



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Policy and Procedure for the Acquisition and Use of Automated External Defibrillators (AEDs)

NUMBER: BUL-4480.2

ISSUER: Smita Malhotra, MD, Chief Medical Director
Office of the Chief Medical Director

DATE: April 10, 2023

ROUTING
Region Superintendents
Administrators of Operations
School Site Administrators
Nursing Administrators
School Nurses
School Physicians
School Administrative Assistants

POLICY: This Policy Bulletin is to provide comprehensive guidance in the administration and maintenance of the Automated External Defibrillators AED Program. AEDs will be maintained on the premises of all district school sites and other locations in the Los Angeles Unified School District.

The Health and Safety Code Section 1797.196 (c) states when an AED is placed in a public or private K-12 school, the principal shall ensure that the school administrators and staff annually receive information that describes sudden cardiac arrest, the school's emergency response plan, and the proper use of an AED. The principal shall also ensure that instructions, in no less than 14-point type, on how to use the AED are posted next to every AED. The principal shall, at least annually, notify school employees as to the location of all AED units on the campus.

The California Education Code Section 35179.6 (b) states commencing July 1, 2019, if a school district or charter school elects to offer any interscholastic athletic program, the school district or the charter school shall acquire at least one AED for each school within the school district or the charter school. The school district or the charter school is encouraged to ensure that the AED or AEDs are available for the purpose of rendering emergency care or treatment within a recommended three to five minutes of sudden cardiac arrest to pupils, spectators, and any other individuals in attendance at the athletic programs on campus activities or events and shall ensure that the AED or AEDs are available to athletic trainers and coaches and authorized persons at these activities or events.

The California Education Code Section 44277 (a) states, The Legislature recognizes that effective professional growth must continue to occur throughout the careers of all teachers, in order that teachers remain informed of changes in pedagogy, subject matter, and pupil needs. In enacting this section, it is the intent of the Legislature to encourage teachers to engage in an individual program of professional growth that



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extends their content knowledge and teaching skills and for school districts to establish professional growth programs that give individual teachers a wide range of options to pursue as well as significant roles in determining the course of their professional growth.

The California Education Code section 44277 (c) states, An individual program of professional growth may include a basic course in cardiopulmonary resuscitation, which includes training in the subdiaphragmatic abdominal thrust (also known as the “Heimlich maneuver”) and meets or exceeds the standards established by the American Heart Association or the American Red Cross for courses in that subject or minimum standards for training programs established by the California Emergency Medical Services Authority (EMSA). An individual program of professional growth may also include a course in first aid that meets or exceeds the standards established by the American Red Cross for courses in that subject or minimum standards for training programs established by the Emergency Medical Services Authority.

MAJOR CHANGES:

This Bulletin replaces BUL-4480.1, entitled Policy and Procedure for the Acquisition and Use of Automated External Defibrillators (AEDs), dated November 5, 2012.

The Administrative Analyst will now oversee the entire AED program through the cloud-based device management system, visibility, and access to all AEDs.

The Director of Student Medical Services and the Chief Medical Director of Employee Health Services will no longer manage the District AED Program but will serve in a consulting capacity to assist District personnel with the District-approved vendor. The District-approved vendor will provide District-approved AEDs in all district schools and selected office sites, including a cloud-based device management program, to automatically monitor all AEDs throughout the District.

The cloud-based device management program can assist with AED management and compliance at all District sites. By using this program, District sites can monitor AED equipment and supplies for damage or expiration, as well as staff CPR/AED certification in one central location. District sites will also receive support services related to an AED usage event, such as medical oversight and AED replacement loaner device and refurbishment after use.

District sites will report AED usage events within the cloud-based device management program as part of the post-event review process to be compiled in a final summation report. In addition, District sites will submit the Confidential Report of AED Incident Response form ([Attachment A](#)) and the digital Incident Report in the District’s electronic confidential tool Incident System Tracking Accountability Report (iSTAR).



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The Daily/Monthly Readiness Status Checklist and the Annual Maintenance Checklist used for inspecting an AED unit have changed from written logs to a monthly online documentation process.

This Bulletin reflects the changes in the law relating to school staff CPR/AED training in public K-12 schools. It also reflects the changes in the law relating to AED guidelines and health and safety professional growth opportunities for teachers, respectively.

Section 1797.196 (c) of the Health and Safety Code specifies that school administrators and staff annually receive information about sudden cardiac arrest, the school emergency response plan, the location of AEDs, and how to use an AED. The law also states that instructions for AED use must be posted next to every AED.

Section 35179.6 of the Education Code states that if a school district elects to offer any interscholastic athletic program, the district shall acquire at least one AED for each school within the school district.

Section 44277 of the Education Code highlights the importance of school districts establishing professional growth programs for teachers and outlines the various programs a district may offer its teachers, including but not limited to a basic course in cardiopulmonary resuscitation (CPR) or a course in first aid.

