

Geneva Jt. 4 – Woods Elementary School-Board Policies

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Geneva Jt. # 4 School District Policy

730-Public Access Defibrillation

Policy:

1. An Automatic External Defibrillator (AED) will be maintained on the premises of Woods School.
2. The AED shall be used in emergency situations warranting its use by individuals specifically trained in use of the device.
3. District Medicare Director Approved _____

Dr. Greg Gerber

Procedure:

Location, maintenance and testing of AED(s)

1. The AED shall be located in hallway outside of south gym door.
The type of device, intended use area, plan for maintenance and testing and location of the device on the premises shall be confirmed annually in writing to: Captain Jon Peters (Emergency Medical Service provider) 262-248-6075, Dr. Greg Gerber (District Medical Advisor) 262-249-5005.
2. Maintenance and testing is conducted as required by the manufacturer.
 - a. Documentation of the maintenance and testing is maintained every 3 years in the office.
 - b. Documentation shall record the date and type of maintenance/testing, and the signature of the person performing the maintenance/testing.

Mission Statement:

The mission of Geneva Jt. #4 School District is to plan and implement a public access defibrillation program, and to disseminate information useful in reducing mortality related to cardiac causes while training staff/students/citizens in emergency care procedures.

Goals:

1. Promote establishment of a public access defibrillation program in the Geneva Jt. #4 School District.
2. Promote CPR/AED training for students, school faculty, athletic trainers, coaches and the community.
3. Secure funding to establish and maintain the program.

Parameters:

1. An Automatic External Defibrillator (AED) will be maintained on the premises of Woods School.
2. The AED shall be used in emergency situations warranting its use by individuals specifically trained in application of the device through a program meeting provisions of Wisconsin Act 7. (See enclosure).

Procedures:

1. Requirements for a public access defibrillator program:
 - A. The AED is a restricted medical device and shall be located in Woods School.
 - B. The type of device, intended use area, plan for maintenance and testing and locations of the device on the premises shall be confirmed annually in writing to the following:
 - A. Lake Geneva EMS
 - B. Dr. Greg Gerber
 - C. School Nurse (AED Program Coordinator)
2. Maintenance and testing is conducted as required by the manufacturer.
 - A. Documentation of the maintenance and testing of the AED will be kept in the school nurse's office.
 - B. Documentation shall record the data and type of maintenance/testing, and the signature of the person performing the maintenance testing.

Use of the AED:

- I. Activate 911
 - A. Assess scene safety. (i.e. presence of water, electrical devices, metal)
 - B. Assess responsiveness. Tap shoulders and shout, “Are you okay?”
 - C. Activate emergency response plan.
 1. Notify main office. Tell them to call 911. Provide the office staff with location & details of the emergency. Main office staff will make a copy of the emergency health card and be sure a member of administration gives it to EMS personnel when they arrive.
 2. Provide dispatcher with location, emergency details and notify them that an AED is being deployed within the school. Do not hang up until the dispatcher hangs up.
 3. Designate a person to wait at the appropriate entry and help lead the EMS personnel to the victim.
 4. Designate a person to relocate students or crowd away from scene
 - D. Check ABC’s (Primary Responder)
 1. Check airway. Perform head-tilt chin lift to open airway.
 2. Check breathing. Look, listen, and feel. If breathing is absent, deliver two rescue breaths; use barrier mask if available. If breaths don’t go in, repeat tilt and give two more breaths. If breaths still don’t go in, check for obstruction.
 3. Check circulation. Check carotid pulse. If pulse is absent, begin CPR.
- II. CPR (use protective equipment in safety kit located below AED cabinet – gloves and CPR shield). Wash hands immediately after giving care.
 - A. Perform CPR until the AED arrives:
 1. Compress and release chest 15 times (**15 compression/2breaths**).
 2. Ventilate. Give 2 rescue breaths.
 3. Continue CPR, 15 compressions/2 rescue breaths. Check pulse after 4 cycles and every few minutes thereafter.

III. **Early Defibrillation:**

When defibrillator arrives:

VICTIM MAY HAVE TO BE MOVED

AED MAY NOT BE USED ON VICTIM:

1. Who is in contact with water.
2. Who is on a conductive surface (i.e. bleachers, metal surfaces).
3. Who is younger than 8.
4. Where flammable materials (gas, free-flowing oxygen) are present.

ALSO REMEMBER THE FOLLOWING

5. Cellular phones/pagers and radios may not be used Within 10 feet of AED
6. Remove any patches on the chest before attaching pads.

B. Place AED near head of victim, close to AED operator.

1. Check carotid pulse for 5 seconds.
2. Turn on the AED.
3. Bare and prepare chest (cut or tear away clothing, if excessive hair, shave or snip; dry the chest if wet). Supplies are kept in the Philips Rescue Bag located next to defibrillator.
4. Follow AED's verbal and visual prompts.
5. Apply electrodes (pads) follow drawing on pads.
6. Stop CPR while the device analyzes the heart rhythm.
7. Follow the machine prompts for further action. If a shock is indicated, be sure all rescuers are "clear" before shock is administered

C. If pulse is restored, use first aid techniques to care for other conditions until help arrives.

IV. **Early Advanced Care Life Support**

- A. Have a designated person wait for EMS providers at front entry of main building and help guide them through the building and security doors to the patient.
- B. Responders working on the victim should communicate any important information to the EMS providers such as:
 1. Victims name

2. Any known medical problems, allergies or medical history.
3. Time the victim was found.
4. Initial and current condition of victim.
5. Information from AED screen.
 - Number of shocks delivered
 - Length of time defibrillator has been used.
- C. Help EMS personnel as requested.
- D. It is understood that EMS rescuers will take the AED with them to the hospital emergency room. EMS will return AED to school. Information on number of shocks delivered and length of time defibrillator used is stored in the defibrillator. This information will be downloaded and used by the hospital.

V. **Post-Use Procedure:**

- A. The program coordinator, medical directors and administration shall be notified of AED use. (See Emergency Contacts below).
- B. Make arrangements for counseling of rescuers, bystanders, etc., if needed.
- C. A Critical Incident Debriefing session will be held within 48-72 hours.
- D. The AED will be checked and put back in readiness state.
 1. Restock AED per AED Inventory.
 2. Clean AED if needed according to manufacturer recommendations. AED information binder kept outside of high school health room.
 3. Document readiness.

**Emergency Contacts Immediately Following AED Use
Geneva Jt. #4 School District Office 262-248-3816**

- 1. Ed Brzinski, District Administrator, 262-248-3816**
- 2. Sue Wolter, School Nurse 262-248-3816**
- 3. Keith Lofy, Athletic Director 262-248-3816**
- 4. Dr. Greg Gerber, 262-249-5005**

Geneva Joint #4-Woods School Board Policy

742 AUTHORIZED USE OF SCHOOL – OWNED EQUIPMENT

The Geneva Jt. 4 School District authorizes the use of school-owned equipment to responsible staff members, businesses and non-profit community groups for educational, civic or charitable purposes when the following conditions are met.

- 1) The group using the equipment agrees to accept responsibility for repair and replacement of any equipment that is damaged or lost while in its possession.
- 2) The person obtaining the equipment completes appropriate forms and obtains permission from the administrator or director of operations prior to use of said equipment.
- 3) The group provides a qualified operator for any equipment used or uses the equipment under the direction of district staff member who is trained in its operation.

Failure to follow the outlined district policies for school-owned equipment may result in forfeiture of the privilege for future use of said equipment by the individual or group.

Approved: 2/8/99

Woods School Equipment Loan Form

Date: _____

Name of person/organization: _____

Address: _____

City, State, and ZIP: _____

Phone number and e-mail: _____

Item(s)
borrowed: _____

Date Needed: _____

Date of Expected Return: _____

Signature: _____ Date: _____

Approval Signature: _____ Date: _____

Date of Return: _____

Inspected by: _____

Geneva Joint #4-Woods School District Board Policy

750 - REMOTE ACCESS TO THE DISTRICTS NETWORK

Access to the district's website (www.woodsschool.com) is encouraged. The following resources shall be available on the district's website: the district's calendar of events, JMC, school performance report, board agendas and minutes, board policies, staff e-mails, employee access, educational access.

The board encourages employees, parents, students, and community members to check the district's website regularly for changes to these resources and for the addition of other resources. Some resources may require a user name and password, or a login procedure due to the personally identifiable nature of the information provided through that resource (e.g., the JMC program and e-mail system).

Board members, district employees, as well as authorized contractors, vendors, and agents of the district are permitted to use their personally-owned or district-owned computer or workstation and/or web-enabled devices of any type to remotely (i.e. away from district property and facilities) access to the district's web-based resources and thereby connect to the district's network. This policy is limited to pre-approved remote access connections that are used to do work on behalf of or for the benefit of the district.

Each individual granted remote access privileges pursuant to this policy must adhere to the following standards and regulations:

- A. Computer or device must be free of viruses and malware.
- B. Computer or device has functioning and up-to-date anti-virus software installed.
- C. Computer or device is compatible (has appropriate connection hardware and software) for connecting to the district network.
- D. Any cables needed (CATS) to connect to the district network shall be provided by the computer or device's owner.
- E. Individual may only access the Network using his/her assigned use name and password. The individual must not allow other persons, including family members, to use his/her user name and password to login into the Network. The user may not go beyond his/her authorized access.
- F. Device may not be connected to any other network at the same time he/she is connected to the Network, with the exception of personal networks that are under the complete control of the user.
- G. Device may not, at any time while the individual is using remote access to connect to the Network, be reconfigured for the purpose of split tunneling or dual homing.

- H. Use of the Network is contingent upon the individual abiding by the terms and conditions of the district's Network and Internet Acceptable Use and Safety policy and guidelines.
- I. Users are required to sign the applicable agreement form prior to being permitted to use remote access.

Any user who violates this policy may be denied remote access and connection privileges.

Any employee who violates this policy may be disciplined up to and included termination; any authorized contractor, vendor or agents who violate this policy may have his/her contract with the district terminated; and any student who violates this policy may be disciplined up to and including suspension or expulsion.

Approved: February 9, 2011