

Southwest Georgia STEM Charter School Policy
S38 - Automated External Defibrillator (AED) Policy
Adopted: July 16, 2026

Automated External Defibrillator (AED) Policy for Southwest Georgia STEM Charter School

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunctions causing a disturbance in the heart's electrical rhythm. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator.

An AED is used to treat victims who experience SCA. It is only applied to victims who are unconscious, and without a pulse. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Responsibilities

- AED training will be provided for employees
- Equipment and accessory maintenance
- Maintain file sheet for each AED model at the school

Authorized AED users

The AED may be used by:

- Employees including administrators, nurses, athletic/activities directors, office staff, and all staff with CPR certification
- Students who received CPR certification

AED-Trained Employee Responsibilities

- Activating internal emergency response systems and providing prompt basic life support including AED and first aid according to training and experience.

School Responsibilities

- Contacting 9-1-1 response team (EMS) if required
- Deploying AED trained employee or student to emergency location
- Assigning someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency

Equipment Use

- **The AED will be placed only after the following symptoms are confirmed:**

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- *The victim is unresponsive*
- *The victim is not breathing normally*

Locations of AEDs (locations of AEDs will be added)

- During school hours, the AED will be at a designated location. The location should allow staff members to retrieve the device outside of normal school hours.
- After school hours, the AED may be moved from its designated location by AED trained staff members such as during athletic activities. *A visible sign must be left in the place of the AED, with a phone number of AED trained staff member who took AED, clearly indicating that the staff member has possession of AED.* AED must be returned at the end of activity.

Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in the state of readiness. Specific requirements include:

- The administration/school nurse shall be informed if equipment is withdrawn from service and when the equipment is returned to service.
- The administration/school nurse shall be responsible for informing the response team of changes to availability of emergency medical equipment.
- Administration/ school nurse shall be responsible for having regular equipment maintenance performed according to equipment maintenance procedure.

Routine Maintenance

- The AED will perform a self-diagnostic test that includes a check of battery strength and evaluation of internal components.
- If AED does not perform correctly, the administration/school nurse will be notified immediately.

Training Employees

- Must complete training of basic first aid, CPR and AED that will be provided on site that is approved by the state. The school office shall maintain training records for trained employees.
- Training will be provided every two years.

Medical Response Documentation

It is important to document each use of medical emergency response. A completion of an accident report/medical event within 24 hours of emergency. Completion of any paperwork may

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be responsible for AED trained employees involved in the event. At minimum event information shall include time, date, location, and person responding to medical emergencies and the use of AED.

Annual System Assessment

- Training records
- Equipment and maintenance records checked by Administration/School Nurse