



# Southeast Seventh-day Adventist Church AED Policies and Procedures

## AED Policies

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to a victim who is unconscious, not breathing normally and showing no signs of circulation, such as normal breathing, coughing and 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 advise the operator to deliver the shock.

### **Southeast Seventh-day Adventist Church (AED Owner) Responsibilities:**

- Establishing an internal emergency response system for suspected Cardiac Arrest situations, which includes calling 911, and providing prompt basic life support including AED and first aid, according to responders training and experience.
- Maintaining and inspecting the AED as required.
- Ensuring expected responders complete adequate CPR/AED certification through a nationally recognized agency.
- Identifying a contact person for each site where an AED is located.
- Informing AED Authority of any use of the AED.
- Understanding and complying with the requirements of this policy.

### **AED Authority® Responsibilities, while under contract:**

- Medical Oversight and Direction.
- AED Device tracking.
- Battery and electrode tracking.
- Provision of replacement items, as contracted.
- Monthly Inspection Tracking via online website.
- CPR/AED Certified personnel tracking via online website.
- 911 Dispatch Center Notifications, per state laws.
- Post-Event Services including data download & supply replenishment, as needed.

### **Equipment Installation and Maintenance:**

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

- **Southeast Seventh-day Adventist Church** will assure that all AEDs are installed in appropriate locations based on the industry guidelines set forth by the American Heart Association. AEDs will be located in central, unobstructed and accessible areas of the facility to allow for fast and easy retrieval of the AED during an emergency.
- **Southeast Seventh-day Adventist Church** will not alter or modify the AED or cabinet.

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## Equipment Installation and Maintenance - continued:

- **Southeast Seventh-day Adventist Church** will be responsible for a monthly visual check of the AED and reporting this check to **AED Authority®** via web portal [www.aedauthority.com](http://www.aedauthority.com)
- **AED Authority®** will be responsible for the tracking of AED disposables and notifying **Southeast Seventh-day Adventist Church** when they expire. Replacement AED accessories will be provided upon expiration, or use of the AED, as needed by **AED Authority®**.
- **Southeast Seventh-day Adventist Church** will install/replace all AED replacement accessories provided by AED Authority. If installation is not possible in a timely manner, **Southeast Seventh-day Adventist Church** will notify **AED Authority®**.

## Equipment Use:

- The AED and first aid emergency care kit will be brought to all medical emergencies.
- The AED should only be used on a person who displays the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:
  - Victim is unconscious
  - Victim is not breathing

## Medical Response Documentation:

**Internal Post Event Documentation:** It is important to document each use of the medical emergency response system. It is recommended that all responding employees complete an internal incident report for any event requiring the use of the AED. An AED “use” is any time AED was opened and pads applied, regardless of whether shock advised or not. Southeast Seventh-day Adventist Church will notify AED Authority of any use of the AED.

## Authorized AED Users:

All employees of **Southeast Seventh-day Adventist Church** who have successfully completed CPR/AED training are authorized to use an AED. *(If no trained employee is present, any bystander acting in “good faith” is authorized to use the AED. REF: Ohio Revised Code § 2305.235)*

## Initial CPR/AED Training:

**Southeast Seventh-day Adventist Church** is responsible for having “expected responders” trained at each facility where an AED is deployed. **Southeast Seventh-day Adventist Church** will provide necessary training. Training course must meet or exceed the standards set forth by the state and local Emergency Medical Service authority and the American Heart Association for CPR/AED Certification.

## Refresher Training:

Employees will renew CPR/AED training every 24 months.



## AED Procedures

- The AED should be used on a person who displays the symptoms of cardiac arrest.
- The AED will be placed only after the following symptoms are confirmed:
  - ✓ **Victim is unconscious**
  - ✓ **Victim is not breathing**
- If AED is not immediately available, perform CPR until AED arrives on scene.
- Use of the AED is authorized for emergency response personnel trained in CPR and use of the AED.
- If no trained employee is present, any bystander acting in “good faith” is authorized to use the AED.

### Medical Emergency Responding Employee:

- Assess scene for safety
- Determine unresponsiveness (Tap and shout: No response/No breathing or gasping only)
- Activate emergency system (Dial 911)
- Call for AED
- Check for Breathing – if not breathing, begin CPR chest compressions immediately.
- When AED arrives, Turn ON immediately.
- Follow voice prompts to apply electrodes. Remove clothing, Shave chest hair (if it is so excessive it prevents a good seal between electrodes and skin). If the victim’s chest is dirty or wet, wipe the chest clean and dry.
- Stand clear of victim while the AED analyzes heart rhythm.

### Shock Advised:

- Remain clear of the patient. The Caution light on the AED will go from flashing to solid, the orange Shock button will start flashing and the OnSite will tell the rescuer to press the flashing orange button. Once pressed, the OnSite announces that the shock has been delivered. The OnSite will then automatically analyze the heart rhythm again to see if another shock is needed or if CPR is to be performed.
- Continue cycles of analysis, shocks (if advised) and CPR until professional help arrives. Victim must be transported to hospital. Leave AED attached to victim until EMS arrives and disconnects AED.

### No Shock Advised:

- AED will announce that it is safe to touch the patient and will instruct the rescuer to assess the patient and to perform CPR if needed. The blue i-button will come on during this and can be pressed for CPR coaching. After 2 minutes of CPR, AED will prompt responder to clear the area and re-analyze.
- Continue cycles of analysis, shocks (if advised) and CPR until professional help arrives. Victim must be transported to hospital. Leave AED attached to victim until EMS arrives and disconnects AED.

### After Use:

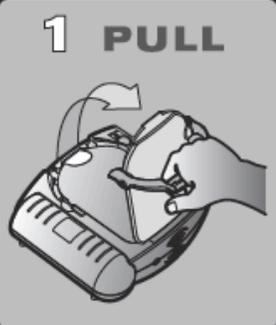
- The AED will be wiped clean and any used pads discarded. **Southeast Seventh-day Adventist Church** will inform **AED Authority®** of any AED use. (AED “use” is any time AED was opened and pads applied, regardless of whether shock advised or not) New electrodes will be needed – contact AED Authority and replace as instructed. Ambu-Kit supplies will be cleaned and replaced as needed.

Note: Please see below the copy of the Quick Reference guide from your AED – this card can be found inside the case of your AED.

## HeartStart Defibrillator M5066A QUICK REFERENCE

Check for signs of Sudden Cardiac Arrest:  Unresponsive  
 Not Breathing Normally

**1 PULL**



**2 PLACE**



**3 PRESS**

