

MEMORANDUM

Date: July 30, 2021
To: Security Committee
From: Tina Talamantes, Interim Security Supervisor
Subject: Consider Adoption of District Policy P2021-07, Automated External Defibrillator (AED) Policy

RECOMMENDED ACTION

Adopt District Policy P2021-07, Automated External Defibrillator (AED)

BACKGROUND

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, 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.

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.

SUMMARY

Prior to AEDs being installed and deployed within the District, a policy must be in place to ensure personnel are properly trained and certified in the use of the AEDs, and procedures are in place to document the maintenance and deployment of the AEDs. This Policy will be moved to the regular Board meeting August 18, 2021, if the Committee approves the policy.

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

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

PURPOSE

The purpose of this policy is to establish a framework and procedures for the use of Automated External Defibrillators (AEDs) by specified District personnel in the event a person suffers Sudden Cardiac Arrest while on District property. This policy has the additional purposes of identification of the AED Program Coordinator, describing employee training and certification requirements for use of AEDs, specification of locations where AEDs will be available within the District, providing a response framework for events requiring an AED and related post-event documentation requirements, and specifying requirements for the maintenance of District AEDs.

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

POLICY STATEMENT

The District endeavors to maintain a safe and healthy environment for all employees and visitors. As part of that commitment, the Board has determined that the District should maintain and make available AEDs for use by specified District personnel in the event a person experiences sudden cardiac arrest.

AEDs are portable medical devices used to try to restore a normal heart rhythm to a person experiencing sudden cardiac arrest. Only persons who are specially trained and certified in the use of AEDs may deploy, use, or administer treatment with an AED.

The Board has determined that the District should identify an AED Program Coordinator to oversee the use and maintenance of the District's AEDs, including their use, maintenance, record-keeping, and training requirements.

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

AED PROGRAM COORDINATOR

The AED Program Coordinator shall be responsible for the day-to-day administration of the District's AED Policy, with oversight by the General Manager. The AED Program Coordinator is the Security Supervisor or a designee of the General Manager. The responsibilities of the AED Program Coordinator include:

1. Identifying personnel who are willing to serve as an AED Authorized User and ensuring that such personnel are trained and certified in AED use. The AED Program Coordinator shall maintain files of all AED certifications and shall ensure that such records are kept up to date;

2. Prepare and maintain a list of District personnel who are certified to deploy, use and administer treatment with an AED (“AED Authorized Personnel’ list”). This list shall be distributed to all District employees and shall be posted next to each AED;
3. Maintaining and replacing all AED equipment and supplies according to manufacturer specifications;
4. Ensuring that the AED Monthly Checklist and the AED Maintenance Checklist are timely completed, and any required action completed within the timeframes specified for each. (attached as Appendix A);
5. Ensuring the AED is registered with the local EMS agency and information is updated, as needed or required by the agency;
6. Identifying and establishing equipment locations;
7. Coordinating training for personnel in the use of an AED;
8. Ensuring Post-Event Summary is completed and properly filed within 24 hours of any event in which an AED is deployed.
9. Removing an AED from service after it has been deployed or used 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 Monthly Checklist, the AED Maintenance Checklist, and Post-Event Summary forms.

AED LOCATIONS

One AED shall be located in the main District office. Only personnel who are trained and certified in CPR and AED use are authorized to deploy, use, and administer treatment with the AED.

One AED shall be in the possession of the on-duty Patrol Officer at all times. Only officers or other District personnel who are trained and certified in CPR and AED use are authorized to deploy, use, and administer treatment with the AED.

AED PROCEDURES/RESPONSE ACTION PLAN

An AED should be used if a person experiences Sudden Cardiac Arrest. 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 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. An AED is only to be applied to persons 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.

If an event occurs which requires the use of an AED, the following response will be adhered to by all District personnel:

1. Call 9-1-1 and advise the dispatcher of the incident, location and phone number where the caller can be reached during the event.
2. Consult "CPR Certified" list to identify and dispatch personnel trained in CPR who are available to assess the victim and administer CPR until the AED arrives.
3. Consult "AED Authorized Personnel" list to identify and dispatch personnel who are authorized to deploy, use, and administer treatment with AED, if the personnel providing CPR is not also AED authorized.
4. Direct someone to retrieve and deliver the AED to the scene, if not immediately accessible.
5. AED Authorized Personnel to:
 - a. Apply the AED electrode pads, per the instructions shown on the AED diagrams.
 - b. Follow the voice and/or visual prompts from the AED. If a person has 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.
 - c. Restart chest compressions until the AED advises to stop to re-analyze the patient or the patient shows signs of improvement.
 - d. Transfer CPR/AED responsibilities to EMS when they arrive on scene.
 - e. Provide EMS responders with other important information including the victim's name (if known), time the event began or time the victim was found, initial and current condition of the victim, number of shocks delivered, and any other information needed.
 - f. Notify the AED Program Coordinator of AED deployment, if AED Program Coordinator not on scene of event.
 - g. Complete post-event summary within 24 hours and file with AED Program Coordinator.

