

Automated External Defibrillators (AED)

Administrative Procedure

Status:	Active
Effective:	January 2014
Revision Date:	April 2026
Review Date:	April 2030
Responsibility:	Superintendent of Human Resources

1. Background:

The presence of Automated External Defibrillators (AEDs) can increase survival chances of individuals in the school community who go into cardiac arrest. An AED is a machine that analyzes and looks for shockable heart rhythms, advises the rescuer of the need for defibrillation and delivers that shock if needed. Its purpose is to reset a heart that has stopped beating effectively, usually caused by an abnormal heart rhythm called ventricular fibrillation. AEDs will not deliver a “shock” unless it recognizes one of these shockable heart rhythms.

2. Scope:

This program applies in all Board facilities equipped with AEDs and is in cooperation with Halton Region. The AEDs placed within the Halton District School Board sites are part of the Public Access Defibrillation Program (PAD). The Halton District School Board encourages staff, students and visitors in our equipped facilities to assist persons who are experiencing symptoms of cardiac arrest by utilizing the units.

3. Liability:

The Good Samaritan Act protects people who voluntarily perform CPR or offer first aid assistance in an emergency. The Chase McEachern Act (Heart Defibrillator Civil Liability Act, 2006) protects users of AEDs from liability for damages that may occur and protects the owners/occupiers of the buildings where AEDs are installed from liability for damages.

4. Purpose:

This program exists to provide guidance for the maintenance and use of AED(s) located in a school or other Board site, and will ensure the Halton District School Board provides effective assistance to staff, students and visitors in the event of an emergency where the use of an AED is required.

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5. Definitions:

Automated External Defibrillator (AED) – shall refer to any Health Canada approved AED, capable of cardiac rhythm analysis, which will charge and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia when applied to an unconscious person with absent respirations and no signs of circulation. The AED requires little user interaction in order to deliver a shock.

6. Responsibilities:

Board:

- 6.1. Assign resources to support the AED program;
- 6.2. Encourage employee participation in support of the program.

Health and Safety:

- 6.3. Maintain responsibility for the program and update it as required;
- 6.4. Maintain a copy of the manufacturer's equipment and/or user manual for each type of AED in the Board's inventory;
- 6.5. Maintain a list of all AEDs, manufacturers name and serial number and the location of AED(s) at all locations;
- 6.6. Ensure AEDs are properly maintained, tested and inspected in accordance with manufacturer's guidelines;
- 6.7. Ensure all locations receive and maintain training;
- 6.8. Ensure adequate AED supplies are kept on hand or are available upon request;
- 6.9. Check with manufacturers to determine if any software revisions or recalls are required for any AED owned by the Halton District School Board.

Administrators:

- 6.10. Ensure names and locations of employees trained to use the AED are posted on the Health and Safety bulletin board and with the AED;
- 6.11. Maintain written records of AED use, training and inspections;
- 6.12. Ensure a monthly check for the AED's green check mark light is done;
- 6.13. Contact Health and Safety after the AED has been used to ensure necessary supplies are replaced;
- 6.14. Upon installation of an AED at a school, students, parents, volunteers and

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community use groups shall be advised of such by the Principal. Students should be given a basic understanding of the lifesaving benefits of the AED in the school environment, the location of the AED and the requirement to respect the AED.

7. PROCEDURES

7.1. Purchase:

The purchase and/or donation of AED units shall be vetted through Health and Safety to ensure the appropriate unit and supporting equipment is purchased.

The purchase and/or donation of any AED in a Board facility shall be reported to Health and Safety.

Each AED shall have one resuscitation kit stored in the cabinet. This kit shall contain: one pair of non-latex gloves, one pair of scissors to remove clothing, one disposable razor, one paper towel to remove moisture from the chest and one pocket mask with one-way valve for mouth-to-mouth ventilation.

These items will be replenished by Health and Safety when they expire or after the AED has been used.

7.2. Location:

Health and Safety and Halton Region EMS shall determine the location of the AED. Location will be determined based on the following criteria:

- 7.2.1. accessibility of location to the public;
- 7.2.2. total travel distance to retrieve the AED from the most likely incident locations inside the building;
- 7.2.3. ease of monitoring and visibility to the public.

The AED shall be located inside an alarmed wall mounted cabinet. The cabinet shall be mounted such that the bottom of the cabinet is no more than 100-105 cm (40-42 inches) from the floor. The cabinet shall be mounted in a publicly accessible location.

The location of the AED must remain accessible to the public during all hours that the facility may be in use. As such, the AED cannot be mounted in the office or the first aid room if this room is not openly accessible during facility rental hours.

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AEDs shall be stored within view of the office or an existing video camera where possible. The AED is to remain in the cabinet at all times when not in use.

7.3. Signage:

Signage shall be placed in prominent locations throughout the building identifying the location of the AED. Stickers/signs shall be placed on main public entrance doors identifying that the site is equipped with an AED.

Additional signage can be obtained through the Health and Safety Department or myHDSB.

7.4. Inspection and Maintenance:

Monthly visual checks of the AED unit will be done by the caretaker or selected designate to ensure the green checkmark is in the top left-hand corner of the Zoll unit.

If the green checkmark is absent on the Zoll unit, contact the Health and Safety Department immediately. The monthly check is to be documented on the Monthly Check card located on the side of the AED cabinet. The Health and Safety Department will perform a yearly inspection of the unit and will monitor all expiry dates on batteries and pad cartridges (will replace as needed). A record of the inspection will be sent to the site and a copy kept in the Health and Safety Department.

7.5. Administering Care:

An AED is used to treat people who experience sudden cardiac arrest (SCA). The unit shall only be applied to people who are unconscious, not breathing normally and show no signs of circulation such as normal breathing, coughing and movement.

The AED will automatically analyze the heart rhythm and notify the operator if a shock is advised. If a shock is advised the AED will automatically charge to the appropriate energy level and advise the operator to deliver a shock.

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7.6. Students Requiring Access to AEDs (medical prescription):

It is recognized that some students may require ongoing access to an AED, as prescribed by a medical doctor (MD).

In situations where the standard AED located in the school will not meet the needs outlined in the medical prescription, it is the parent's/guardian's responsibility to provide an additional AED.

8. Emergency Medical Response Procedures:

8.1. Post-Use Procedure:

Once EMS personnel have arrived and have removed the AED from the person, the used pad cartridge should be discarded and a new pad cartridge installed. The AED should be placed back in the cabinet.

Health & Safety Department shall immediately be notified of the AED use.

Within 24 hours of the use of the AED, the Health and Safety Officer will complete a site follow-up. Halton EMS will visit the site to download information from the AED.

8.2. **Training:**

Each school is required to have an appropriate number (as per WSIB regulation) of staff members trained in First Aid/CPR. This training is provided by the Board through a certified provider. Participants in this training become certified in First Aid/CPR.

The First Aid/CPR certification training shall include a module on the use of AEDs.

Principals shall review the AED program with staff annually to ensure staff is aware of the program in the event of a cardiac emergency. At the time of review all site staff shall be advised of the AED location and locations of trained responders.

Note: An awareness presentation is available on [myhdsb](#) as a resource for Halton District School Board staff.

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Cross-Reference:

Legislation

Defibrillator Registration and Public Access Act, 2019, S.O. 2020

Ministry Policy & Program Memoranda

Board Policies, Procedures & Protocols

Occupational Health & Safety Administrative Procedure

Revision History

- April 2026 - Minor revisions; removal of Halton Region Training.
- March 2022
- January 2018