Each school or office site will create an AED binder to be placed on top of each AED's cabinet(s) and include the following inside the binder:

- Completed CPR/AED Emergency Response Site Plan ([Attachment A](#))
- BUL-4480.2 Policy and Procedure for the Acquisition and Use of Automated External Defibrillators (AEDs) with corresponding attachments.

GUIDELINES: The following guidelines apply.

I. Responsibilities

A. Administrative Analyst (Global Administrator)

1. Manage cloud-based program management tool for the Los Angeles Unified School District (LAUSD) Automated External Defibrillator (AED) Program.
2. Oversee the entire AED program through the cloud-based device management system, visibility, and access to all AEDs.
3. Function as a liaison between the District and the District-approved vendor.
4. Receive, prepare, and provide various AED reports, including post-usage event reports, and sends them to the appropriate departments.
5. Provide technical assistance to schools and offices.



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6. Communicate with Region Administrators regarding AED program processes, including but not limited to monthly online documentation process, usage events, supplies, and identification/maintenance of trained volunteer responder(s) at each site.
7. Maintain databases, files, and other records pertinent to the AED program.

B. Non-School Site Administrators

1. Ensure that all school or office site staff annually receive information on the following:
 - The school/office AED Program CPR/AED Emergency Response Site Plan and AED('s) location. This must be completed by October 15 ([Attachment A](#))
 - AED Program Tri-Fold Information Pamphlet ([Attachment B](#))
2. Ensure that instructions on how to use the AED are posted next to every AED. The AED signage must be visible with clear instructions that are no less than 14-point type ([Attachment C](#)).

C. Local Administrator (Site Contact) – Principal/Non-School Site Administrator, School Nurse, or Designee

1. Perform equipment maintenance of AED and associated supplies, such as pads and first responder kit, check for expiration dates and damage every 30 days, specifically on the 1st of every month and no later than the 10th of every month. Report AED maintenance checks on the District-approved online platform via online login ([Attachment D](#)) or QR Code Scan ([Attachment E](#)).
2. Reorder outdated or damaged AED equipment supplies, as necessary (see [Section II.B](#)).
3. Allow school/site employees the opportunity to obtain CPR/AED certification that complies with the regulations adopted by the California Emergency Medical Services Authority (EMSA) and standards of the American Heart Association (AHA) or the American Red Cross (ARC). Register for AHA Heartsaver CPR/AED classes in MyPLN by logging on to: achieve.lausd.net/mypln
4. Designate volunteer emergency site responders and maintain responder training records on the cloud-based device management system ([Attachment F](#)) and CPR/AED Emergency Response Site Plan form ([Attachment A](#)).
5. Report the AED usage event on the cloud-based device management system and complete the Incident Report in the Confidential Report of AED Incident Response form and the Incident System Tracking



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Accountability Report (iSTAR) and comply with post-usage event processes from the District-approved vendor (see [Section III.B](#)).

- D. Volunteer Responder – Designated by the School Principal or the Local Administrator
 - 1. Complete and receive certification for a basic CPR course that includes instruction on using the AED that complies with the regulations adopted by EMSA and standards of AHA or ARC.
 - 2. Maintain competency recertification every two years as AHA or ARC requires.
 - 3. Respond to an emergency, using an AED and performing CPR, as necessary.
 - 4. Comply with AED post-usage event processes in accordance with District policy.

II. AED: Equipment, Testing, and Training Records

- A. AED equipment is the property of LAUSD.
 - 1. Automated External Defibrillator device case contents include:
 - a. Automated External Defibrillator Device with battery
 - b. One set of defibrillator electrode pads
 - 2. First Responder Kit attached to AED Case includes:
 - a. Mouth-to-Mouth Protective Barrier/Mask
 - b. Scissors
 - c. Two pairs of disposable gloves (non-Latex)
 - d. Disposable razor
 - e. Disposable towel
 - f. Antiseptic towelette
 - g. Equipment towelette
 - h. Biohazard bag
- B. AED Equipment
 - 1. Monthly readiness check of AED
 - a. The AED cloud-based program is managed by a District-approved vendor for maintenance and testing.
 - b. The Local Administrator or designee will perform a monthly inspection of the AED(s) ([Attachment D](#)) and document the results online in the District-approved online platform ([Attachment D](#)).
 - c. The Local Administrator will receive monthly automated email reminders sent on the 1st of each month to report the AED readiness check. An automated late alert email is sent on the 10th of each month if a person has not checked the AED OR self-reported via Wi-Fi for over 30 days.



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2. Reordering AED Supplies Online

- a. It is the responsibility of the Local Administrator to reorder outdated or damaged AED supplies (i.e., battery, electrode pads, first responder kit) for their site(s) from their budget.
- b. The District-approved vendor will send an alert email about expiring supplies to the Local Administrator weekly, every Monday, when any AED(s) they oversee have AED supplies expiring within 60 days.
- c. Replacement supplies must be ordered through the District-approved vendor ([Attachment G](#)).

