**AED Incident Debriefing**

A debriefing session should immediately following any event in which the AED was used. These debriefing sessions are generally led by the cardiac response team and are an important step to ensuring that staff and students are well informed on what took place, who was involved, what parts of the response went well, and what parts need improvement. It is the responsibility of the cardiac response team to determine the particular staff and/or students who need immediate debriefing. This may also include those who witnessed the event or those who know the victim.

If the event occurs during after school hours or during an event in which regular staff and students are not present (for example, a community meeting, scouting group event, etc.), the Project ADAM coordinator must determine how the event is announced (school newsletter, general announcement, person-by-person basis, etc.). The focus of this announcement should be the school, the response that took place, and the CPR-AED program (Project ADAM if appropriate). The announcement of an event and debriefing of responders and witnesses should brief and succinct without unnecessary focus on the survivor or victim.

Creating a chart can be a very helpful way to determine which staff members would appropriately contribute to different types of debriefings sessions. Outlined below you will see three different types events requiring a staff debriefing. For each, you will see the staff response, the result of that response, and a list of suggested staff members to participate in the corresponding debriefing.

1. AED is deployed but is not used: Project ADAM coordinator, building principal.
2. AED is deployed and used to save a life: Project ADAM coordinator, building principal, school crisis team (support staff).
3. AED is deployed, used and a death occurs: Project ADAM coordinator, building principal, school crisis team (support staff), clergy, medical director, EMS, parent representative.

*Contact your local Project ADAM Affiliate for additional support.*

**Points to remember after a SCA event:**

* Be respectful of the victim/survivor and their family. Whether the event had a favorable outcome or not, the family has had a life altering event and needs time to process what has happened, adjust to the changes, and grieve.
* If the victim of a sudden cardiac arrest is a student, the family will need to give permission for the student’s information to be shared. If the victim is a staff member, parent or other adult, their permission is necessary before sharing their story.
* The focus of our efforts should be on the first responders and witnesses to the event, such as coaches, school staff, administrators, teammates, and friends. While they are mentally processing what has occurred, it can be therapeutic to encourage them to advocate for the cause in a positive way (i.e. helping others learn CPR/AED use, improving SCA awareness, developing a Cardiac Emergency Response Plan and doing a SCA drill).
* When working with the responders, recognize the things they did right and avoid placing blame. Instead, discuss things that could be done better or options for improving future responses. Remind them that even a perfectly executed response does not guarantee a perfect outcome Assure them that they did everything they could to give the victim their best chance for a positive outcome.

*Note: Please check your school district and/or state privacy laws before releasing information pertaining to an event in which the AED is used.*

**Additional Follow up after the AED is used:**

1. Event data

Immediately following an event in which the AED is used to shock a sudden cardiac arrest victim (student, parent, grandparent, staff member, etc.), a designated staff member is responsible for getting the data card from the unit (see manufacturer instructions for location and method) to the appropriate person for downloading. Many times your program medical director or local Fire and/or EMS can support your school with this process.

1. Reservicing AED unit and restocking supplies

Your AED manufacturer will have guidelines for reservicing your unit. New pads will need to be purchased and the AED battery will need to be checked or replaced depending on the unit. Typically, the AED can be remounted without a great deal of delay; your AED vendor representative should be able to service the unit within five days.

Use of an alternate AED unit may be necessary until the AED used for emergencies is serviced. Create a plan with your local EMS or a school that has more than one AED to ensure coverage until your original unit is reserviced.

You may need to restock supplies after an event. If the pads, razor, towel or other supplies were used and are not reusable, contact your AED vendor for replacements. Often vendors provide these items free of charge after an event or your check to see if your local Project ADAM affiliate has an “AED pad replacement” program.

Most batteries do not need to be replaced until the expiration date, even if the AED was used.

1. Report the incident to your local Project ADAM affiliate

*\*Relevant document: Project ADAM CPR-AED Incident Report*