

SAMPLE POLICY

Program Document: **Automated External Defibrillator(AED) SAMPLE**

Policy Number:

Initial Date:

Effective Date:

Last Approved Date:

Next Review Date:

Purpose:

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

Location:

- A. 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 onsite coordinator include:

- Assuring the AED is maintained in a state of readiness and documented.
- AED is registered with LEMSA, and information is updated as needed (change in coordinator etc.)
- Building tenants are notified of AED(s) location, annually and with any changes.
- Quick reference card is displayed near AED(s) indicating use of AED
- Demonstration of use of AED is offered to employees and/or building tenants annually.
- LEMSA is notified of use of AED.

Maintaining Readiness:

AED will be checked for readiness after each use and at least every 90 days if no used in preceding 90 days. Checks will include the following:

- Assure AED is operational, battery charged, turns on (AED specific, OK is visible in readiness display)
- Check expiration date on electrode packet (AED specific visible in the upper right hand corner of the clear plastic lid of the AED). If date has passed, replace it.
- 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 CPR/AED training or Certification class. Office personnel/building tenants are to be notified of the location of the AED and offered in-service training on an annual basis.

Quick Reference Cards:

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

- Procedure for use of the AED
- Steps to follow after using the AED