

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Security	Policy # P2021-07
Title:	Automated External Defibrillators (AED)	

PURPOSE

The purpose of this policy is to identify the AED Program Coordinator, identifying the locations of the AEDs within the District, documentation requirements for the maintenance of the AEDs, employee training/certification requirements, AED procedures for victims needing assistance, and post event documentation.

The overall responsibility for the administration of this policy rests with the General Manager.

POLICY STATEMENT

An AED is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, not breathing normally and show no signs of circulation such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

Sudden Cardiac Arrest (SCA), 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 of 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.

AEDs are safe and effective. AEDs will not shock someone who does not need to be shocked, as the AED automatically senses a heart rhythm.

Only authorized and trained personnel can administer the AED on a victim who has experienced SCA. Personnel must have a valid CPR and AED certification from an authorized trainer.

AEDs must be maintained in accordance with manufacturer specifications. A Post Event Summary must be filed within 24 hours after an event occurs, regardless of whether or not defibrillator shocks were delivered to the victim.

Periodic reviews of records shall be conducted by the General Manager.

AED PROGRAM COORDINATOR

The on-site coordinator for the AEDs is the Security Supervisor or a designee of the General Manager. The responsibilities of the AED Coordinator include:

1. Identifying potential users and ensuring training certifications are attained and kept on file with the District
2. Maintaining and replacing all AED equipment and supplies according to manufacturer specifications
3. Maintaining the AED Monthly Checklist and the AED Maintenance Checklist
4. Ensuring the AED is registered with the local EMS agency and information is updated, as needed
5. Coordinating equipment locations
6. Coordinating training for use of the AED
7. Facilitating post-event documentation
8. Removing an AED from service after use and following the manufacturer's specifications for maintenance prior to returning the AED to service.

The General Manager or his/her designee shall conduct periodic reviews of the AED checklist and Post-Event Summary Forms.

AED LOCATIONS

One AED shall be available in the main District office. Only CPR/AED trained personnel are authorized to deploy the AED.

One AED shall be always available with the on-duty Patrol Officer. Only CPR/AED trained officers are authorized to deploy the AED.

AED PROCEDURES/RESPONSE ACTION PLAN

If a situation occurs where the AED is required, the following response will be adhered to when deploying the AED:

1. Call 9-1-1 and advise the dispatcher of the incident, location, and phone number.
2. Only personnel trained in CPR will assess the victim and administer CPR, until the AED arrives.
3. Have someone retrieve and deliver the AED, if not immediately accessible.
4. Apply the AED electrode pads, per the instructions shown on the AED diagrams.
5. Follow the voice and/or visual prompts from the AED. 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. The AED will not shock someone who does not need to be shocked.
6. Restart chest compressions until the AED advises to stop to re-analyze the patient or the patient shows signs of improvement.
7. Transfer CPR/AED responsibilities to EMS when they arrive on scene.

8. Provide EMS responders with other important information of the incident including the victim's name (if known), time the victim was found, initial and current condition of the victim, number of shocks delivered, and any other information needed.
9. Post-event report to be completed within 24 hours.
10. Notify the AED Program Coordinator of AED deployment.

POST EVENT DOCUMENTATION

Following the deployment or use of the AED, an AED Event Summary Form shall be completed and filed with the AED Program Coordinator within 24 hours of the event. Documentation shall be required whether or not defibrillator shocks are delivered to the victim.

The AED Program Coordinator will contact the manufacturer and download event data. It shall be kept on file with the AED Event Summary Form.

The AED Program Coordinator shall keep all Post Event Summaries for a minimum of five years.

The AED Event Summary Form shall then be sent to the General Manager for final review.

MAINTENANCE AND TESTING OF AEDS

The AED Program Coordinator shall perform maintenance and testing of the AEDs in accordance with the manufacturer's specifications. A written record shall be maintained in order to demonstrate that all required maintenance has been completed. As a minimum, the AEDs will be inspected monthly. The AED Monthly Checklist and the AED Maintenance Checklist shall be utilized for documentation. (See attached checklists)

AED batteries typically have a life span of approximately two to five years. The manufacturer's specifications will be followed to maintain the batteries.

The AED disposable pads have a shelf life of approximately 18 months. AED pads cannot be reused, so at least one set of spare pads must be available at all times where the unit is stored. Pads must be replaced by the expiration date printed on the packages, whether or not they have been used.

When the AED is deployed, it shall be removed from service. The AED Program Coordinator is responsible for maintenance prior to returning the AED to service.

TRAINING PLAN FOR USE OF AEDS

Deployment and use of the AED must be by CPR/AED trained/certified personnel only. While AB 2041 allows AEDs to be applied to victims by individuals who have not been trained in CPR and AED, the law requires organizations with AEDs to have authorized individuals deploy the devices.

In order to be eligible to use an AED, authorized individuals shall meet the following requirements:

1. Possess a valid CPR/AED card as provided by an approved training facility.
2. Maintain certification every other year.
3. Provide proof of certification to the AED Program Coordinator.

Employees' CPR/AED training records/certifications shall be maintained by the AED Program Coordinator. A copy of CPR/AED certifications shall also be filed in the employee's personnel file.

The AED Program Coordinator shall maintain a list of employees who possess valid CPR/AED certifications.

Approved by Rancho Murieta Community Services District's Board of Directors	08/18/2021
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