C. Testing of AED

1. The AED does not require any manual calibration. The automatic self-tests will enable the AED to display a green flashing light indicating the AED is ready for use. Once connected to Wi-Fi, the self-reporting feature is an additional benefit to report that the AED has passed self-tests. The only time the AED needs to be physically maintained is when the battery or electrode pads need replacement at the end of their useful life. This does not replace the requirement for the Local Administrator (Principal/Non-School Site Administrator, School Nurse, or Designee) to perform monthly visual inspections of the AED and document the results online.
2. If the AED detects a problem, the unit will “chirp,” and the status indicator on the AED will not flash green (AED should flash green every 6 seconds). This information will be relayed to the District-approved online platform and generate a support ticket if the AED has an active Wi-Fi connection. Otherwise, if “chirping” is heard any time of the month, record a check in the District-approved online platform and report the “chirp” to submit a support ticket ([Attachment D](#)).

D. Training Records

1. The designated volunteer responder(s)’ training records will be maintained by the Principal/Non-School Site Administrator within the District-approved online platform.
2. Weekly emails are sent every Tuesday when responder certifications are expiring within the next 60 days.

III. After Use of AED

- A. The AED shall be kept at the school/site. The Principal/Non-School Site Administrator, School Nurse, or Designee will notify the District-approved vendor of the usage event by logging into the cloud-based device management system ([Attachment I](#)).
- B. The District-approved vendor will:



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1. Send a loaner AED via overnight or one-day air shipping directly to the deployed AED site.
 2. Include a pre-paid return label with instructions for the Site Contact to ship the used AED to them (for data retrieval cardiac tracing), utilizing the same box.
 3. Refurbish and resupply the deployed AED with new electrode pads, ensuring it is rescue-ready.
 4. Ship the refurbished AED with a prepaid label to return the loaner AED.
 5. Download the data as part of the post-usage event review process, and the data will be analyzed by the District-approved vendor's California licensed physicians.
 6. Compile post-usage event data into a standard final summation report and send it to the Global Administrator-Administrative Analyst for events involving a student, employee, or visitor.
 7. File included EMS agency report.
 8. Follow-up: A district-approved vendor representative will call the site, if necessary, after an event is reported.
- C. LAUSD will file the final report with the Office of the Chief Medical Director, District Nursing Services, Office of the General Counsel, Division of Risk Management and Insurance Services. For events involving a student, the final report will also go to Student Medical Services.
- D. The Principal/Non-School Site Administrator, School Nurse, or Administrative Designee will complete the confidential iSTAR for all AED usage events. *No copies of these reports are maintained at the school/office site. For questions, contact the Office of the General Counsel.*
- E. The Principal/Non-School Site Administrator, School Nurse, or Administrative Designee will complete the Confidential Report of Automated External Defibrillator (AED) Incident Report ([Attachment I](#)) and send the document to District Nursing Services who will forward it to the Office of the Chief Medical Director, Office of the General Counsel, Division of Risk Management and Insurance Services. For events involving a student, the report will also go to Student Medical Services.
- F. The assigned school nurse will record an incident that involves the use of an AED on a student in the student's electronic health record (Welligent). The nurse will document when they are directly involved in the resuscitation or when it is reported to them following the resuscitation event.



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- G. The principal or non-school site administrator shall be responsible for organizing the post-incident review of the effectiveness of the site response.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

California Education Code sections 35160, 35179.6, 44277

California Health and Safety Code section 1797.196

California Code of Regulations, Health & Safety Code – HSC: Emergency Medical Services Chapter 3, Article 5, §1797.196

California Code of Regulations, Education Code – EDC: Elementary and Secondary Education Chapter 2, Article 4.5, §35179.6

California Code of Regulations, Education Code – EDC: Elementary and Secondary Education Chapter 2, Article 4, §44277

RELATED

RESOURCES:

[Attachment A](#)- LAUSD Automated External Defibrillator (AED) Program CPR/AED Emergency Response Site Plan

[Attachment B](#)- LAUSD Automated External Defibrillator (AED) Tri-Fold Information Pamphlet

[Attachment C](#)- Photograph of Required AED Signage
Medical Direction and Program Management School Sites, LAUSD District-approved Management System (Arch)

[Attachment D](#)- AED Inspection and Documentation on Arch

[Attachment E](#)- Quick Response (QR) Codes

[Attachment F](#)- AED Volunteer Responders and Training Records on Arch

[Attachment G](#)- Arch AED Superstore

[Attachment H](#)- AED Usage Event Reporting on Arch

[Attachment I](#)- LAUSD Confidential Report of Automated External Defibrillator (AED) Incident Response

American Heart Association American Red Cross

California Emergency Medical Services Authority

ASSISTANCE: For assistance or further information, please contact the Global Administrator-Administrative Analyst at District Nursing Services (213) 202-7580.



