

Title: Automatic External Defibrillator (AED) Program

Adopted: April 22, 2013

Effective: April 22, 2013

Amended/Reviewed: April 7, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

This procedure outlines the Durham District School Board's Automatic External Defibrillator (AED) Program to encourage staff, students and visitors in facilities equipped with AEDs to assist persons who are experiencing symptoms of cardiac arrest.

This program provides training and support to staff and students to equip them to effectively use the AED in the event of an emergency in which it is required.

2.0 DEFINITIONS

2.1 AED: An Automated External Defibrillator (AED), also referred to as a Public Access Defibrillator (PAD), is a portable electronic device that provides audible prompts and can deliver an electric shock that will disrupt or stop the heart's dysrhythmic electrical activity. The shock can cause the heart to revert to a more effective rhythm during some life-threatening situations.

NOTE: The AED is not a stand-alone treatment. It is only one step in a chain of medical care involving cardiopulmonary resuscitation, defibrillation, advanced life support with drugs and airway control, and cardiac intensive care in a hospital.

2.2 Site AED Lead (Facility Based): Every Board facility will designate a Site AED Lead. In a school, the Site AED Lead must be an administrator. In the Education Centre, the AED Lead is the Health and Safety Department.

2.3 PAD Program Lead (Board Based): The Health and Safety Department will provide program support for the DDSB AED Program and will be the point of contact for the Site AED Leads.

3.0 RESPONSIBILITY**3.1 Health and Safety (PAD Program Lead)**

The Health and Safety Department is the PAD Program Lead and will support the Site AED Leads. Supports include the provision of training, AED consumables such as batteries and pads, technical support, and central record keeping.

The DDSB PAD Program Lead will facilitate an annual third-party inspection of all AEDs and cabinets. This will be documented on eBase.

3.2 Facilities Services

Facilities Services will support the AED Program by ensuring the proper installation of the AED cabinets and alarms, and by monitoring and providing a response through the DDSB Monitoring Station.

3.3 School Administrator (Site AED Lead)

School-based (site) administrators are Site AED Leads. The AED Leads will ensure site AED requirements, as outlined in this program, are in place. Requirements include staff training and notifying Health and Safety if the AED is used.

3.4 Custodian

To ensure that all AED devices and cabinets are maintained in proper working order, custodians must complete monthly visual inspections. As part of this inspection, they must contact DDSB Monitoring Station before and after the inspection to:

- To notify DDSB Monitoring Station that an inspection is being conducted and that it is not an emergency; and
- To confirm the receipt of signals when the cabinet is opened and when the AED is removed from and returned to the cabinet.

The custodian shall document the monthly inspection on eBase.

4.0 APPLICATION AND SCOPE

The Automatic External Defibrillator (AED) Program supports staff, students and visitors in Durham District School Board facilities to assist persons who are experiencing symptoms of cardiac arrest by using an AED. Only DDSB approved AEDs are to be used for public access.

5.0 PROCEDURES

5.1 Deployment of AED Units

AED devices will be distributed to Board facilities according to criteria determined by the PAD Program Lead.

5.2 Installation of AED Units

AED devices will be installed in a location determined by criteria established by the PAD Program Lead and Facilities Services when required.

AED installations will include a two-stage alarm. The first stage is a visual and audio alarm that is triggered when the access door is opened. The second stage activates when the AED is removed from the cabinet. This alerts the DDSB Monitoring Station.

Each installation will include signage in direct proximity that states, “In Case of Emergency Always Call 911”, and includes the address of the facility.

5.3 Training

The training program to support the AED Program will include awareness information, initial training, and ongoing training.

5.3.1 Awareness Information

The Site AED Lead (school administrator) will ensure that each staff member receives information regarding the AED Program. AED Program information will be provided at the beginning of each school year during a staff meeting.

Staff and external partners (e.g., childcare) will be made aware of the location of the AED at their site.

The Site AED Lead (school administrator) will ensure that information about the location of the AED is available to occasional teachers (e.g., supply teacher handbook).

Resources to support staff awareness are available through SPARK – Health and Safety and on the Professional Learning Hub.

5.3.2 Initial Training

The PAD Program Lead will provide CPR-C/AED training through a Board approved First Aid/CPR/AED training provider.

The PAD Program Lead will provide, upon request, awareness level CPR-C/AED training suitable for a staff meeting.

5.3.3 Ongoing Training

The PAD Program Lead will support ongoing training by offering CPR training throughout the year.

Standard/Intermediate First Aid Certification training includes CPR-C/AED Certification.

School staff shall be made aware of which staff members have CPR-C/AED training. Staff trained in AED response shall have their names posted with staff members certified in Standard/Intermediate First Aid on their Health and Safety Bulletin Boards.

5.4 Maintenance of AEDs

The AED has a comprehensive self-test system that automatically tests the electronics, battery, pads and high voltage circuitry. The AED unit will beep (chirp) if a major issue exists. If the unit is beeping, the Site AED Lead must notify the PAD Program Lead immediately.

If the AED is used in an emergency, the PAD Program Lead must be notified as soon as possible.

5.5 Records Management

EBase will be used to document monthly inspections by custodial staff, and by the DDSB PAD Program Lead for documentation of annual third-party inspections of all AEDs and cabinets. All records related to the AED program shall be managed by Health and Safety in accordance with the Board's Records and Information Management (RIM) Procedure and the Records Retention and Classification Schedule (RRCS).

5.6 Persons Requiring Access to AEDs (Medical Prescription)

Certain staff or students may require ongoing access to an AED as prescribed by a medical doctor. For the purposes of this procedure, a medical prescription refers to a prescription issued by a member of The College of Physicians and Surgeons of Ontario.

In situations where an AED in the school does not meet the needs outlined in the medical prescription, it is the caregiver's responsibility to provide an additional AED.

6.0 REFERENCE DOCUMENTS

- Naloxone Program – DDSB Board Procedure
- Chase McEachern Act (Heart Defibrillator Civil Liability), 2007
- Good Samaritan Act, 2001