



AED Guidelines and Procedures

OVERVIEW

Automated External Defibrillator (AED) Guidelines and Procedures will establish guidelines for the campus-wide utilization of AEDs.

An AED is used to treat victims who experience sudden cardiac arrest. The AED must only be applied to victims who are unconscious, without a pulse, and not breathing.

The AED is used in conjunction with Cardio-Pulmonary Resuscitation (CPR) in cases of sudden cardiac arrest, in accordance with accepted protocols, including those developed by the American Heart Association or the American Red Cross, SB658 (replacing Title 22), California Code of Regulations and the manufacturer. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, and/or local Emergency Medical Services (EMS) paramedics arrive at the scene, and assume responsibility for emergency care of the patient. Generally, the AED should not be used on victims weighing less than 55 pounds or less than 8 years of age but refer to each AED manufacturer's instructions for use with children.

A campus wide AED Guidelines will be developed, reviewed and updated periodically by a campus AED committee under the direction of the Vice President for Administration and Finance. The committee will have representation from relevant departments such as Student Health, University Police, Environmental Health and Safety, Athletics/Kinesiology and Physical Education, Recreation and Wellness, Nursing Department, Risk Management, and the Concord Campus.

LOCATION OF AEDs

For public access AEDs, placement in buildings on campus may depend on factors such as areas of risk, legal requirements, funding, and buildings with employees who can comply with public access AED guidelines. Actual location in each building will consider such factors as easy accessibility and ADA compliance.

Information on the proper use of the AED is posted with the unit. **For limited access** AEDs, individual departments will determine the location. The University community will receive periodic communication about the location of such devices and county EMS will be informed of any changes in the number and location of AED's on campus.



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RESPONSIBILITIES

AED Committee Responsibilities

- Develop, review and update the campus AED Guidelines periodically.
- Assure that the University is in compliance with all laws and regulations pertaining to the use and implementation of AEDs.
- Develop policies and procedures and assign responsibility for equipment inspection and maintenance based on legal, manufacturer and other requirements.
- Develop policies and procedures and assign responsibility for training of staff on the use of AEDs.

Medical Director Responsibilities

- The Medical Director of the AED Program is a physician, designated by the Student Health and Counseling Services (SHCS) Director. Providing medical direction for the use of the AED device.
- Writing a prescription for use of the AED device.
- Evaluating post-event reviews.

Campus Program Coordinator Responsibilities

- Determine location and placement of AEDs. Evaluate implementation of AEDs for public access versus secured/limited access. May consider such factors as risk management, budget, security, accessibility and regulatory requirement in the decision.
- Coordinate vendor and AED selection, purchase, and installation.
- Oversee all AEDs on campus and regularly notify/update the University community, and Alameda, and Contra Costa Counties EMS, of their location and accessibility.
- Update campus AED website as needed.
- Verify AED's are maintained and inspected at least every 90 days.
- Organize meetings periodically, at least annually, and/or as needed.
 - Meetings may be called to discuss changes in law or regulatory requirements, an event or incident, or to make a change in policy, equipment, etc.
- Review and revise the AED Policies and Procedures as needed
- Work as a liaison between campus and AED manufacturer/vendor.

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- Communicate with the Medical Director on issues as needed.
- Inform/update the campus community on location and use of AED annually.
- *Updating Alameda and Contra Costa counties EMS, as per regulation requirements.*
- *Reviewing laws and regulations that govern the use of AEDs.*

Department AED Coordinator Responsibilities

- Responsible for verifying that equipment is being checked per manufacturer's recommendations.
- Ordering necessary equipment, supplies, and accessories.
- Notifying AED Program Coordinator of any changes in equipment and location.
- Attending and representing their area at AED Committee meetings.
- Discretion to assigning the above responsibilities to others who are properly trained.

EQUIPMENT CHECKLIST

All AED equipment and accessories shall be maintained in a state of readiness and per manufacturer guidelines.

- At a minimum, the AED must be checked at least once every 90 days and after each use.
- Records of equipment checks will be kept by Campus Program Coordinator.

TRAINING

Per SB658 effective January 2016, certified CPR & AED training is no longer required; however it is still recommended.

- An AED orientation video will be available for each Department's AED Coordinator to view.
- A "How to Use" poster is displayed next to each AED for reference.
- An annual notice will be sent to notify Faculty, Staff and students of the AED locations and the link to access the training video(s)
- Training records will be maintained by the department coordinator and made available for inspection to the Campus AED coordinator upon request. It is recommended that records be kept for at least 2 years.

NOTIFICATION



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Depending on the campus county, (Alameda or Contra Costa) EMS will be notified of the specific location of all AEDs on campus, and updated if there are any changes. Likewise, the campus community will be informed of the location of AEDs annually.

- It is recommended that Housing residents be informed of the campus location of AEDs and their use.

POST EVENT REVIEW

An AED Incident Report Form will be used to report an event.

After each AED use the AED Committee will review the incident to assess the effectiveness of the AED program.

- As the result of an incident, the Committee may make recommendations to revise and improve the program including location, number, placement or type of AEDs and associated guidelines and procedures.
- The manufacturer of the AED will be contacted, to download the post event information for the AED Medical Director.

OTHER RESOURCES

- State and Federal requirements
- Manufacturer's Contact information
- How to use the Philips FRx AED

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