Jefferson-Lewis BOCES School District
Procedures for Implementing the Public Access Defibrillation (PAD) Program

1. The Jefferson-Lewis BOCES School District’s Physicians are, Dr. Jeffrey LaCourse (Jefferson County) and Dr. Howard Meny (Lewis County). They will be the emergency health care providers with whom collaborative agreements for medical control of the PAD programs have been made. Said agreement addresses, among other items,

   a. Training standards the Jefferson-Lewis BOCES must utilize.
   b. Medical control protocols to be followed for the program, including notification of EMS providers.
   c. Quality control of every aspect of the PAD program, including record-keeping of training, maintenance and inspection of AED(s) and related equipment, and reports of incidents of use of AED(s).

2. A copy of such collaborative agreement, and any amendments or modifications thereto, shall be filed with the North Country Regional Emergency Medical Service Council by the Health and Safety Office.

3. Only individuals properly trained in the use of the AED will be allowed and authorized by the Jefferson-Lewis BOCES to use the AED’s. Training in the use of an automated external defibrillator (AED) will be provided through the American Heart Association, using its "Heartsaver AED" curriculum or another nationally approved training provider. Such training shall be provided at no cost to the employees designated by the Jefferson-Lewis BOCES to receive such training or to any employee who volunteers to undergo such training.

4. School nurses will be asked to participate in the training program. Any other employee who volunteers to participate in the training program shall be permitted to participate in the training program. Anyone who has been trained must participate in retraining every two years according to the American Heart Association standards and maintain a current CPR certification.

5. AEDs will be maintained in the following locations:

   Jefferson-Lewis BOCES Campus - Watertown, NY
   Main office of the BOCES Technical Center
   Conference Room in the BOCES Administration Building
   Special Education Administration Building

   BOCES Alternative Ed. School - City Center Plaza Building - Watertown, NY
   Corner Conference Room / Office - Endeavor Program

   Howard G. Sackett BOCES Campus - Glenfield, NY
   Main office of the BOCES Technical Center

   Lewis County Alternative Ed. Program - Lowville Commons - Lowville, NY
   Kitchen area
Jefferson-Lewis BOCES School District
Procedures for Implementing the Public Access Defibrillation (PAD) Program

All staff will be notified of the presence of AED(s) and that only properly trained individuals are authorized by the Jefferson-Lewis BOCES to use them. All Staff members will be informed of the need to monitor AED(s) and equipment for misuse.

6. Any person in charge of an activity requiring that an AED be available shall ensure that there is someone available who is trained in the use of an AED on site. If coverage cannot be scheduled, the activity must be cancelled or postponed.

7. In the event that an employee utilizes an AED in an emergency situation, such employee shall promptly notify an administrator. Said administrator, or person in charge, shall immediately notify the local emergency services (911), Dr. LaCourse or Dr. Meny who are the emergency health care providers, the school nurse and the schools health & safety coordinator. The health & safety coordinator shall contact a Medtronic Physio-Control representative to retrieve the mandated information from the AED to be forwarded to the Medical Director as required in the Collaborative Agreement.

8. In conjunction with the training necessary to qualify in the use of an AED, the Jefferson Lewis BOCES shall also advise each employee who is participating in such training that "the operation of an automated external defibrillator pursuant to this section shall be considered first aid or emergency treatment for the purpose of any statute relating to liability". [Public Health Law § 3000-a.4.(a)] The statute referenced by such section is commonly referred to as the Good Samaritan statute which states:

“All person who voluntarily and without expectation of monetary compensation renders first aid or emergency treatment at the scene of an accident or other emergency outside a hospital, doctor's office or any other place having proper and necessary medical equipment to a person who is unconscious, ill, or injured, shall not be liable for damages for the death of such person alleged to have occurred by reason of an act or omission in the rendering of such emergency treatment unless it is established that such injuries were or such death was caused by gross negligence on the part of such person.”

Additionally any employee who has been properly trained in the use of an AED and who utilizes an AED during the course of his/her employment shall be deemed "at the time of the accident or injury [to be] acting in the discharge of his duties within the scope of his/her employment or authorized volunteer duties and/or under the direction of the Jefferson-Lewis BOCES thereby placing the employee within the scope and protection of the defense and indemnification statutes relating to claims of negligence. Thus any employee who uses an AED is not liable, except for instances of gross negligence."
Jefferson-Lewis BOCES School District
Procedures for Implementing the Public Access Defibrillation (PAD) Program

PUBLIC ACCESS DEFIBRILLATION
Collaborative Agreement between
Jefferson-Lewis BOCES & Watertown City Center BOCES Buildings
And
Dr. Jeffrey LaCourse, M.D.

The Jefferson-Lewis School District has chosen to provide Public Access Defibrillation (PAD) to the SUNY Canton College of Technology Community EMS Council. As a provider of Public Access Defibrillation, Jefferson-Lewis BOCES has chosen Dr. Jeffrey LaCourse as its Emergency Health Care Provider. In satisfaction of the requirements for the provision of Public Access Defibrillation, this agreement is being shared with the regional Emergency Medical Services Council.

Training Requirements

All trained personnel who will use the Automatic External Defibrillator (AED) will complete an initial course in Automatic External Defibrillation. The initial course chosen is the American Heart Association "Heartsaver AED". Carla Haas is a Basic Life Support Instructor and is AED certified. Ms. Haas will be the trainer. In the event that Ms. Haas is not available, a certified instructor in AED / CPR will be used. Subsequent retraining according to the American Heart Association (AHA) standards will be completed every two years. This retraining will reflect any changes in policy and or procedure as recommended by the AHA or any other approved provider of AED training. As well, all personnel will attend a yearly in-service of the use of the unit.

