

**College of
Public Health:
IREH**

**Automated External
Defibrillator (AED)
Policy and Procedure**

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**College of Public Health-IREH
Automated External Defibrillator (AED) Policy**

Purpose:

An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims, who are unconscious, not breathing normally and showing no signs of circulation such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

Coordinator of Program:

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Under the direction of Kimberly Gordon RN, MA, BSN, COHN-S

Coordinator Responsibilities:

- Coordinate medical emergency response team (MERT) members and distribution of MERT member lists as required
- Coordination of training for MERT members
- Coordination of equipment and accessory maintenance
- Review of this policy on an annual basis
- Communication with medical director, Dr. Laurence Fuortes, on issues related to medical emergency response program including post event reviews

Applicable Documents:

- County AED guidelines
- IREH AED Procedure
- Bloodborne Pathogen Exposure Control Plan
- State AED legislation

Medical Control:

Medical director of the AED program is Dr. Laurence Fuortes, M.D.

The medical advisor of the AED program is responsible for:

- Providing medical direction for the use of the AED at IREH
- Writing a prescription for AED
- Reviewing and approving guidelines for emergency procedures related to the use of the AED and CPR
- Evaluation of post-event review forms and digital files downloaded from the AED

MERT Member Responsibilities:

- Providing prompt basic life support including AED and CPR according to training and experience
- Understanding and complying with the requirements of IREH's AED policy
- Following the more detailed IREH AED procedure

Volunteer Responder Responsibilities:

- Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which individuals respond shall be appropriate to their training and experience. The emergency medical response may include activating IREH's emergency response system by calling 5-4415 and giving location of medical emergency, CPR, AED or medical first aid. Phones will be labeled with emergency number.

Receptionist Responsibilities:

- Receiving emergency medical calls from internal IREH locations
- Contacting the external community 911 response team (EMS) if required (need to dial 9-911)
- Deploying the IREH MERT members to location of the emergency
- Responding to EMS aid vehicle to direct EMS personnel to the site of the medical emergency

Equipment:

The AED will be brought to all medical emergencies. The AED should be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement

Location of AED:

- The IREH AED is located in the front entrance of IREH. It is on the wall across from the receptionist's desk in an unlocked cabinet. An alarm will sound when cabinet door is opened- alarm silences when cabinet door is closed.
- The AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes with the AED; these are located in AED case, in lid under flap. One resuscitation kit will be connected to the handle of the AED. This kit will include two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

Initial Training:

Initial CPR/AED training will be provided to volunteer MERT members.

Coordination of MERT members:

MERT members are volunteers and will be included in MERT if they are willing to respond to medical emergencies at IREH and go through the CPR/AED training.

MERT Members:

- Must complete training to provide CPR and use the AED. Training will be provided. AED training course must be approved by the state department of health. MERT members will also be trained in universal precautions against Bloodborne pathogens. The members of MERT shall be offered Hepatitis B vaccination free of charge. The Health and Safety Coordinator for the College of Public Health shall maintain training records of all MERT members.

Refresher Training:

Refresher training will be provided periodically or on an as needed basis; at the minimum, every year per American Red Cross guidelines.

Medical Response Documentation:

Internal Post Event Documentation: It is important to document each use of the medical emergency response system. The following forms shall be sent to the Health and Safety Coordinator within 24 hours of the medical event.

- A PAD medical event form (911 form) shall be completed by the responding MERT member for each accident requiring the use of medical supply kit or AED. These forms can be found in the AED cabinet; extra forms can be obtained from Michelle Umbarger, #164 IREH, ph: 5-4091..

External Post Event Documentation: Medical emergencies involving the use of an AED require special documentation.

- Any and all patient information generated during the AED use must be collected into the patient's confidential medical file.
- A copy of the AED use information shall be presented to the medical director of the AED program, Dr. Laurence Fuortes, and the Johnson County Ambulance, within 72 hours of the emergency. At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

Activation of EMS system:

Receptionist will call 9-911.