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ATTACHMENT A

LOS ANGELES UNIFIED SCHOOL DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM CPR/AED EMERGENCY RESPONSE SITE PLAN MUST BE COMPLETED BY OCTOBER 15

School Nurse: _____ Date: _____ Local District: _____

Loc Code: _____ School: _____ School Address: _____

City: _____ Zip Code: _____

Phone (____) _____ Extension: _____

AED Location(s): _____

CPR/AED Emergency Response Team Members	Employee Number	CPR/AED Card Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. How will the first responder activate Emergency Medical Service (EMS)?

2. How will the first responder notify the CPR/AED Emergency Response Team Members? Indicate by phone, radio, bell, or intercom (e.g., "Code blue in room 20")

3. Which Emergency Response Team members will be designated to bring the AED to the emergency site?

The Local Administrator (Site Contact) will be responsible for documentation of the emergency.

- ✓ This document (Attachment A - CPR/AED Emergency Response Site Plan) must be reviewed and updated annually.
- ✓ Maintain the original copy of the CPR/AED Response Site Plan at your school or office site for 7 years.
- ✓ Create a binder for each AED on-site to include this plan and Bulletin 4480.2 to be placed on top of AED('s) cabinet

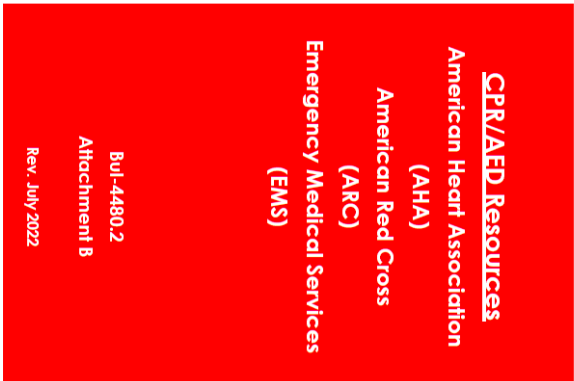
[RELATED RESOURCES](#)



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ATTACHMENT B

LOS ANGELES UNIFIED SCHOOL DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM TRI-FOLD INFORMATION PAMPHLET



- LAUSD
- American Heart Association (AHA) Training Center
- Offers courses for LAUSD Employees
 - ◊ CPR/AED training and certification
 - ◊ First Aid classes
- Visit MyPLN for classes or contact: (213) 202-7580
- achieve.lausd.net/mypln



Video demonstration of LifePak CR2 AED available at:
https://bit.ly/LifePakCR2AED_TrainingVideo



Los Angeles
Unified School
District
District Nursing Services
Sosse Bedrossian,
Director
Bul-4480.2
Attachment B
Rev. July 2022

LifePak CR2
Automated
External
Defibrillator
(AED)

Los Angeles Unified School
District





Location of the AED Unit(s):

Activate the Emergency

Response Site Plan

- Determine if the scene is safe
- Assess
 - If unresponsive, activate the Emergency Medical System (EMS), call 9-1-1
- Summon the AED Unit to be brought to the victim **immediately**
- If not breathing or only "gaspings", initiate CPR

Operating an AED

1. **OPEN lid of AED** (voice prompts instruct the rescuer.
2. **ATTACH electrode pads** to the victim's bare chest (pictures on the pads guide placement)
3. "CLEAR" the victim and allow the AED to **ANALYZE the heart rhythm**.
4. IF **SHOCK** is advised, "Clear" the victim, make sure no one, including you, is touching the victim. **SHOCK** will be delivered automatically.
- If no SHOCK is advised**, leave pads on victim and begin CPR
5. **Resume CPR**. The AED will provide voice prompts and metronome to assist in CPR.

6. The AED is to remain at the school or office site.

7. Submit AED usage event reports, per District policy (Bul-4480.2).

8. Activate the Emergency Response Site Plan

Sudden Cardiac Arrest

Sudden Cardiac Arrest (SCA) is the sudden, unexpected loss of heart function, breathing and consciousness. SCA usually results from an electrical disturbance in the heart that disrupts its pumping action, stopping blood flow to the rest of the body.

SCA is a medical emergency. If not treated immediately, it causes sudden cardiac death.

SCA is the leading cause of death in the United States. Approximately 450,000 people suffer from this event yearly. However, SCA is treatable. The treatment of SCA is an immediate shock to the heart that will stop the fatal rhythm and allow a normal heart rhythm to resume.

This Shock can be performed by lay people or first responders by using an Automated External Defibrillator (AED). The AEDs are easy, safe, and effective when used properly.

