



Berlin Central School District
Cardiac Arrest / AED Response Plan

Berlin Central School District (the “District”) is committed to providing a safe and healthy environment for students, staff, parents, and visitors to its schools (the “School Community”). To help the District provide this service to the School Community, the District implements the following Automated External Defibrillator (“AED”) Response Plan (the “Plan”). The District’s Board of Education (the “Board”) has adopted a policy concerning AEDs and their availability in the event of a cardiac emergency on school property or during a school sponsored or approved curricular or extracurricular activity or event. The Plan shall supplement the District’s AED Policy. The District complies with all applicable requirements set forth by New York State concerning AEDs in public schools.

MAINTENANCE AND TESTING AED

Whenever the District’s instructional school facilities are used for school-sponsored or school-approved curricular or extracurricular events or activities, the school officials and administrators responsible for such school facility shall ensure the presence of at least one Voluntary AED Response staff member properly trained in the operation and use of AED equipment.

The **school nurse** in each building shall be responsible for the maintenance and testing as required by the manufacturer. All AED equipment will be tested, inspected, and maintained in accordance with the manufacturer’s recommendation. Each AED will be checked monthly with regard to battery condition, overall readiness for use, and adequate supplies.

If there are any issues with the AED or low battery during routine checking of the AED, it shall be reported to the school nurse so repair can occur, or a replacement can be ordered. The batteries when they are red and beeping have about 10 charges left in them in case you need to use this before a battery can be replaced.

The results of the monthly test shall be logged into the District’s AED tracking form.

AED TRAINING

Only those District employees who are properly trained to use AEDs in accordance with the laws of the State of New York shall be authorized to use the District’s AEDs in an emergency. A current list of Voluntary AED Response staff members shall be maintained by the district. This requirement, however, shall not prohibit operation of an AED by a health care provider licensed or certified under the N.Y. Education Law, a person certified under Article 30 of the N.Y. Public Health Law and acting within the scope of their practice, or a person acting pursuant to a lawful prescription.

All Voluntary AED Response staff members must successfully complete a training course in the operation of AEDs designed by an organization approved by the New York State Department of Health for the purpose of training individuals in the use of AEDs.

All Voluntary AED Response staff members must submit written evidence to the Medical Director showing their successful completion of an approved AED Training Course. The district will maintain these certification records in the staff member's personnel file. To be authorized by the district to use an AED in an emergency, the Voluntary AED Response staff member must have up-to-date training (no more than 2 years in between training) in effect at the time of use of an AED.

All Voluntary AED Response staff members must be familiar with the District's AED Response Plan.

Under N.Y. Public Health Law (i.e., the Good Samaritan Law), any person or entity that purchases, operates, facilitates the implementation or makes available resuscitation equipment, including an AED, is not liable for damages arising either from the use of the AED by a person who voluntarily and without expectation of monetary compensation renders first aid or emergency treatment at the scene of an accident or medical emergency, or from the use of defectively manufactured equipment. This law, however, does not protect individuals or entities from liability arising out of their own negligence, gross negligence, or intentional misconduct.

LOCATION OF AEDS

The AED locations are as follows:

Elementary: Corridor by Health office

MS/HS: Across the hall from the main office, Gymnasium, Exercise room, North hallway, Health office (available to be signed out for school activities)

Any AED that is being used by the Athletic Department teams is to be kept stored between the temperatures ranging between 32 degrees F to 122 degrees F. Humidity 5% to 95% (non-condensing)

THE UNITS MUST NOT BE LEFT IN A CAR

Building Location Information

School Building Name & Address: Berlin Elementary
School Street Berlin, NY 12022

School Building Emergency Phone number: 518-658-1500 Ext 3007

A. Voluntary AED Response staff members

Building Coordinator (Building Nurse): Rebecca Galusha x CPR

1. Kelly Berkau x CPR
2. Dacia Proper x CPR
3. Samantha Higgins x CPR

B. Location of AED(s): Corridor by Health office

Building Location Information

School Building Name & Address: Berlin Middle/ High School
17400 Route 22 Cherry Plain, NY 12040

