

Automated External Defibrillator (AED)

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is to be applied to any victim who is unconscious and not breathing normally. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. The AED will charge to the appropriate energy level and advise the operator to deliver a shock. Devices should be used as directed by the manufacturer.

1. Risk Management Responsibilities

- A. Selection of medical emergency response team (MERT) members and distribution of MERT member lists as required.
- B. Coordination of training for emergency responders.
- C. Coordinating equipment and accessory maintenance.
- D. Revision of policy and administrative rules as required.
- F. Monitoring the effectiveness of this system.
- G. Communication with medical advisor on issues related to medical emergency response program including post event reviews.

2. Medical Control

The medical advisor of the AED program shall be designated by the Risk Management department. The medical advisor of the AED program is responsible for:

- A. Providing medical direction for use of AEDs.
- B. Writing a prescription for AEDs.
- C. Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.
- E. Evaluation of post-event review forms and digital files downloaded from the AED.

3. Authorized AED Users

It is expected that in most cases a MERT member will provide this service. However, any individual is allowed to use the AED.

4. MERT Member Responsibilities

- A. Activating the internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
- B. Understanding and complying with the requirements of policy and administrative regulations.
- C. Following the more detailed procedures and guidelines for the MERT.

5. Initial Training

MERT Members:

- A. Must complete training adequate to provide basic first aid, CPR and AED.
- B. Training will be conducted by certified trainers according to American Heart Association or Red Cross guidelines.
- C. AED training course must be one approved by the State Department of Health.
- D. MERT members will also be trained in universal precautions against bloodborne pathogens.
- E. The members of MERT shall be offered Hepatitis B vaccination free of charge.
- F. When training is successfully completed, copies of certification cards are to be sent to Risk Management. Risk Management shall maintain training records for the MERT members.

6. Refresher Training

MERT members must be currently certified in First Aid, CPR and AED training.

7. Medical Response Documentation

Medical emergencies involving the use of an AED requires special documentation.

- A. Any and all employee information generated during AED use must be collected and maintained along with the employee's worker's compensation file.
- B. Any and all patient (other than employees) information generated during AED use must be collected and maintained in a confidential medical file.
- C. A copy of AED use information shall be presented to the medical advisor of the AED program 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.

8. Equipment Maintenance

- A. All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness.
- B. Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedures.

9. System Verification and Review

The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

10. Maintenance and Testing of AEDs must be conducted according to the manufacturer's specifications.

- A. Each facility with an AED will designate an individual who will be responsible for proper testing and maintenance.

- B. Maintenance and testing records will be maintained and submitted to Risk Management annually.
- C. Maintenance and testing documentation must include the date and type of maintenance/testing, and the signature of the person performing the maintenance/testing.
- D. The Risk Management and the medical advisor, or his/her designee, will maintain documentation of maintenance and testing, for a period of ten years.
- E. The manufacturer's recommended guidelines for regular maintenance must be followed at all times. Monthly and after each use:
 - i. Check to confirm the AED is "live."
 - ii. Ensure all supplies, accessories and spares are present and in operating condition.
 - iii. Inspect the exterior and connector for damage.
 - iv. Inspect exterior and connector for dirt and contamination.

11. Post Event Review

Following each deployment of the MERT, or if a volunteer responder uses an AED, a review shall be conducted to learn from the experience. Risk Management shall conduct and document the post event review. All key participants in the event, including Medical Director, shall participate in the review. 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.