If after 5:00pm, the first on the scene or a designated person will have to activate the Johnson County EMS by calling: 9-911. If you dial only 911, this will get you the University of Iowa Dispatch, they can still help.

Emergency Equipment:

Medtronic Life-Pak CR PLUS

Serial Number: 31254949

Reference Number: 3200731-003

University of Iowa Serial Number: 579022

Equipment Maintenance:

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- IREH receptionist(s) shall be informed of changes in availability of emergency medical response equipment (AED). If AED is withdrawn from service, the receptionist will be informed and then notified when the AED is returned to service
- The Health and Safety Coordinator will be responsible for informing the response team of changes to availability of emergency medical equipment (AED).
- The Health and Safety Coordinator shall be responsible for having regular AED maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions. Records should be kept.
- Following use of AED, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

Annual System Assessment:

Once each calendar year, the Health and Safety Coordinator shall conduct and document a system readiness review. This review shall include review of the following elements:

- Training records
- Equipment (AED) operation records and maintenance

Monthly Monitor and System Checks:

Once each calendar month, the Health and Safety Coordinator shall conduct and document a system check. These records shall be retained according to the schedule established for the health and safety function. This check shall include review of the following elements:

- Receptionist checklist availability
- MERT member phone/room number list availability
- Emergency kit supplies
- AED battery life
- AED operation and status

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Post Event Review:

Following each deployment of the MERT or use of the AED, a review shall be conducted to learn from the experience. The Medical Director along with the Health and Safety Coordinator shall conduct and document a post event review. All key participants in the event shall participate in the reviews. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The Health and Safety Coordinator, according to the record retention policy, shall maintain a copy of the post event review summary.

Approvals:

Function	Printed Name	Signature	Date
Medical Director	_____	_____	_____
Health & Safety Coordinator College of Public Health	_____	_____	_____

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Automated External Defibrillator (AED) Procedures

Note: Only adequately trained team members may use the AED. (See requirements in policy)

- Activate the Medical Emergency Response Team (MERT) by **calling 5-4415**. This will alert the IREH receptionist.
- Tell the receptionist **where the victim is located**; give closest room number and which floor you are on if possible.
- The **receptionist** will then:
 - ☑ Alert team MERT members to assist with suspected cardiac arrest. (List of team members and their office phone numbers will be at the receptionist's desk).
 - ☑ Activate the EMS by **calling 9-911**.
 - ☑ Take AED out of cabinet (on wall across from receptionist's desk, by Wendy's office) and bring AED to where the victim is.
 - ☑ Respond to EMS aid vehicle to direct EMS personnel to the site of the medical emergency.
- **MERT member** will then:
 - ☑ Assess scene for safety.
 - ☑ Determine unresponsiveness
 - ☑ Open **Airway (A)**
 - ☑ Check for **Breathing (B)**. If not breathing give 2 slow breathes.
 - ☑ Check for signs of **Circulation (B)**, such as **pulse**, coughing or moving. **If NO PULSE**
 - **If AED is NOT PRESENT**, begin CPR until it arrives.
 - **If AED is PRESENT**, turn it on by pressing the **LID RELEASE/ON-OFF** button and follow voice prompts.
 - ☑ Apply electrodes to bare chest. Shave chest hair if needed for good contact of electrodes. If the chest is dirty or wet, wipe the chest dry.
 - ☑ Stand clear of victim while AED analyzes rhythm
 - ☑ Additional team member should record event on an emergency report. If no one else is present, this can be filled out after the incident.

If shock is advised:

- Clear area making sure no one is touching the victim.
- AED will analyze and shock up to 3 times.
- After 3 shocks, AED will prompt to check for pulse & breathing. If absent, start CPR.
- AED will count one minute of CPR, then prompt rescuers to stop CPR and get clear so device can analyze rhythm again.

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- Continue cycles of analyses, shocks (if advised) and CPR until EMS arrives and disconnects AED.

If no shock advised:

- AED will prompt to check pulse & breathing, and if absent, start CPR.
- After 1 minute of CPR, AED will prompt rescuer to stop CPR and get clear of victim so rhythm can be analyzed.
- Continue cycles of CPR and analyses, following AED prompt until EMS arrives and relieves rescuers.

