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Sample AED Policy

PURPOSE

To establish an action plan for responding to a sudden cardiac arrest emergency.

DEFINITIONS

Automated External Defibrillator (AED): An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious and not breathing normally. The AED will analyze the heart rhythm and advise the operator if a shockable heart rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Sudden Cardiac Arrest (SCA): Sudden cardiac arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood, resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

AED PROGRAM COORDINATOR RESPONSIBILITIES

1. Register ALL AEDs in the [SHARE Registry](#) to ensure Medical Direction
2. Coordinate equipment location & maintenance with Site Coordinators
3. Coordinate training
4. Facilitate post-event documentation

VOLUNTEER RESPONDER RESPONSIBILITIES

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include Chest Compressions, AED or medical first aid. (Arizona Revised Statute (A.R.S.) § 36-2263 - Civil liability, limited immunity, and Good Samaritan; and A.R.S. § 36-2264 - Exemption from regulation.)



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TRAINING PLAN & RESOURCES

1. Training Program: expected users shall regularly receive appropriate training in cardiopulmonary resuscitation (CPR) and the use of an AED.
2. Document sign-in sheets
3. Document yearly reviews
4. Schedule drills

RESPONSE ACTION PLAN

1. Call 9-1-1
2. Start Chest Compressions
3. If an automated external defibrillator (AED) is immediately available, grab it or send someone to retrieve it and bring it to you. Apply the AED electrode pads to the person's bare chest as shown on diagrams on the pads.
4. Follow the voice and/or visual prompts. If a person is in a heart rhythm that needs to be shocked, the AED will automatically shock the heart. This electrical therapy can restore a normal heart rhythm if it is used quickly enough. Do not be concerned about harming the victim. AEDs are safe and effective and can only help. AEDs will not shock someone who does not need to be shocked. 9-1-1 medical dispatchers can provide additional guidance.
5. Post-Use review

INSTRUCTIONS ON MAINTENANCE & RECORD KEEPING

1. Utilize AED Maintenance Checklist ([Sample Maintenance Form](#))
2. Follow manufacturer's recommendations
3. Budget for replacement pads and batteries as recommended.

INTERNAL POST-EVENT DOCUMENTATION, REVIEW & AED MAINTENANCE

1. Following each deployment or use of an AED, (if a response team member or volunteer responder uses an AED), a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. All key participants in the event shall participate in the review.
2. Replace used pads to place unit in a "ready" mode.

3. Download Data, if possible.

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EXTERNAL POST-EVENT DOCUMENTATION

A copy of AED “use” information shall be presented within 5 days of the emergency to the Bureau of EMS & Trauma System, Arizona Department of Health Services. See www.azshare.gov.

ANNUAL PROGRAM MAINTENANCE

1. Check for AED manufacturer’s updates/recalls/etc.
2. Replace pads/batteries before expiration.

PHYSICIAN OVERSIGHT

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Note: This sample AED policy is intended as an example. Your AED policy may differ depending on organization or community needs.