



Poudre School District AED Program Description

An automated external defibrillator (AED) is a device used to treat victims who experience sudden cardiac arrest (SCA). An AED is only to be applied to victims who are unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and movement. An AED analyzes the heart rhythm and advises the operator if a shockable rhythm is detected. If a shockable rhythm is detected, an AED charges to the appropriate energy level and advises the operator to deliver the shock.

AED Acquisition

As funds become available through District funds, grants, State of Colorado, or donations*, Poudre School District (PSD) will acquire AEDs that meet the following guidelines in accordance with Colorado Revised Statute [§13-21-108.1](#):

- 1) The AED has received approval of its premarket notification filed pursuant to 21 U.S.C. § 360(k), from the federal food and drug administration;
- 2) The AED is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia, and is capable of determining, without intervention by an operator, whether defibrillation should be performed; and
- 3) Upon determining that defibrillation should be performed, the AED automatically charges and requests delivery of an electrical impulse to a victim's heart.

* **Donations:** Per Colorado Revised Statute [§ 22-1-125](#), PSD shall accept a donation of an automated external defibrillator that meets standards established by the federal food and drug administration and is in compliance with the manufacturer's maintenance schedule. PSD shall also accept gifts, grants, and donations, including in-kind donations, designated for obtaining an automated external defibrillator, and for inspection, maintenance, and training in the use of an automated external defibrillator.

AED Accessories:

Each AED shall have the following accessories:

- 1) Two (2) sets of adult electrodes
- 2) One (1) set of Infant/Child energy reduction electrodes for children ages one to eight years of age, or under 55 lbs.
- 3) Standard Carrying Case or Hard Case (for mobile units)
- 4) CPR Kit – to include one-way CPR mask, scissors, razor, hand wipes, and gloves.
- 5) Alarmed Wall Cabinet for AED storage. (Not required for mobile AEDs that may be carried by Authorized AED Users to outside events.)

AED Standardization:

In order to provide consistency in training and maintenance programs, PSD will standardize to the Medtronic Physio-Control LIFEPAK CR Plus AED model. PSD will accept this model as a donation or purchase with donated money.

AED Deployment

PSD will use the following guidelines when deploying newly acquired AEDs. Donors may request placement of a donated AED in a specific District facility without consideration of these guidelines. However, the District will make the final determination as to the facility in which the AED is placed.

Placement within the District:

- 1) **Facilities with known high risk students or staff:** Priority will be given to facilities with students or staff that have notified the District of a preconditioned heart disease including cardiomyopathy, congenital heart disease, myocarditis, connective tissue disease, mitral valve prolapsed or conduction disease, medication-related causes, and other prescreened conditions that put the individual at high risk of sudden cardiac arrest (SCA).

Unless otherwise required by law, PSD does not have a duty to identify these individuals, to purchase an AED for a site where an individual with a precondition to high risk of SCA is located, or to move or purchase an AED if an individual changes locations within the District.

- 2) **Facilities with the highest enrollment and extra curricular events OR sites that are farthest away from emergency services:** This will typically be in the following order:
 - a. High Schools
 - b. District-owned athletic facilities separate from a school and/or utilized for interscholastic athletic competitions
 - c. Sites that are farthest away from emergency services or in an area served by volunteers
 - d. Middle Schools
 - e. Elementary Schools
 - f. Early Childhood Program locations
 - g. District offices and maintenance facilities

Placement within a District facility:

The District will attempt to place AEDs at a location within the facility that is accessible to all students, staff and visitors. Following the American Heart Association guidelines, AEDs should be accessible within five (5) minutes. AEDs will typically be placed in a "high risk" area such as the gymnasium, weight room or athletic wing. Otherwise the District's Director of Records and Risk Management, Director of Facilities and the building administrator will jointly determine the most appropriate location to place an AED within a building. AEDs will not be kept in locked cabinets or behind locked doors.

AED Program Management and Equipment Maintenance

In order to help ensure all requirements under Colorado state statute are met and that all equipment and accessories necessary for support of medical emergency response are maintained in a state of readiness, PSD has contracted with an AED third-party service provider to provide assistance in implementation and ongoing management of the District's AED Program.

AED Third-Party Service Provider Responsibilities:

1. Medical Prescription & Oversight
2. AED Web Portal
 - AED Tracking
 - Battery/Electrode Expiration tracking and replacement upon expiration
 - Records of monthly inspections performed by PSD staff
 - Trained personnel rosters
 - Dispatch Notification
 - Automated email/dashboard alerts
3. Assistance in writing the Program Description and AED Emergency Response Procedures
4. Software and Configuration updates as needed
5. Post Event Services
 - Data Download
 - AED Inspection
 - Supply replenishment

PSD Responsibilities:

1. Conduct a monthly visual check of each AED and report the status of each AED following AED third-party service provider's directives/protocols.
2. Provide funds for ongoing maintenance of each AED in the District.
3. Provide CPR/AED training through a nationally recognized agency approved by the State of Colorado.
4. Understand and comply with the requirements of the District's AED Program.

Training

Authorized AED Users

To be considered an “Authorized AED User”, an employee must successfully complete the American Red Cross training offered through PSD’s Professional Development program or through a CPR/AED course that meets nationally recognized standards and is approved by the department of public health and environment. In order to remain an Authorized AED User, an employee must renew their CPR/AED certification every two years through the American Red Cross training provided by the District or, if the employee did not receive CPR/AED certification through the District, as designated by the agency providing the certification.

PSD will only maintain training records for employees that receive their certification through PSD’s Professional Development program.

Volunteer Responders:

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. These individuals will be considered “Volunteer Responders”. Volunteer Responders can assist in emergencies, but should only participate to the extent allowed by their training and experience. Volunteer Responders may have training adequate to administer first aid, CPR and use of the AEDs deployed throughout the facilities. Any Volunteer Responder wishing to potentially use one of the AEDs deployed by PSD should have a current certification from a state-approved CPR/AED training provider.

PSD will not maintain training records for the Volunteer Responders.

Limited Immunity: Authorized AED Users & Volunteer Responders

Employees of PSD who possess a current American Red Cross CPR/AED certification provided through PSD’s Professional Development program or a CPR/AED course that meets nationally recognized standards and is approved by the department of public health and environment will be considered “Authorized AED Users”. If no Authorized AED User is present during a medical emergency, any bystander acting in “good faith” is authorized to use an AED at their discretion (Colorado Revised Statute [§13-21-108.1](#)).

Documenting and Reporting AED Utilization

It is important to document each use of the medical emergency response system. The appropriate PSD accident/incident report form shall be completed by the Authorized AED User or other responding staff member for each incident requiring the use of a District AED. A copy of the form shall be emailed to the PSD’s Risk Management department at risk@psdschools.org as soon as practicable. The Risk Management department shall forward the form to the AED Third-Party Service Provider within 48 hours of a medical event.