School Building Emergency Phone Number: 518-658-1500 Ext 1061

A. Voluntary AED Response staff members

Building Coordinator (Building Nurse): Michele Corsey x CPR

1. James Taylor Shaw x CPR
2. Dacia Proper x CPR
3. Samantha Higgins x CPR
4. Mikaela Marbot x CPR

B. Location of AED(s): Across the hall from the main office, Gymnasium, Exercise room,
North hallway, Health office (available to be signed out for school activities)

BASIC EMERGENCY AED RESPONSE PROCEDURES

Sudden cardiac arrest events can vary greatly. Properly trained Voluntary AED Response staff members must be prepared to perform the duties outlined below. Immediate action is crucial to successfully respond to a cardiac emergency.

In the event of an emergency, a properly trained Voluntary AED Response staff member will assess the situation and respond in accordance with their training. Depending on the circumstances, below is a list of protocols the Voluntary AED Response staff member must be prepared take:

- Determine unresponsiveness of the victim and need to activate AED Response Plan.
- If victim is unresponsive, call 911 and get AED.
- Assess the victim: Airway, breathing and circulation.
- Initiate CPR if required, while the AED is brought to the victim's side.
- The public address system, when practicable, will be used during school hours to activate responders and indicate location of victim.
- Call for a hold in place to clear the halls.
- Designate an individual. If available, to wait at the faculty entrance to direct the victim's location.
- Designate someone to document information if available.
- If time allows make a copy of the student medical transcript to be provided to EMS.
- Upon arrival, place the AED near the head of the victim, close to the AED operator.
- Prepare to use AED.
- Turn on the power.
- Bare and prepare chest for AED use.
- Attach AED to victim.
- Stop CPR while the device analyzes the heart rhythm.
- Follow the machine prompts for further action.
- If shock is indicated, be sure all rescuers are CLEAR before shock is administered.
- Upon arrival, EMS shall take charge of victim.
- Provide victim information: name, age, known medical problems, time of incident, and copy of the medical transcript if available, etc.
- Provide information as to current condition and number of shocks administered.
- Notify the school nurse of AED usage.
- Bring AED to the school nurse so they can access the data card from the machine.

Establish a Code: This code name will be used to initiate a response to a cardiac emergency by activating the voluntary AED Response staff. The code should be communicated on the drill day and in a real cardiac emergency as defined in your communication plan. Encourage staff members to be descriptive in addition to a code name and “*state there is a medical emergency in*

room #, teacher's name and geographic location. For example, Code AED, Room 320, Ms. Jones' room, English hallway or Medical Emergency Response Team to Room 103." Some ideas to consider include putting an AED symbol on your evacuation plan showing AED locations and the code to activate your school's emergency response plan, making a condensed version of your plan for the back of staff ID badges or to place on/near each classroom phone.

Establish a Communication System: How will the voluntary AED Response staff know the drill has been initiated? Choose a method of mass communication to the team (i.e. overhead announcements, intercoms, walkie-talkies, cell phones, etc.). Consider dead zones for cell phones in the event service is unavailable in certain parts of your building.

FOLLOW UP PROCEDURES AFTER USE OF AED

1. The authorized Voluntary AED Response staff member in charge must complete an AED Use Data Collection Incident Report. These reports must be submitted to the School Physician and the school nurse within 24 hours of the use of the AED. A copy of an AED Use Data Collection Incident Report is included in this Plan.
2. The school nurse or their designee will report the incident in writing within 48 hours of incident to the appropriate Regional EMS Council Office (i.e., Hudson Valley Regional EMS Council, 33 Airport Center Drive, Second Fl., Suite 204, New Windsor, NY 12553, [845] 245-4292). At a minimum, the Medical Director must provide written notification identifying (1) the District's use of an AED, (2) location of the incident, (3) the date and time of the incident, (4) the age and gender of the victim, (5) estimated time from arrest to CPR and the 1st AED shock, (6) the number of shocks administered to the victim, (7) the name of the EMS agency that responded, and (8) the hospital to which the victim was transported.
3. After use, the AED will be inspected and maintained in accordance with manufacturer's requirements. After all relevant data is obtained, the AED shall be returned to its designated location in good, ready-to-use condition. The school nurse shall document readiness in the district AED tracking form.
4. As necessary, a critical use debriefing session will be held within 72 hours (business days only) for all responders involved in the emergency. The school nurse or their designee may arrange for quality improvement review as necessary.

