



Administrative Procedure: Emergency Access To Defibrillators

Table of Contents

[Administrative Procedure: Emergency Access To Defibrillators](#)

[Deployment of AED Units](#)

[Training](#)

[Awareness Training](#)

[Training of Certified First Aid/CPR Staff](#)

Deployment of AED Units

Automated External Defibrillator (AED) devices will be installed in a secure location in all Board sites, one per site. Each AED cabinet which houses the defibrillator unit, has a key which disarms the alarm. The alarm is activated when the cabinet door is opened.

A key must be stored in a secure location.

Training

In buildings where an AED exists, two levels of training will occur. The Manager of Operations is designated as the contact for the Superior North Catholic District School Board.

Awareness Training

- The Principal and/or Manager of Operations will ensure that each staff member has received awareness training.
- The awareness training will occur at the beginning of each school year.
- Staff will be made aware of the location of the AED.
- The Principal and/or Manager of Operations will ensure that the location of the AED is included in the Board/school emergency folder.
- The Principal and/or Manager of Operations will ensure that information relating to the location of the AED is left for supply staff.

Training of Certified First Aid/CPR Staff

- Each Board site will have staff members trained and certified in First Aid/CPR. This training is provided by the Board, through a certified professional.
- The First Aid/CPR certification training shall include a module on the use of AED's.
- Board personnel must be made aware of which Board staff have First Aid/CPR training. Certificates will be posted next to the First Aid station.
- Principals and/or the Manager of Operations and certified First Aid/CPR trained staff will work together to ensure that board-based procedures are in place, to manage emergencies requiring the use of AED's.
- Principals and/or the Manager of Operations 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 the Employee Family Assistance Program (EFAP).