After Use:

- AED will be downloaded by the Health and Safety Coordinator within 24 hours (weekdays) and copies will be sent to EMS and the EMSLRC. One copy is kept by the Health and Safety Coordinator for the College of Public Health for AED quality assurance records.
- AED is wiped clean and disinfected according to policy. Supplies for cleaning AED can be found at receptionist's desk.
- Manufacturer's suggestions for maintenance of AED after incident will be followed.
 - Contents of attached resuscitation kit will be replaced as needed.
 - Electrodes will be replaced and reconnected to device.
 - Charge-Pak battery must be replaced.

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Automated External Defibrillator (AED) Procedure

Procedure for
Medical Emergency Response Team (MERT) Member

- MERT member is called to a medical emergency by the receptionist or person whom found victim; MERT member is told the location of emergency.
- **MERT member** will then:
 - Go to the medical emergency location
 - Assess scene for safety.
 - Determine unresponsiveness
 - Open **Airway (A)**
 - Check for **Breathing (B)**. If not breathing give 2 slow breathes.
 - Check for signs of **Circulation (B)**, such as **pulse**, coughing or moving.
 - **If NO PULSE and AED is NOT present**, begin CPR until it arrives.
 - **If NO PULSE and AED IS present**, turn it on by pressing **the LID RELEASE/ON-OFF** button and follow voice prompts.
 - Apply electrodes to bare chest. Shave chest hair if needed for good contact of electrodes. If the chest is dirty or wet, wipe the chest dry.
 - Stand clear of victim while AED analyzes rhythm
 - Additional team member should record event on an emergency report.

If shock is advised:

- Clear area making sure no one is touching the victim.
- Push shock button when prompted to do so.
- AED will analyze and shock up to 3 times.
- After 3 shocks, AED will prompt to check for pulse & breathing. If absent, start CPR.
- AED will count one minute of CPR, then prompt rescuers to stop CPR and get clear so device can analyze rhythm again.
- Continue cycles of analyses, shocks (if advised) and CPR until EMS arrives and disconnects AED.

If no shock advised:

- AED will prompt to check pulse & breathing, check and if absent start CPR.

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- After 1 minute of CPR, AED will prompt rescuer to stop CPR and get clear of victim so rhythm can be analyzed.
- Continue cycles of CPR and analyses, following AED prompt until EMS arrives and relieves rescuers.

After Use:

- The Health and Safety Coordinator will be responsible for the downloading of AED data within 24 hours (weekdays) and copies will be sent to EMS and the EMSLRC. One copy is sent to the Medical Director, and one copy is kept by the Health and Safety Coordinator for the College of Public Health for AED quality assurance records.
- AED is wiped clean by MERT member and disinfected according to policy. Supplies for cleaning the AED can be found at the receptionist's desk.
- The Health and Safety Coordinator will be responsible for following the manufacturer's suggestions for maintenance of AED after incident, such as
 - Contents of attached resuscitation kit will be replaced as needed.
 - Electrodes will be replaced and reconnected to device.
 - Charge-Pak battery must be replaced.

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**Procedure for
IREH RECEPTIONIST**

- The receptionist will receive phone call acknowledging a medical emergency and its location.
- The **receptionist** will then:
 - ☑ Alert team MERT members to assist with suspected cardiac arrest.
(List of team members and their office phone numbers will be at the receptionist's desk).
 - ☑ Activate the EMS by **calling 9-911**.
 - ☑ Take AED out of cabinet (on wall across from receptionist's desk) and bring AED to where the medical emergency is.
 - ☑ Respond to EMS aid vehicle to direct EMS personnel to the site of the medical emergency
 - ☑ Fill out a PAD medical event form (911 form). These forms can be found in the AED cabinet; extra forms can be obtained from Michelle Umbarger, #164 IREH, ph: 5-4091

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Reviewed by:

Printed Name	Signature	Date
_____	_____	_____

Printed Name	Signature	Date
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