

# SAMPLE

Automated External Defibrillator (AED) Policy	Date:
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## **Purpose:**

The purpose of this policy is to provide information regarding the use of the AED.

## **Location**

The AED(s) is/are located (site specific)

## **Use of the AED:**

The AED is to be applied to a victim who is not responding, not breathing or not breathing normally and has no signs of circulation, such as normal breathing, coughing or movement.

## **On-Site Coordinator:**

The on-site coordinator is (site specific).

Responsibilities of the on-site coordinator include:

- Assuring that the AED is maintained in a state of readiness, that this is documented.
- The AED is registered with the EMS agency, and information is updated as needed (such as a change in the coordinator).
- Building tenants are notified of the AEDs location annually and with any changes.
- A quick reference card is displayed near the AED indicating how to use the AED
- A demonstration of how the AED is used is offered to employees and/or building tenants annually.
- The EMS agency is notified when there is a use of the AED.

## **Maintaining Readiness:**

The AED will be checked for readiness after each use and at least once every 90 days if it has not been used in the preceding 90 days.

Checks will include the following:

- Assure that the AED is operational, charged battery, and turns on (AED specific e.g. OK is visible in the readiness display)
- Check the expiration date on the electrode packet (AED specific e.g. visible in the upper right hand corner of the clear plastic lid of the AED) If date has passed, replace.
- Taking the AED out of commission after use, until it is checked and pads are replaced.

## **AED Training:**

All personnel/building tenants are to be offered in-service training and encouraged to take a CPR training or certification class. Office personnel/building tenants are to be notified the location of the AED and offered in-service training on an annual basis.

## **Quick Reference Cards:**

The Quick Reference cards will be kept posted next to the AED cabinet and will include information on the following:

Procedure for use of the AED

Steps to follow after using the AED