Video Demonstration of LifePak CR2 AED available at:

https://bit.ly/LifePakCR2AED_TrainingVideo

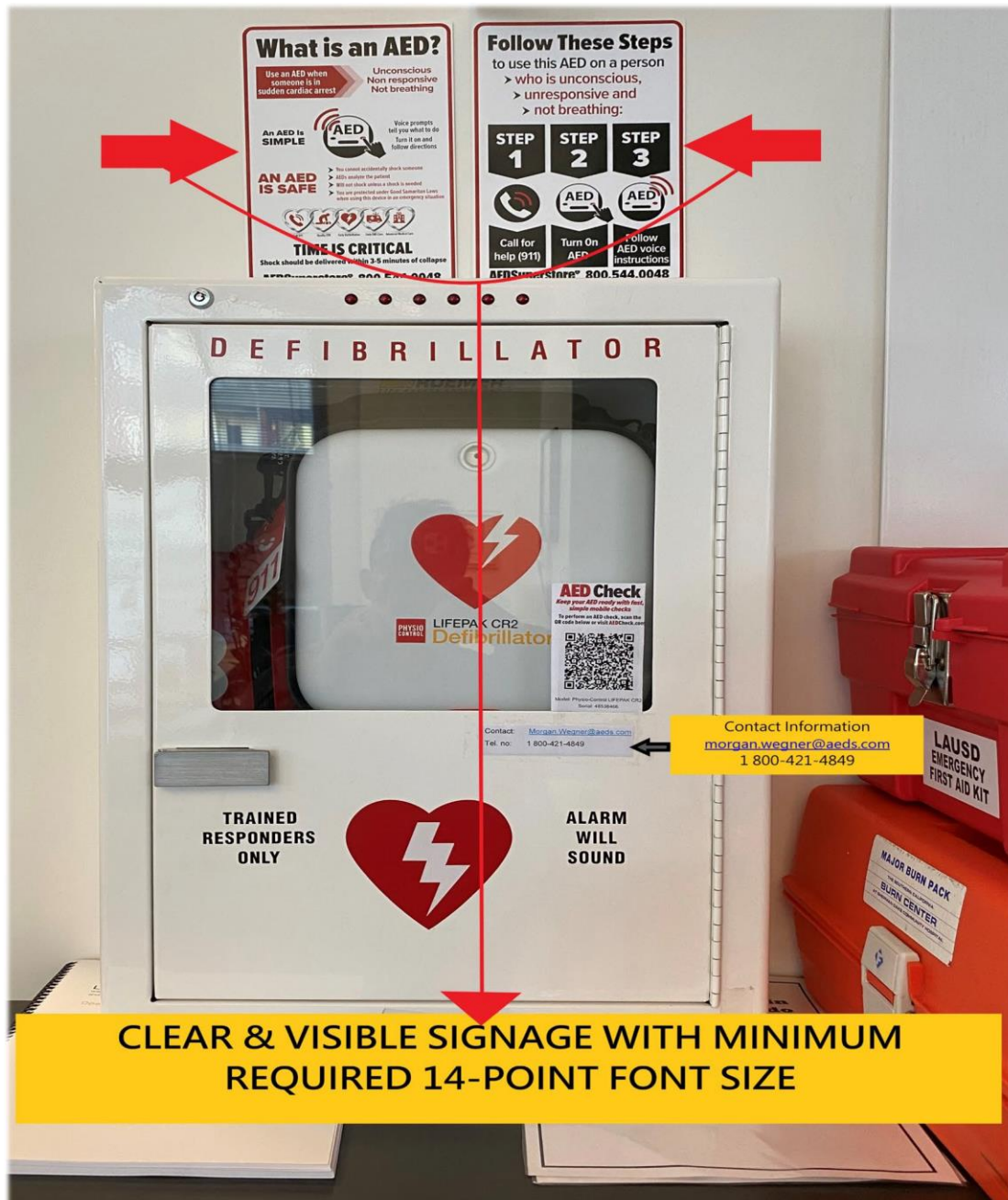
RELATED RESOURCES



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ATTACHMENT C

LOS ANGELES UNIFIED SCHOOL DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM PHOTOGRAPH OF REQUIRED AED SIGNAGE



[RELATED RESOURCES](#)



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ATTACHMENT D

LOS ANGELES UNIFIED SCHOOL DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM AED INSPECTION AND DOCUMENTATION ON A DISTRICT-APPROVED MANAGEMENT SYSTEM

If your site has multiple AEDs, the units are listed in descending order, with the units checked the longest ago listed first. Select the 'Update' button to record a readiness check on an AED. If there are multiple AEDs to check, continue with the next AED.

The screenshot shows the 'Active AEDs' table with columns: AED, Location, Days Since Last Check, and Readiness. The first AED, 'Physio-Control LIFEPAK CR2 N14F-76598', is highlighted with a red 'Update' button. A blue arrow points from this button to a detailed inspection form. The form includes fields for AED details (Model, Location, Serial number, Placement, Last check date) and a series of YES/NO questions about the AED's status, damage, and supplies. A 'Submit' button is at the bottom.

