



Huron-Superior Catholic District School Board

PROCEDURAL GUIDELINES AUTOMATED EXTERNAL DEFIBRILLATORS

1. Deployment of AED Units:

The standard deployment will be one AED device for each school, and in other locations as determined by the Board.

AED devices will be installed in a secure location in each building.

2. Training:

In buildings where an AED exists, two levels of training will occur:

a) Awareness Training:

The Principal/Supervisor will ensure that each staff member has received awareness training.

The awareness training will occur at the beginning of each school year and will occur no later than November 1st.

Staff will be made aware of the location of the AED.

Teaching staff will ensure that information related to the location of the AED is left for occasional teachers.

b) Training of Emergency Response Team:

Each school/worksite is required to have an appropriate number of staff members trained in First Aid/CPR as per the Board's First Aid program. This training is provided by the Board, through a certified provider. Participants in this training become certified in First Aid/CPR.

The First Aid/CPR certification training shall include a module on the use of AEDs.

School/workplace personnel must be made aware of which staff member(s) have First Aid/CPR training.

Principals/Supervisors, along with staff members and the Joint Health and Safety Committee, will work together to ensure that procedures are in place to manage emergencies requiring the use of AEDs.

Principals/Supervisors will ensure that staff who have been involved in an emergency that required the use of the AED are apprised of services available to them through EAP.

3. Maintenance of AED Devices:

- a) Daily – Each AED device will be visually inspected on a daily basis by custodial staff. If it is determined that the device or its casing has been tampered with, a verbal report will be made to the Principal/Supervisor.
- b) Inspections -- To ensure that all AED devices are maintained in proper working order, regular visual inspections shall be performed by the In-School/Workplace Joint Health and Safety Committee.
- c) If during any visual inspection, the AED Active Status Indicator is not flashing green, a report will be made to the Principal/Supervisor, who will call the number listed on the AED device for immediate replacement and servicing.