available

49472 Medical and hospital services for pupils

49474 Ambulance services

51202 Instruction in personal and public health and safety

Health and Safety Code

1797.196 Automatic external defibrillators, immunity from civil liability

Management Resources:

Web Sites

American Heart Association: <http://www.americanheart.org>

American Red Cross: <http://ww.redcross.org>

California Department of Health Services: <http://dhs.ca.gov>





**Huntington Beach Union High School District**  
**AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM**  
**CPR/AED EMERGENCY RESPONSE SITE PLAN**

**Responder to the scene advises someone to call 911 (EMS). Responder begins the assessment, and administers CPR if necessary.**

1. Who will activate the site CPR/AED Emergency Response Team?  
\_\_\_\_\_
  
2. How will CPR/AED Emergency Response Team be notified? Indicate by phone, radio, bell.  
\_\_\_\_\_
  
3. Which Emergency Response Team members have keys and access to the AED and will bring the AED to the emergency?  
\_\_\_\_\_  
\_\_\_\_\_

**The first responder will be responsible for documentation of the emergency.**

- Please note the CPR/AED Emergency Response Site Plan **must be** reviewed and updated annually by the 1st Monday in October each school year. Maintain the original copy of the CPR/AED Response Site Plan at your school site.
  
- Send a copy of the CPR/AED Response Site Plan to Director of Pupil Services.

**Huntington Beach Union High School District**  
**AUTOMATED EXTERNAL DEFIBRILLATOR (AED)**

**Event Summary Form**

Immediately after an event, the responder is required to complete this event summary form.

**Name of person completing this form:** \_\_\_\_\_

**Name of patient/victim:** \_\_\_\_\_

Was the event witnessed? \_\_\_\_\_

Was bystander CPR initiated? \_\_\_\_\_

Location of event: \_\_\_\_\_

Was internal response plan activated? If yes, time of activation? \_\_\_\_\_

Time arrived at patient's side with AED: \_\_\_\_\_

Name of the AED rescuer: \_\_\_\_\_

Name of 9-1-1 caller: \_\_\_\_\_

Name of the CPR rescuer: \_\_\_\_\_

Names of bystanders: \_\_\_\_\_

Condition of victim at time of transport: \_\_\_\_\_

Counseling/emotional support provided: \_\_\_\_\_