

# SAF011. AED PROCEDURE

**Procedure Category:** Public Safety and Health

**Subject:** Automated External Defibrillator Program

**Procedure owner:** Student Health Coordinator, Site Safety Committee

**Related Procedures:**

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## I. Scope

This procedure addresses the process by which suspected Sudden Cardiac Arrest (SCA) shall be handled by employees and select student groups of Cowley County Community College (CCCC).

## II. Procedure Purpose

The survival rate of Sudden Cardiac Arrest (SCA) victims is greatly increased with the use of an Automated External Defibrillator (AED). Cowley County Community College has instituted this program, enabling authorized users the ability to deliver early defibrillation to victims in the first critical minutes after SCA. Use of the AED will not replace the care provided by Emergency Medical Services (EMS) providers, but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of EMS providers, patient care should be transferred, and CCCC first responders should only assist in care as requested by the EMS providers.

## III. Definitions

*AED* shall refer to the automated external defibrillator capable of cardiac rhythm analysis, which will charge and deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia when applied to an unconscious patient with absent respirations and no signs of circulation. The automated defibrillator requires user interaction in order to deliver a shock.

*Authorized Individual* refers to an individual who has successfully completed and maintained training in CPR/AED in accordance with the requirements of a nationally recognized organization such as the American Heart Association or American Red Cross. All authorized individuals shall adhere to CCCC policies and procedures.

*Campus AED Coordinators:*

1. Health Services AED Coordinator:  
*Campus Nurse*  
Phone number 620-441-5236  
Fax number 620-441-5249
2. Safety and Security AED Coordinator:  
*Director of Safety and Security*  
Phone Number 620-441-5599  
Fax Number 620-441-5249

## *Program Responsibilities*

**All Campus AED Coordinators** are responsible for the day-to-day management of the AED units assigned to them. Responsibilities include:

- Ensure that adequate AED-related supplies are kept on-hand
- Maintain a copy of manufacturer's equipment and/or user manual for each type of AED in their inventory; to be kept with the AED
- Ensure AED units are properly maintained and tested in accordance with manufacturer's guidelines
- Complete required AED inventory, maintenance, and testing records according to AED program guidelines
- After each use, organize a post incident review with the site safety committee
- Ensure the Site Safety committee is notified of any use of the AED unit; within one month if no further action is necessary; or within 1 business day if quality control improvements appear necessary
- Alert Safety and Security AED coordinator of any tampering or loss of AED immediately

**Safety and Security AED Coordinator** is responsible for:

- Oversee all AEDs
- Assist with organizing training programs
- Notify the local EMS agency of the existence, locations and type of AEDs available at CCCC

**Health Services AED Coordinator** is responsible for:

- Assist with all issues related to training, such as scheduling of basic and review training sessions, maintenance of training standards and "authorized individual" status
- Proper budgeting for additional AED equipment or replacement needs
- Organize training programs
- Ensure that all issues related to training, such as scheduling of basic and review training sessions, maintenance of training standards and "authorized individual" status, and record keeping, are managed on a continuing basis
- Provide report of training of all authorized users to AED taskforce annually

**Site Safety Committee** is responsible for:

- Assist with a post incident review and report to the safety committee.
- Develop and maintain a written program for the CCCC AED program and review on a yearly basis.
- Research, update and communicate relevant federal and state laws and regulations
- Ensure all authorized personnel receive and maintain training in accordance with guidelines established

## **IV. Response Procedure**

In the event of a medical emergency involving a cardiac arrest or unconscious victim, the responder should immediately call 911 first and then call to alert CCCC Campus security at 620-441-5599 and inform the security personnel of the incident, location and provide a phone number. An AED-trained individual should transport, or have another person bring an AED to the scene. When two security officers are on duty, one security officer will go directly to scene of the emergency, and one security officer will be posted to escort the EMS to the location of the victim. When one security officer is on

duty, that officer will go directly to the scene of the emergency and will send a bystander to direct EMS to the location of the victim.