AED	Location	Days Since Last Check	Readiness
Physio-Control LIFEPAK CR2 N14F-76598 3rd Floor between restrooms	Demo - Los Angeles	47 days	✖
Physio-Control LIFEPAK CR2 N14F-99636 By the elevators	Demo - Los Angeles	16 days	✔
Physio-Control LIFEPAK CR2 N13D-56845 2nd Floor Breakroom	Demo - Los Angeles	16 days	✔
Physio-Control LIFEPAK CR2 17Y336569 Lunch Room	Demo - Los Angeles	16 days	✔

AED Details:

- Model: Physio-Control LIFEPAK CR2
- Location: Marshall HS
- Serial number: 48523372
- Placement: Athletics
- Last check date: No readiness check found

Checklist:

- Enter Yes to all Questions
- Checked by: Carla Schultz
- Is the status indicator on your AED flashing green? ☒ Yes ☐ No
- Does the AED appear to be undamaged and ready for use? ☒ Yes ☐ No
- Is the AED free of chirping or warning notifications? ☒ Yes ☐ No
- Are the AED's supplies (CPR/AED rescue kit and electrode pads) available and within their usable dates? ☒ Yes ☐ No

Enter notes below (optional):
e.g. The green light is not blinking

Submit

When you conduct a readiness check of an AED, a panel with the AED details will open. You will see four (4) questions with YES/NO options.

Questions can be answered individually and then followed by the 'Submit' button. Alternatively, you can select the 'Enter Yes to all Questions' button, followed by the 'Submit' button.

Questions are designed for all YES answers. Any NO answer will populate a pink notes section for you to complete. If answered NO in error, click on YES and the box will disappear.

The screenshot shows the detailed inspection form with a modal dialog box. The dialog box contains the text: 'Are you sure a test failed? A support ticket will be generated and you will be contacted by Customer Service. Press OK to confirm that there is a problem with your AED.' The dialog box has 'Cancel' and 'OK' buttons.

AED Details:

- Location: Santee Edu Complex
- Serial number: 49579559
- Placement: Gym
- Last check date: No readiness check found

Checklist:

- Does the AED appear to be undamaged and ready for use?
- Is the AED free of chirping or warning notifications?
- Are the AED's supplies (CPR/AED rescue kit and electrode pads) available and within their usable dates?

Enter notes below (optional)

If you submit a readiness check with a NO answer populated, you are confirming the AED did not pass the readiness check and generating a support ticket. Your Account Manager will contact you with further details.

[RELATED RESOURCES](#)



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ATTACHMENT E

LOS ANGELES UNIFIED SCHOOL DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM QUICK RESPONSE (QR) CODES

Quick Response (QR) Codes are an easy way to check the AED with your smartphone. To quickly conduct your AED readiness check, you can print the QR code and attach it to the AED cabinet. Use your phone camera to scan the QR Code and record your monthly readiness check. You can find your AED unit's unique QR Code by visiting its 'Device Information' and selecting 'View' next to the QR Code line item.

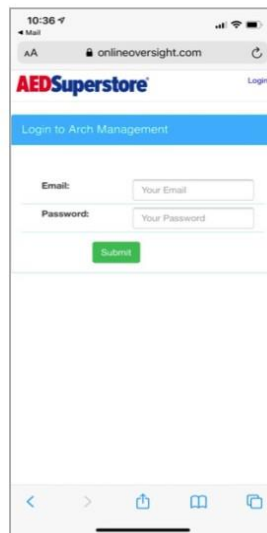
Step 1

Use phone camera to
scan QR Code



Step 2

Log in to Arch website



Step 3

If you answer NO,
proceed to Step 4



Step 4

Update AED placement
and expiration information



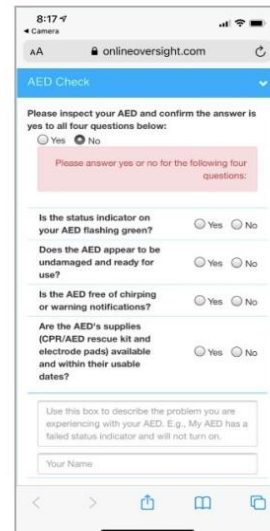
Step 5

Answer and submit AED
readiness check questions



Step 6

If you answer NO, describe the
problem in the notes section





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ATTACHMENT F

LOS ANGELES UNIFIED SCHOOL DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM AED VOLUNTEER RESPONDERS AND TRAINING RECORDS ON A DISTRICT-APPROVED MANAGEMENT SYSTEM

As a Local Administrator, you can add Responders for your location. You do not have the ability to add additional Local Administrators for your location. If you need to add additional Local Administrators, please reach out to your Global Administrator or Account Manager for assistance.