POST-EVENT SUMMARY

Following the deployment or use of an AED, a Post-Event Summary shall be completed by Safety Coordinator and filed with the AED Program Coordinator within 24 hours of the event. Post-Event Summary forms are available at the District office. A Post-Event Summary is required to be completed anytime an AED is deployed, including when the AED is retrieved, but not used.

The AED Program Coordinator shall provide each Post-Event Summary to the General Manager for final review.

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

POST-EVENT RETIRING OF AED AND CONSULTATION WITH MANUFACTURER

Following the deployment or use of an AED, the AED Program Coordinator will contact the device manufacturer and download event data to acceptable media. It shall be kept on file with the AED Post-Event Summary.

MAINTENANCE AND TESTING OF AEDS

The AED Program Coordinator shall perform all maintenance and testing of AEDs in accordance with the device manufacturer’s specifications. The AED Program Coordinator shall maintain a written record for each AED that demonstrates and describes all maintenance that has been performed on each device. At a minimum, each AED will be inspected monthly. The AED Monthly Checklist and the AED Maintenance Checklist shall be utilized for documentation and serve as the written record. (See attached checklists)

AED batteries typically have a life span of approximately two to five years. The AED Program Coordinator is responsible for following the manufacturer’s specifications 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. The AED Program Coordinator is responsible for replacing pads by the expiration date printed on the packages, whether or not they have been used.

TRAINING FOR USE OF AEDS

Deployment and use of an AED must only be by persons who are appropriately trained and certified. The District is required to have one personnel per AED device who is trained and certified in its use. The District will provide requisite training to personnel who the AED Program Coordinator has identified as able and willing to become trained and certified.

In order to use an AED, an individual must 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 who meet the requirements to use an AED shall be listed on the “AED Authorized Personnel List,” which list will be maintained and kept current by the AED Program Coordinator and posted next to each AED. 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.

Approved by Rancho Murieta Community Services District’s Board of Directors	
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Rancho Murieta Community Services District

AED MAINTENANCE CHECKLIST

This checklist must be used to document inspections and maintenance. Refer to the unit's user's manual for specific requirements. Check this unit monthly.

MONTH/YEAR:	Site
Area Coordinator:	Name:

AED BRAND & MODEL:	SERIAL # OF AED:
Specific Location of Unit:	Battery Expiration Date :
Electrode Expiration Date:	

Date of Check	Performed all checks in accordance with Owner's manual	Signature of Area Coordinator Performing Daily	Comments (Optional)
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Submitted by: _____ Date: _____



Rancho Murieta Community Services District

AED MONTHLY CHECKLIST

As a minimum all units must be inspected monthly for the items below. Be sure to check your user's manual for any additional requirements.

DATE: Area Coordinator:	Site Name: Site: Phone:
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AED BRAND & MODEL: Specific Location of Unit: Electrode Expiration Date:	SERIAL # OF AED: Portable: Wall Mounted: Expiration Date:
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Check the Following:	Describe Findings:	Comments and/or Corrective Actions Taken
Status Indicator		
Condition of Unit and Accessories (clean, no cracks or damage to case, accessories present and in good condition)		
Pads are in good condition and not expired		
Two sets of adult pads are available		
For locations that serve children age 8 and under or 55 pounds and under, one set of pediatric pads is available		
Batteries have charge and are not expired		
Inspected by:	Signature:	



Rancho Murieta Community Services District

AED EVENT SUMMARY FORM

Instructions: This form is to be completed every time the AED is applied to a patient. Upon completion, please submit to the RMCS D Security Supervisor.

Incident Date: _____ Location: _____

AED Operator: _____ AED Assistant: _____

9-1-1 Called?: Yes ___ No ___ By Whom: _____

Were shocks given?: Yes ___ No ___ Total number of shocks: _____

Est. time of patient collapse to CPR: _____ Est. time from CPR to AED: _____

Cardiac Arrest Witnessed? Yes ___ No ___ By Whom?: _____

CPR started?: Yes ___ No ___ By Whom?: _____

Did patient regain pulse?: Yes ___ No ___ Did patient begin breathing?: Yes ___ No ___

Did patient regain consciousness?: Yes ___ No ___

Hospital transported to: _____

Transporting Agency/Company: _____

Patient Name: _____

Address: _____

Gender: Male _____ Female _____

Telephone: _____

Date of Birth: _____

Other Information:

Report prepared by: _____ Date: _____