

## **ADMINISTRATIVE PROCEDURE 130**

### **AUTOMATED EXTERNAL DEFIBRILLATORS**

#### **BACKGROUND**

The District recognizes the importance of timely emergency response to sudden cardiac arrest and supports the availability and use of Automated External Defibrillators (AEDs) within district facilities. This procedure establishes the guidelines for placement, maintenance, training, and use of AEDs to enhance the safety of students, staff, and the public.

#### **PROCEDURES**

1. Emergency Use
  - 1.1. In the event of a suspected cardiac arrest:
    - 1.1.1. Call 911 immediately.
    - 1.1.2. Begin CPR.
    - 1.1.3. Retrieve and apply the AED following the device prompts until emergency responders arrive.
  - 1.2. After an AED has been used, notify the AED Coordinator and District OH&S. The AED must be removed from service until it has been checked, restocked, and reset per manufacturer instructions.
  - 1.3. A Post-Incident Report shall be completed and submitted to the OH&S Department within 24 hours.
2. Device Specifications
  - 2.1. All defibrillators must be approved by the Canadian Safety Association and will be maintained according to the manufacturer's guidelines.
3. AED Placement
  - 3.1. The District shall determine AED locations in schools and facilities based on:
    - 3.1.1. Accessibility and proximity to high-traffic areas;
    - 3.1.2. Distance from emergency medical services
    - 3.1.3. Areas of higher physical activity (e.g., gyms, playing fields); and,
    - 3.1.4. Building layout and occupancy.
  - 3.2. AEDs must be installed in clearly visible, easily accessible locations with signage indicating their presence.
  - 3.3. Each site's Joint Occupational Health and Safety (JOHS) Committee shall review AED placement and accessibility annually.

#### 4. Training

The District will ensure that designated staff members are trained in the use of AEDs and basic CPR through a recognized training provider (e.g., WorkSafeBC – Basic First Aid). All staff are encouraged to participate in AED awareness or refresher sessions as available. AED training records shall be maintained at each site and within the District Occupational Health and Safety (OH&S) office.

#### 5. Maintenance and Inspection

- 5.1. Each site shall assign an AED Coordinator (typically the First Aid Attendant, Office Administrator, or designated staff member).
- 5.2. The AED Coordinator is responsible for conducting monthly visual inspections of the AED (checking battery, pads, and indicator lights), recording inspections on the AED Inspection Log, and reporting any deficiencies immediately to Facilities or OH&S for follow-up.
- 5.3. Replacement pads and batteries must be ordered before expiry.
- 5.4. AEDs shall be included in the annual Joint Occupational Health & Safety Committee inspection.

#### 6. Documentation

Each site shall maintain an AED inventory (location, model, and serial number), monthly inspection and maintenance logs, training records, and post-incident reports.

#### 7. Review

This administrative procedure will be reviewed every three (3) years, or following any AED use, manufacturer update, or change to applicable legislation or guidelines.

#### References:

WorkSafeBC Occupational Health and Safety Regulation, Part 3 – First Aid  
BC Emergency Health Services – Public Access Defibrillation (PAD) Program  
Heart & Stroke Foundation – AED Guidelines  
Canadian Red Cross – First Aid and CPR Training Standards  
Administrative Procedure 165 – Occupational Health and Safety  
Administrative Procedure 350 – Emergency Procedures

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