TO ADD A NEW RESPONDER, visit the menu banner at the top of the webpage and select Setup > Users. Scroll to the bottom of the Users listing page and select the 'New User' button. Input the new user's information and indicate if they will be a Responder. After you have completed all fields, select 'Create' to save inputs.

Listing users

Name	Email	Roles	Location
Carla Schultz	cschultz@demoaccount.c0mm	Local Admin, Responder	Demo - Los Angeles

New User

First Name

Middle Initial

Last Name

Email

Station E.g., NW corner office. Max 50 chars

Office Phone

Cell Phone

Fax

Roles ☐ Responder

Location --select--

Cancel **Create**

Trained responders need to be entered for each location so you can track when responders need to recertify.

Green Marker: certification is current
Yellow Marker: certification is expiring soon
Red Marker: certification has expired
Blue Question Mark: user has responder role but no training has been entered
Black Hyphen: user is not listed as a responder and no training has been entered

AED UNITS					LOCATIONS					RESPONDERS & USERS					DASHBOARD				
Name					Location					Email					Roles				
Part of last name					Part of location					Part of email					Any Role				
John Smith															Responder				
Kayla Chan										kchan@demoaccount.c0mm					Responder				
Cecilia Arnoldton					Demo - Bismarck					carnoldton@demoaccount.c0mm					Local Admin, Responder				
Michael Peters					Demo - Bismarck					mpeters@demoaccount.c0mm					Responder				
Beth Marks					Demo - Bismarck					bmarks@demoaccount.c0mm					Responder				
Jamie Grandy					Demo - Bismarck					jgrandy@demoaccount.c0mm					Local Admin				
Tanya Greene					Demo - Bismarck					tgreene@demoaccount.c0mm					Responder				



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ATTACHMENT F

As a Local Administrator, you can also add and manage Responders' training records. To view training records, visit the menu bar at the top of the webpage and select Manage Responder Training > Training Records. The page will show you all training records that have been entered for each User along with each training record's expiration date.

TO ADD A RESPONDER'S TRAINING RECORD, you can select the 'New Training Record' button at the bottom of the Training Records listing page.

Training Records						
Records that are in ignored status are not visible to the user, and do not trigger expiring training alerts. When you add a new training record to Arch, Arch will try to find similar trainings in the past and set those to ignore, so that the user does not get alerted on those past trainings. If Arch makes a mistake, e.g. because it does not realize that 2 trainings that are slightly different in name cover the same subject, you can use this page to ignore/unignore records manually.						
User	Organization	Certified at	Training program	Expiring on	Training provider	Ignore status
Cecilia Arnoldson	Arch Enterprise Demo Account	August 12, 2020	BeReady Training	August 12, 2021	AED Superstore - formerly CardioReady	Monitored ignore
Michael Peters	Arch Enterprise Demo Account	February 07, 2020	CPR/AED & First Aid (Adult + Infant/Child)	February 07, 2022	American Heart Association	Monitored ignore
Samantha Huberson	Arch Enterprise Demo Account	November 22, 2019	CPR/AED (Adult + Infant/Child)	November 22, 2021	Annuvia	Monitored ignore
Beth Marks	Arch Enterprise Demo Account	November 28, 2017	CPR/AED (Adult + Infant/Child)	November 28, 2019	Other	Monitored ignore

If there is an outdated training record you do not want to receive email reminders for, you can select the 'Ignore' button. This button is usually used **ONLY** when a responder has a new equivalent training record.

You can also add a Training Record by first selecting a User featured on the Training Records listing page and then the 'Add New Record' button on their User Information page.

User Information: Susana M. [Edit](#)

Name: Susana M.
Email:
Location:
Station:

Mobile Phone:
Office Phone:
Fax:
Roles: Responder

Training Records for Susana Misleng

If the user was recently certified with a different course than previously (e.g. First Aid and CPR now, CPR earlier, Arch may incorrectly send reminders that a certification is overdue. Click **Ignore** for all records for which you do not want to be reminded.

Program Name	Provider	Cert Date	Expires		
Basic Life Support (BLS)	American Heart Association	June 6, 2017	June 6, 2019	Ignore	Upload Certificate
Heartsaver First Aid	American Heart Association	May 14, 2021	May 14, 2023	Ignore	Upload Certificate
Advanced Cardiovascular Life Support (ACLS)	American Heart Association	February 03, 2021	February 03, 2023	Ignore	Upload Certificate

New training record

[Add New Record](#) All Training Records (includes expired)

Training Program Filters

Curriculum --select--

Training Program List changes on selection of dropdown

Responder --select--

Training Program --select--

Training Provider --select--

Training Date

Expiration Date

[Save](#)

You may upload an attachment of the User's training certification, if desired. You can only upload one image per training record.

When completing a User's Training Record, fill out the Responder, Training Program, Provider, and Training Date (Certification Date). Expiration Date will generate automatically. Please select the exact training program per the User's certification card. If the training provider name is not listed, select 'Other.'

