The District will make available at each campus at least one AED, as defined by Senate Bill 7 (80th Legislature) and Health and Safety Code 779.001. Each campus will also ensure at least one campus or District employee trained in the proper use of CPR and the use of the AED will be available at any time a substantial number of District students are present at the location.

To the extent practicable and in cooperation with the University Interscholastic League (UIL), the District will make available an AED at all UIL events and practices held at a District campus.

The District, in cooperation with the UIL, will determine the extent to which a defibrillator must be available at each UIL athletic competition held at a location other than a District campus. The determination must be based, in addition to any other appropriate considerations, on relevant medical information and whether emergency personnel are present at the athletic competition under a contract with the District.

The following are authorized AED users:

1. CPR/AED–trained and currently certified members of a campus emergency response team.
2. A volunteer responder who is currently trained and certified in CPR and AED first aid.

Each school that has an AED will have an established emergency response team. The team members responsibilities will include:

1. Activating the emergency response system, including calling emergency medical services.
2. Providing basic life support including CPR, AED, and first aid according to training and experience until the arrival of an Emergency Medical Technician.
3. Understanding and complying with this guideline and the District’s emergency procedures.

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond may be appropriate to their level of training experience. These responders are encouraged to contribute to the extent that they are comfortable and trained.

The medical advisory team for the AED program is responsible for:

1. Providing medical direction for the use of the AED.
2. Writing prescriptions for the AED.
3. Reviewing and approving guidelines for emergency procedures related to the use of the AED and CPR.

4. Reviewing and evaluating the post-event review notes, forms, and digital files downloaded from the AED.

**INSTRUCTION**

The District will annually make available to District employees and volunteers instruction in the principles and techniques of cardiopulmonary resuscitation and the use of an automated external defibrillator, as defined by Health and Safety Code 779.001. The instruction must meet the guidelines approved under Health and Safety Code 779.002.

Each school nurse, assistant school nurse, athletic coach or sponsor, physical education instructor, marching band director, cheerleading coach, and any other school employee specified by the Commissioner, and each student who serves as an athletic trainer must participate and must receive and maintain certification in the use of an automated external defibrillator from the American Heart Association, the American Red Cross, or a similar nationally recognized association. *Education Code 22.902*

**DOCUMENTATION OF AED USE EVENTS**

District policy specifies internal medical emergency reporting requirements – including student, staff, and visitor incident/accident reporting [see CKB(REGULATION)], and bloodborne pathogen exposure reporting [see DBB(LEGAL)]. In addition, if the incident includes providing CPR or use of the AED, the medical event and post event forms [see CKD(EXHIBIT)-A and -B] must be completed and sent to the campus response team leader and the associate superintendent of administration and personnel.

**EQUIPMENT CARE AND MAINTENANCE**

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance for the AED includes:

1. The response team leader shall perform all maintenance and inspections as required (recommended) in the manufacturer’s operating instructions. Every maintenance task shall be documented at the time the task is completed.

2. Following the use of emergency response equipment, equipment will be cleaned and disinfected according to the manufacturer’s instructions or by methods recognized by the Texas Department of Health.

3. Annually, at the beginning of the school year, the response team leader at the campus will ensure that equipment and the response team are in an appropriate state of readiness. This will include review of training records and equipment maintenance records.
SYSTEM CHECK

Annually, at the beginning of school and then once each month, the response team leader will conduct and document a system check [see CKD(EXHIBIT)-C]. The records of these system checks will be retained onsite for the duration of the current school year. At the end of each school year, the system check records will be sent to safety and risk management.

The system check will include:

1. Emergency kit supplies.
2. AED pads.
3. AED battery life.
4. AED operation and status.

AED SUPPLIES

Each AED will have one set of electrodes connected to the device and one spare set of electrodes with the AED. Primary schools will have pediatric electrodes. A first responder kit that includes latex gloves, razor, face mask barrier device, trauma shears, and paper towels will be included with the AED.

Each campus will be responsible for ordering and payment of replacement system components and supplies for their AED to have it in a state of response readiness at all times.

RELOCATION OR REPLACEMENT

If an AED is relocated or replaced permanently, safety and risk management must be notified of the replacements, identifying serial and model number or relocation area.