

Subject: Automated External Defibrillator

Policy: EMG 140

Date Effective: January 2008

Last Revised: December 6, 2011

I. Purpose

This standard operating guideline (SOG) outlines the requirements for the purchase, use, training, and maintenance of Automatic External Defibrillators (AEDs) at UNCG. This is commonly referred to as the Public Access Defibrillator (PAD) Program. AEDs can provide a substantial increase in the survival rate of persons who suffer a sudden cardiac arrest, if used promptly by trained personnel in conjunction with the EMS system. The overall purchase and use of AEDs at UNCG is under the medical direction of the Student Health Services Medical Director. Each Department Head whose department maintains an AED will be responsible for following the guidelines of this section and any requirements of the Medical Director.

II. Standards

This SOG is in compliance with The Department of Health and Human Services and General Services Administration's *Guidelines for the Public Access Defibrillation Programs in Federal Buildings*, and The American Heart Association's *Public Access Defibrillation Programs*.

III. AED Purchasing and Placement

The decision to purchase an AED is also a commitment to maintain it for use and train employees on its use. AEDs purchased by any department at UNCG shall be of approved style and manufacturer as outlined by this policy to provide desired uniformity for response personnel and for maintenance of equipment. The current AEDs approved for purchasing at UNCG are the Phillips HeartStart FRx and the Cardiac Science Powerheart.

AEDs should be placed so that they are relatively secure but readily accessible to the department's trained personnel. Departments that are considering purchasing an AED should contact the Office of Emergency Management for further information and guidance.

IV. Inspection and Periodic Drills

Departments maintaining AEDs must inspect them daily and maintain a written record of the inspection. The inspection must cover the manufacturer's recommendations. For the the two AEDs approved for use on campus, this is a check of the unit's status indicator. Additional inspections directed by the manufacturer must also be conducted and documented. These monthly inspection tasks include checking supplies, accessories, and spares parts for any sign of damage and for expiration dating. Any deficiencies noted,

including expired materials, during a daily or monthly inspection must be corrected immediately or the AED must be taken out of service. If an AED is taken out of service the department head should be notified immediately to ensure corrective action is taken quickly.

Departments maintaining AEDs must perform and document emergency drills at least annually (this could be part of annual personnel training). The drill should include as many trained employees as possible, and review the procedures for activating the EMS system, location of AEDs and follow-up procedures.

Training and inspection records should be maintained by each department. These records are subject to review by the Office of Emergency Management, and/or the Medical Director. The Office of Emergency Management and/or the Medical Director may take an AED out of service if deficiencies are noted or adequate training is not being maintained.

V. Personnel Training

Departments maintaining AEDs must ensure personnel are trained to use the devices in an emergency. Designated employees should be trained in CPR and the use of an AED by certified American Heart Association or American Red Cross instructors annually. If a department does not maintain trained personnel for AED operation, the AED should be removed from the premises, as it can be dangerous in untrained hands. Please be aware that if employees are expected to perform emergency medical tasks they may be covered by the University's Bloodborne Pathogens Exposure Control Plan. Contact the Office of Safety for help making this determination.

VI. AED Use

Trained UNCG personnel should follow their training in a cardiac emergency, and in addition ensure that the University Police (**Emergency Number: 336-334-4444**) are contacted to allow them to activate the EMS System and provide onsite assistance. All University Police are trained in the use of AEDs and have them in their patrol vehicles. Persons not trained in the use of AEDs are not expected to use them in a cardiac emergency.

VII. Actions to Follow After AED Use

Following the use of an AED in an emergency, the University's Medical Director shall be contacted by the next business day. The Director of Emergency Management shall be notified by the department who is responsible (owns and operates) for the AED within 24 hours following the use the unit in an emergency. The Director of Emergency Management will assist the respective department to ensure the proper after action steps are completed.

In addition, the unit should be taken out of service, inspected and all equipment used in the emergency replaced. Any manufacturer's recommendations must also be followed. These may include checking to ensure pads are disconnected, removing data card if used, checking outside of case for contamination and dirt, cleaning as needed and finally running a battery insertion self-test. Data stored on the machine shall be recorded and forwarded to the Medical Director. Each person involved in the emergency shall document their actions immediately following the event and maintain a copy of this information.

VIII. Related Equipment

In addition to the AED other related equipment must be kept in close proximity for use in a cardiac emergency. This includes, but is not limited to, a pocket mask with one way valve, nitrile examination gloves, razors, and absorbent gauze or towels.