After Campus security has been called, the following actions should be taken:

**Initial Response:**

- Begin Assessment and treatment in accordance with current AHA Guidelines.

**Early Defibrillation:**

- Place the AED unit near head of the victim.
- Turn on the unit and follow AED prompts.
- Bare the chest. If excessive hair, shave away and dry the chest. Each AED cabinet will contain a kit with a razor for this purpose.
- Make sure the victim is not in contact with water or any metal objects.
- Apply electrodes to bare chest. Make sure the AED pads are placed in the proper location and that they make good skin contact with the chest. If the AED unit contains a single pad design- these may be separated into 2 pads for individuals that are smaller or larger than an average adult victim. Do not place AED pads over the nipple, medication patches or implanted devices
- Allow AED to analyze data. Do not touch victim.
- If indicated, administer a shock. Clear contact with victim. Be sure nobody touches victim during AED activation.
- Continue CPR according to current AHA Guidelines as indicated by AED prompts until EMS takes over.

**Transfer of Care:**

*When EMS arrives, responders working on the victim should communicate important information to the EMS providers:*

- Victim's name, if known.
- Any known medical problems, medications, or allergies.
- Time victim was found.
- Initial and current condition of victim.
- Number of shocks delivered, and length of time AED used. These units will also record event data for post event information purposes.
- Assist EMS providers as requested.

**Post Event Procedure:**

*The authorized user who used the AED will take the following actions:*

- Place the AED in the care of the campus security guard on duty.
- Notify the appropriate campus AED Coordinator or designee no more than twenty four hours after the incident.
- Complete an AED Post Incident Report immediately after the incident on every person to whom the AED Unit is applied, regardless of whether shocks were actually performed.
- Appendix A is the AED Post Incident Report Form.

*The AED Coordinator will take the following actions:*

- Replace used electrode pads, batteries, razors, gloves and other items.
- Unused supplies will be inspected for damage and replaced as needed.

- Service unit if red X appears. Replace batteries per manufacturer's recommendations.
- Clean and inspect the AED
- Review the AED Post Incident Report
- Confidentially give a copy of the AED Post Incident Report Form to the chair of safety committee no later than the next business day after the incident.

*The Safety Committee will review the AED Post Incident Report and keep on file with campus security for not less than 7 years.*

**Location:**

AEDs will be located in the following areas:

- CCCC campus security vehicle
- East Side Center
- Mulvane Center
- Brown Center Theatre entrance
- Hafner Training Center
- Wellness Center
- Winfield Allied Health

**Inspection and Maintenance:**

The Campus AED Coordinators in cooperation with local law enforcement are responsible for all inspection and maintenance activities of the AEDs assigned to them, based upon the manufacturer's instructions and CCCC AED Program guidelines. They will also assure that all equipment stock levels are maintained and/or ordered as needed. Appendix B is the weekly observational record form to be used to record all weekly inspection activities. Appendix C is the maintenance inspection form to be used to record all AED monthly inspection activities. Appendix D is the monthly observation record for checking the condition and expiration date of the spare battery kept in the health services office. The AED Coordinator will be responsible for overseeing all weekly and monthly logs.

On a weekly basis, the AED Coordinator or designee will check each unit to assure that the unit is operational by observing that the Active Status Indicator is a green signal. If it is a red signal, the observer will immediately seek corrective action. Records of these inspections will be completed on each AED unit tag.

On a monthly basis, the AED Coordinator or designee will perform a visual inspection of each unit assigned to them that includes:

- a check on the Active Status Indicator light
- a self-test
- a check on the condition of the unit and its accessories for dirt or contamination or damage,
- a check on the expiration dates of the pads and battery pack
- a check that ancillary supplies such as towel, razor, shears and barrier pack are available.

Records of these inspections, using Appendix C, will be completed on every AED unit. The Safety and Security office will keep the record of weekly and monthly inspections. The Safety and Security coordinator will report to the safety committee on an annual basis that the weekly and monthly checks have been made.

After each use of an AED, a complete inspection of the unit, as outlined by the manufacturer, will be completed by the appropriate Campus AED Coordinator.