Immediate Calling of 911

All Jefferson-Lewis BOCES employees and BOCES employees at the Watertown City Center School who use the AED unit will contact the 911 Emergency Dispatch Center. Emergency services will be called and will be requested to respond to the proper location immediately after determining victim unresponsiveness.

Location of AED unit

The AED's used by the Jefferson-Lewis BOCES are the Medtronic Physio-Control LIFEPAK 500 Automatic External Defibrillators. The units will be located in the main office of the Technical Center and in the Conference Room in the Administration building. A unit will be placed in the Special Education Building. The AED unit at the City Center School will also be the LIFEPAK 500 and will be located in an accessible location.

Maintenance and Checkout procedures

When completing the daily visual inspection of the AED equipment, school personnel will follow the manufacturer guidelines for checking AED for readiness and will check for contents of the LIFEPAK 500
Jefferson-Lewis BOCES School District
Procedures for Implementing the Public Access Defibrillation (PAD) Program

AED unit to ensure it contains at the minimum:

- One CPR pocket mask
- One set of defibrillation pads
- One disposable razor
- One data collection sheet
- Two pairs of disposable gloves
- One hand towel

Documentation Requirements

In the instance of usage of the AED, the original copy of the attached data collection sheet will be kept on file with a copy to be forwarded to the Regional EMS Council. The emergency health care provider - Dr. Jeffrey LaCourse will also be forwarded a copy of the data collection sheet and will review each usage.

Quality Improvement Activities

As requested by the Regional EMS Council, Jefferson-Lewis BOCES will participate in activities necessary to improve the quality of care delivered relative to Automatic External Defibrillation.

The above are the procedures which will be followed in regards to providing Public Access Defibrillation (PAD) in collaboration with Dr. Jeffrey LaCourse.

Signed,

/s/ Charles H. Bohlen, Jr., District Superintendent
(School Representative)

/s Dr. Jeffrey LaCourse
(Dr. or Hospital Representative)
Jefferson-Lewis BOCES School District
Procedures for Implementing the Public Access Defibrillation (PAD) Program

PUBLIC ACCESS DEFIBRILLATION
Collaborative Agreement between
Howard G. Sackett BOCES & Lowville Commons BOCES Buildings
And
Dr. Howard T. Meny M.D.

The Howard G. Sackett BOCES and has chosen to provide Public Access Defibrillation (PAD) to
the SUNY Canton College of Technology Community EMS Council. As a provider of Public Access
Defibrillation, Howard G. Sackett BOCES has chosen Dr. Howard T. Meny as its Emergency Health Care
Provider. In satisfaction of the requirements for the provision of Public Access Defibrillation, this agreement
is being shared with the regional Emergency Medical Services Council.

Training Requirements

All trained personnel who will use the Automatic External Defibrillator (AED) will complete an initial
course in Automatic External Defibrillation. The initial course chosen is the American Heart Association
"Heartsaver AED". Carla Haas is a Basic Life Support Instructor and is AED certified. Ms. Haas will be
the trainer. In the event that Ms. Haas is not available, a certified instructor in AED / CPR will be used.
Subsequent retraining according to the American Heart Association (AHA) standards will be completed every
two years. This retraining will reflect any changes in policy and or procedure as recommended by the AHA
or any other approved provided of AED training. As well, all personnel will attend a yearly in-service of the
use of the unit.

Immediate Calling of 911

All Howard G. Sackett BOCES and BOCES employees at the Lowville Commons School who use
the AED unit will contact the Emergency Dispatch Center. Emergency services will be called and will be
requested to respond to the proper location immediately after determining victim unresponsiveness.

Location of AED unit

The AED used by the Howard G. Sackett BOCES is the Medtronic Physio-Control LIFEPAK 500
Automatic External Defibrillator. The unit will be located in the main office of Howard G. Sackett BOCES
Technical Center. The AED unit at the Lowville Commons School will also be the LIFEPAK 500 and will
be located in an accessible location.

Maintenance and Checkout procedures

When completing the daily visual inspection of the AED equipment, school personnel will follow the
manufacturer guidelines for checking AED for readiness and will check for contents of the LIFEPAK 500
AED unit to ensure it contains at the minimum:
Jefferson-Lewis BOCES School District
Procedures for Implementing the Public Access Defibrillation (PAD) Program

- One CPR pocket mask
- One set of defibrillation pads
- One disposable razor
- One data collection sheet
- Two pairs of disposable gloves
- One hand towel

Documentation Requirements

In the instance of usage of the AED, the original copy of the attached data collection sheet will be kept on file with a copy to be forwarded to the Regional EMS Council. The emergency health care provider - Dr. Howard. T. Meny will also be forwarded a copy of the data collection sheet and will review each usage.

Quality Improvement Activities

As requested by the Regional EMS Council, Howard G. BOCES and the Lowville Commons school will participate in activities necessary to improve the quality of care delivered relative to Automatic External Defibrillation.

The above are the procedures which will be followed in regards to providing Public Access Defibrillation (PAD) in collaboration with Dr. Howard T Meny.

Signed,

/s/ Charles H. Bohlen, Jr., District Superintendent
(School Representative)

/s/ Dr. Howard T. Meny
(Dr. or Hospital Representative)

Approved: December 18, 2002