ITEMS KEPT WITH AED

CPR Mask

One set of defibrillator pads for adults

One set of defibrillator for pediatrics

One data collection sheet

2 pairs of gloves

Razor

QUALITY IMPROVEMENT PROGRAM

As required by the NYS Department of Health, the District will participate in a regionally approved Quality Improvement Program, the details of which can be obtained from Regional EMS Council of the Hudson Mohawk Valleys Inc -

<https://www.remo-ems.com/emergency-medical-services/pad-aed/>

DISTRIBUTION OF AED RESPONSE PROTOCOL

The Response Protocol shall be distributed to:

- (1) All staff and administrators at the start of each school year, with updates distributed as made.
- (2) All Health Services staff including the school nurse, health room assistants and self-care assistants.
- (3) All athletic directors, coaches, and applicable advisors at the start of each school year and as applicable at the start of the season for each activity, with updates distributed as made.

DOMINIC MURRAY SUDDEN CARDIAC ARREST PREVENTION ACT

The Dominic Murray Sudden Cardiac Arrest Prevention Act is a new law effective July 1, 2022. This law was written to ensure that schools, students, and parents are provided with critical, lifesaving information on sudden cardiac arrest (“SCA”) risks, signs, and symptoms to ensure students at risk are evaluated prior to participation in athletics, and that SCA is immediately recognized and treated to prevent death. SCA is defined as the abrupt and unexpected loss of heart function. SCA can be fatal if not treated within minutes, and even with treatment death may occur. Immediate treatment is CPR and use of an AED. All public schools must have a staff member trained in the use of CPR and AED in school and at all school athletic events.

SCA in students at risk can be triggered by athletic activities. To decrease the chance of SCA, a student’s parent/guardian must complete and sign an Interval Health History for Athletics before each sports season unless a physical examination has been conducted within 30 days before the start of the season. The form has questions to help identify changes since the last physical examination or health history was completed. The law also requires any student who has signs or symptoms of pending SCA be removed from athletic activity until seen by a physician. The physician must provide written clearance to the District for the student to be able to return to athletics.

Under the law, public school districts are required to include information concerning SCA in any permission form, consent form, or similar document that may be required for a student’s participation in interscholastic athletics or reference how to obtain such information from the New York State Education Department’s and New York State Department of Health’s website, or on the school’s website, if one exists.

Please contact the School Nurse with any questions.

BERLIN CENTRAL SCHOOL DISTRICT AED USE DATA COLLECTION REPORT

DATE: _____

Time voluntary AED Response staff called: _____

Staff Names Present for Response: _____

Time voluntary AED Response members ON SCENE: _____

Student/Staff AGE: _____ Student/Staff SEX: _____

Estimated time from Arrest to CPR: _____

Estimated Time from Arrest to First Shock: _____ Number of Shocks Administered: _____

Vital Signs

	Initial encounter	5 min	10 min	15 min	30 min
	Time:	Time:	Time:	Time:	Time:
Blood Pressure					
Heart Rate					
Pulse Ox (SPO2)					
Respiratory Rate					

Transport Ambulance Service: _____

Time EMS arrived: _____ Time Turned over care to EMS: _____

Destination: _____

Parent/Guardian Notified: Y or N and Time: _____ by who: _____

Student/Staff Outcome at Incident Scene*: _____

- I.e. Remained unresponsive, Became responsive, etc.

AED RESPONSE PROTOCOL

Simplified Adult BLS