## Training:

The following people will be expected to be trained in CPR/AED:

- All security officers, all athletic coaches, all resident assistants, all Resident Directors, All allied health instructors, and the Campus Nurse.
- A representative from each CCCC owned building.

The training requirements for authorized individuals are outlined below. The course shall meet all current guidelines set forth by The American Heart Association in the form of "Heartsaver CPR/AED".

- Basic CPR skills
- Proper use of an AED
- The importance of CPR, defibrillation, advanced life support, adequate airway care.
- How to recognize the warning signs of heart attack and stroke
- The location(s) of AED unit(s) within their department. Overview of the local EMS system, including 9-1-1 access, and interaction with EMS. The process for summoning Campus Security from any campus phone or 620-441-5599 from any cell phone.
- Assessment of an unconscious patient to include evaluation of airway, breathing, and circulation, to determine if cardiac arrest has occurred and the appropriateness of applying and activation of an AED.
- Information relating to defibrillator safety precautions to enable the individual to administer shocks without jeopardizing the safety of the patient or the authorized individual or other nearby persons to include, but not limited to:
  - 1) Age and weight recommendations for the use of the AED
  - 2) Presence of water or liquid on or around the victim
  - 3) Presence of transdermal (topical 'patch') medications, implanted pacemakers or automatic implanted cardioverter-defibrillators
- Recognition that an electrical shock has been delivered to the patient and that the defibrillator is no longer charged.
- Rapid, accurate observation of the patient's post-shock status to determine if further activation of the AED is necessary.
- Authorized individual's responsibility for continuation of care, such as the repeated shocks if necessary until the arrival of professional medical personnel.
- Reporting requirements that apply after an AED has been used to treat an individual and completion of the AED Post Incident Report.
- All successful participants will receive a CPR/AED course completion card.
- The required text will meet the standards of the AHA.
- CPR/AED renewal will be conducted at minimum; every other year.
- Training records will be maintained by the health services office and will include documentation of defibrillation skills proficiency.

## **V. Record Keeping**

The AED Coordinator is responsible for maintaining all records of the AED program. These records will be stored in a confidential file in the Health Services office.

Inventory, maintenance and testing records must be kept for a period of seven years (e.g., current year and immediate past year).

Records that reflect the current status of employee training should be maintained until the next training cycle is complete. All other records, including those associated with AED use or post event debriefings, should be maintained indefinitely.

**VI. Program Review**

The CCCC AED Program will be audited at least annually to assure that it is efficiently meeting the stated purpose of providing a lifesaving bridge for victims of sudden cardiac arrest. This audit will include a thorough review of the written program, as well as a review of all AED incidents that may have occurred. The Site Safety Committee will meet annually to review the program. Any changes to the program will be reviewed and authorized by the Safety Committee.

**VII. Effective Date(s)**

This procedure first became effective 4/22/2015. This procedure was reviewed \_\_\_\_\_.

Review Dates (annual):

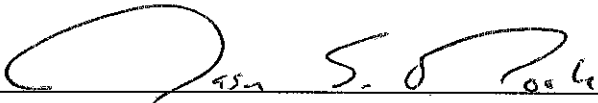
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**VIII. Signature and Title**

This procedure is implemented by:  \_\_\_\_\_

Title: Executive Director of Student Affairs

## AED POST INCIDENT REPORT

Last Name:	First Name:	Address:
City:	State/zip:	Phone Number:
Gender:	Age:	AED Operator(s):
Incident Date:	Location:	Was collapse witnessed?:
By whom?:	Time of collapse if known:	Time EMS was called:
Was CPR started?:	By whom?:	Time:
Did victim regain pulse?:	Time:	Did victim regain breathing?
Did victim become conscious?:	Time:	Location of incident:
Describe the scene and condition of the victim upon first observation:		
Describe condition of victim upon EMS arrival:		
Comments/concerns:		
Report completed by:	Date:	Comments:
Coordinator Reviewed:	Date:	Comments:
Site Safety Committee Reviewed:	Date:	Comments: