

AED Policy

An Automated Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, not breathing normally and not showing any signs of circulation, such as normal breathing coughing and movement. The AED will analyze the heart rhythm and advise the operator if shock is advised. If a detectable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.



GLOSSARY OF TERMS

A. DEFINITIONS

1. AED Program Medical Advisor is the Medical Director of Polk County Health Department.
2. AED Coordinator is the employee of the Polk County Health Department, Franny Medeiros CMA, who oversees the AED Program for Polk County, maintenance of the AED Units, and training of the employees.
3. AED Healthcare Provider, Lay Responder / Rescuer (LRR) shall refer to an Polk County employee who is appropriately trained and certified to carry and operate an AED Unit during his/her time at work.

—Guidelines for Public Access Defibrillation Programs in Federal FacilitiesII.

The automated external defibrillator (AED) is a computerized medical device. An AED can check a person's heart rhythm. It can recognize a rhythm that requires a shock. And it can advise the rescuer when a shock is needed. The AED uses voice prompts, lights, and text messages to tell the rescuer the steps to take.

5. Defibrillation is an electric —SHOCKII delivered to the heart to correct certain life threatening heart rhythms

Polk County Health Department: AED Coordinator

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Responsibilities as AED Coordinator

The AED Coordinator is the primary liaison between the AED program, the Medical Director and Polk County Risk Management. This person has the following general responsibilities:

- **Maintain all equipment and supplies.**
- Organize training programs and regular re-training programs for staff.
- Maintain all training records and Call Report/Patient Care Records for a minimum of 5 years.
- Forward any incident data to the Medical Director and responding EMS.
- Ensure that the AED is properly maintained after any use.
- Maintain and revise the procedure manual in accordance with state regulations and cooperation with program's Medical Director.

- **Maintain all equipment inspection and maintenance records, QC and supply records (such as lot #s for supplies).**
- Schedule annual review meeting with Medical Director.
- Monitoring the effectiveness of this system.

- **Communicate with medical director on issues related to medical emergency response program including post event reviews.**

Applicable Documents

- AED Policy and Procedures for Polk County Employee's.

Medical Control

The Medical Advisor of the AED program is Dr. Carlos Alarcon, MD

The Medical Director has authority over the entire AED program and its participants. General responsibilities include the following:

- Conducts an annual review of program paperwork (training, procedures, QC, maintenance, inspections, etc.)
- Functions as a resource to the agency in planning, scheduling and training for the services personnel.
- Development of a mechanism to assure the continued competency of service personnel to include periodic training and semi-annual skill proficiency demonstrations.
- Periodic review of service activities as they relate to patient care.
- Establishment of any other rules or activities needed to ensure the delivery of patient care within the services scope of practice.

- Conduct an annual review meeting with the Coordinator and Targeted Responders to review all paperwork, machine maintenance and oversee the review training.
- Providing medical direction for the use of the AED. Reviewing and approving guidelines for emergency procedures related to the use of the AED and CPR.

- **Evaluation of post-event review forms and digital files downloaded from the AED.**

Annual Program Review

The AED Coordinator will annually conduct a review of all components of the AED program and make appropriate recommendations for improvement or remediation. The annual review will include at least the following components:

- Review of the AED written Policy and Procedures,
- Review of Iowa state laws and guidelines related to AED use,
- Discussion and review of AED Program Medical Advisor's responsibilities and activities.
- Review of all departmental records related to personnel training and AED locations, use, service, and testing.
- Review of recommendations for improvement or remediation with Polk County Risk Management.

Authorized AED Users

- All employees updated in Healthcare provider CPR or Heartsaver AED.
- Anyone at their discretion may provide assistance to victims of a medical emergency. To the extent to which individuals respond shall be appropriate to their training and experience.
- Required to Activate 911 and provide prompt basic life support including AED usage according to training and experience.
- Must understand and complying with the requirements of this policy.

Equipment

The AED should be brought to all medical emergencies. The AED should be used on any person that display's all the symptoms of a cardiac arrest. There is one set of Adult electrodes attached to the AED, one spare set in AED bag and one set of Pediatric electrodes to be used on persons 0-8 years of age. The AED will be placed only after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing, or movement.

Location of AED

The AED will have one ADULT set of defibrillation electrodes connected to the device, one spare ADULT set of electrodes and one set of PEDIATRIC electrodes with the AED. One resuscitation kit will be connected to each of the electrode package. This kit contains, one razor, one set of trauma sheers, and one facemask barrier device. There is an ADULT mask in AED case.

- Location of AED's for Polk County starts on page 18.

Training

- All selected employees must complete training adequate to provide basic first aid, CPR, and AED. Training will be provided on site. AED Coordinator shall maintain training records for all employees.
- Certified Employee's will be notified of Recertification every two years.

Medical Response documentation

It is important to document each use of the emergency response system. The following forms shall be sent to the AED coordinator within 24 hours of a medical event:

- Employees shall complete a medical event form (injury form) when an AED is used.
- Any and all patient information generated during AED use must be collected into a patient's confidential file.
- A copy of AED use information shall be presented to the medical director of the AED program within 72 hours of an emergency.

Equipment Maintenance

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

- The AED Coordinator shall be informed of changes in the availability of emergency response equipment. If equipment is withdrawn from service, the operator shall be informed then notified when equipment is returned to service.
- The AED Coordinator shall be responsible for informing response team of changes to availability of emergency medical equipment.
- Under the training of the AED Coordinator, designated persons will be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions.
- Page 17 of this manual will be available via email to designated persons to test AED machine monthly for performance tests and inspection. This form will be sent to the AED coordinator by the last day of each month at franny.medeiros@polkcountyiowa.gov
- Following the use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

System Verification and Review

The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

Annual System Assessment

Once each calendar year, the System Owner or their designee shall conduct a document system readiness review. This review shall include review of the following elements:

- Training record
- Equipment operation and maintenance records

Monthly System Check

Once each calendar month, the designated person shall conduct and document a system check. These records shall be retained according to the schedule established for the AED Coordinator. This shall include reviews of the following elements:

- Electrodes Expiration dates
- AED battery life
- AED operation and status
- The designated person will complete the AED inspection form on a monthly basis and email the AED Coordinator the completed form if deficiencies occur.
The AED Coordinator will ensure ted.

Post Event Review:

Following each deployment of the emergency response system, or if a volunteer responder uses an AED, a review shall be conducted to learn from the experience. The Medical Emergency System Owner shall conduct and document the post event review. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incidence stress debriefing. A summary of the post event review shall be sent to the AED Coordinator, Risk Management, and the Medical Director. Risk Management or AED Coordinator, according to the record retention policy, shall maintain a copy of the post event review summary.

Approvals

**Functions
Date**

Printed Name

Signature

Medical Director

Polk County Board of Supervisors

Chair

Date: _____

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