[RELATED RESOURCES](#)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT G

LOS ANGELES UNIFIED SCHOOL DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM ARCH AED SUPERSTORE

Recommended Products

As a Local Administrator, you can reorder outdated or damaged AED equipment supplies on the Arch online store, as necessary. To shop the store, visit the menu banner at the top of the webpage and select Store > Store.

To easily reorder expiring supplies for a specific AED unit, visit the menu banner at the top of the webpage and select Store > Replace Expiring. This path will highlight, in red, the AED supplies that will need to be replaced and should be ordered soon. Supplies highlighted in green are still valid.

AEDs with expiring accessories

Accessories that expire in the coming 45 days have a red background.

Demo - St. Louis

Y161563214
Defibtech Lifeline ECG Guard Shack

Installed Battery: 2021-05-01

Installed Electrode Pads: 2025-11-01

Recommended Purchases

4-year Battery for Defibtech Lifeline VIEW/ECG/PRO AEDs
\$183.12

[Add to Cart](#)

[Checkout](#)

Add needed items to your cart and checkout. Local Administrators are to reorder supplies from their budgets. Most supply orders ship the same day they are placed, depending on the time of the order.

Home Setup - Manage AEDs - Manage Responder Training - Store - Support -

Search Store [Go!](#) 2

Recommendations Replace Expiring AEDs AED Pads & Batteries AED Accessories Training Equipment CPR & Rescue

SHOPPING CART

Review your order. The products listed below have been added to your shopping cart. To proceed with your order, click the CHECKOUT button.

[Create Quote](#) [Continue Shopping](#)

Item	Qty	Item Price	Item Total
AED Equipped Facility Window/Wall Decal - 4" Diameter AMP1818	1	\$0.99	\$0.99
Responder® "How an AED Works" & "What is an AED?" Wall Signs AMP0550	1	\$5.00	\$5.00
Subtotal			\$5.99

[Update Quantities](#)

To visit the online store, [click here](#). For questions, call (800) 277-8269.

[RELATED RESOURCES](#)



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT H

LOS ANGELES UNIFIED SCHOOL DISTRICT AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM AED USAGE EVENT REPORTING ON A DISTRICT-APPROVED MANAGEMENT SYSTEM

Arch is an all-inclusive tool for post-AED usage events. After the victim is taken to the hospital by EMS, file an AED usage report in Arch within 24 hours. Make sure to also file an Incident Report in the Confidential Report of AED Incident Response form and iSTAR per District policy. You must also contact the District Nursing Services Office at (213) 202-7580.

To report an AED usage event, visit the menu banner at the top of the webpage and select Manage AEDs > Report AED Usage Event. Complete the HIPAA-compliant form – do not mention the victim's name. All fields are required. Please add as much detail as possible in the Narrative section. Click 'Save' when finished.



LOS ANGELES UNIFIED SCHOOL DISTRICT POLICY BULLETIN

ATTACHMENT I

LOS ANGELES UNIFIED SCHOOL DISTRICT CONFIDENTIAL REPORT OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) INCIDENT RESPONSE

This is a confidential report for transmission to and use by attorneys for the Los Angeles Unified School District.

INSTRUCTIONS

1. Complete this form Confidential Report of AED Incident Response within 24 hours
2. Send this form to the Division of Risk Management & Insurance Services; contact information is listed below.
3. Forward a copy to: Office of the Chief Medical Director, District Nursing Services, Student Medical Services, and Office of the General Counsel
4. Complete and submit incident report within the <https://newistar.lausd.net/>
5. **No copy of AED Incident Response Report shall be retained by the school, or given to anyone, including the student or parent.**

From: _____
Name of School Local District Location Code Phone Number
Reporting Local Administrator (Site Contact) Email Address Date

I. VICTIM INFORMATION

Home Address _____
Last Name First Name City State Zip Code
Gender Identity: Male ☐ Female ☐ Non-Binary ☐ Grade: _____ Date of Birth: _____
(Check one) Student ☐ ID # _____ LAUSD Employee ☐ ID # _____ Visitor ☐

II. AED INCIDENT SUMMARY

Date of AED Incident Response: _____ Time of incident: _____ am/pm
Exact location of incident: _____
Name of witness(s): _____
Name of trained rescuer(s) responding: _____
Emergency response site plan activated: Yes ☐ No ☐
Was 911 called? Yes ☐ No ☐ If yes, name of person who called: _____
Was CPR given before the AED arrived? Yes ☐ No ☐
If yes, name(s) of CPR rescuer(s): _____
Description of Incident: _____

AED usage event report filed (within 24 hours) Yes ☐ No ☐ Date: _____ Time: _____

Name of person completing form Employee # Date

Address and Contact Information
Division of Risk Management & Insurance Services

Phone: (213) 241-3139

[RELATED RESOURCES](#)