

	POLICY & PROCEDURE	SERIES # 536	PAGE 1 OF 5
	SUBJECT		EFFECTIVE DATE
	<b>USE OF THE AUTOMATED EXTERNAL DEFIBRILLATOR (AED)</b>		<b>11/04/11</b>
			OVERSIGHT <b>Support Services</b>
DISTRIBUTION	AMENDS/SUPERSEDES/CANCELS		
<b>ALL MANUALS</b>	P&P # NEW POLICY		

I. PURPOSE:

The purpose of this policy is to establish guidelines for the maintenance and use of AED devices. The AED device is designed to rapidly deliver a controlled electrical shock to cardiac arrest victims who have a shockable electrocardiogram (EKG) and convert them to life sustaining EKG with a pulse.

II. POLICY:

It is the policy of the Hampton Police Division to have AED's available in the Public Safety Building, other police facilities and in certain patrol cars to be utilized in cases of emergency; and to utilize AED's in accordance with Emergency Medical Services guidelines.

III. DEFINITION:

- A. **Automated External Defibrillator (AED):** A specialized medical device designed to recognize and treat certain lethal heart rhythms in the setting of a cardiac arrest. AEDs have been shown to decrease cardiac related mortality when used by trained persons and used in conjunction with cardiopulmonary resuscitation (CPR).
- B. **First Responder:** A person, trained at a minimum in basic life support and the use of a defibrillator, who attends a potentially life-threatening emergency.
- C. **Cardiopulmonary Resuscitation (CPR):** CPR is an emergency procedure which is performed in an effort to manually preserve intact brain function until further, more advanced measures can be taken in cases of cardiac arrest.

The process involves manual chest compressions. The most recent AHA guidelines indicate that Artificial Respiration (mouth-to-mouth) can have varying standards of utilization depending upon circumstances of the cardiac arrest incident.

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APPROVED:  
CHIEF OF POLICE



#### IV. PROCEDURE:

##### A. General

1. The following considerations apply when determining if an AED should be utilized:
  - a. An AED will not shock a heart that does not need it.
  - b. The AED should only be used to treat victims who experience sudden cardiac arrest; (i.e., those who are unconscious, without a pulse and not breathing).
  - c. The AED should only be used on children younger than 8 years old or weighing less than 55 pounds, when a Pediatric Pad (Pedi-padz) is connected to the AED.
2. Life-sustaining or resuscitative measures should be performed when needed. These measures include the option of utilizing an AED.
  - a. Ideally, the AED should be utilized by a trained, certified AED user. If a certified AED user is not available, an employee untrained in its use has the option of using the device. In such cases, the employee shall follow the voice prompts and/or the instructions included with the unit.
  - b. Pursuant to VA Code §8.01-225 A.6. & 7, persons rendering emergency care at the scene of an emergency shall be immune from civil liability for any personal injury that results from any act or omission in the use of an automated external defibrillator in an emergency where the person performing the defibrillation acts as an ordinary, reasonably prudent person would have acted under the same or similar circumstances, unless such personal injury results from gross negligence or willful or wanton misconduct of the person rendering such emergency care.
3. Emergency Medical Services (EMS) will be immediately notified and respond anytime an AED is utilized in an attempt to render emergency aid.

##### B. Emergency Protocol

1. The first AED/CPR certified person or First Responder who comes to the aid of the victim should note the time and begin one-person CPR.
2. The Second Responder should:
  - a. Activate the Emergency Medical Response system by contacting Communications (by radio or calling 911).
  - b. Bring AED to the site.

- c. Assist the AED user or First Responder as needed.
3. The Third Responder who arrives should:
  - a. Record the events that occur.
  - b. Minimize any traffic in the area.
4. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration, the First Responder is too tired to continue, an additionally trained Responder arrives on-scene and takes over, and/or EMS arrive at the scene and assume responsibility for emergency care of the patient.

#### C. Program Coordination

1. The Planning Unit Supervisor shall serve as AED Coordinator. The Coordinator is responsible for:
  - a. Performing inspections of the AED equipment, on an as needed basis.
  - b. Coordinating with the Training Unit regarding AED training and certification of unit personnel.
  - c. Collecting and maintaining Defibrillator Event Report Sheets.
2. Selected department personnel will receive training in the operation and use of the AED. This function will be coordinated by the Training Unit.
  - a. Complete the CPR/AED training class provided by the American Red Cross, or an equivalent nationally recognized course.
  - b. Receive recertification training on CPR/AED use as required.

#### D. AED Equipment Check and Maintenance

1. All AED equipment and accessories shall be maintained in a state of readiness and pursuant to manufacturer guidelines.
2. The locations of AED's are as follows:
  - a. Public Safety Building (lobby)
  - b. Outdoor Range (tower)
  - c. Marine Patrol boat
  - d. Designated Patrol Units
3. The AED Coordinator shall be informed of changes in availability of emergency medical response equipment (i.e.; taken out of/returned to service).
4. Each officer who takes charge of an AED will conduct a visual inspection prior to going on patrol. Any deficiencies/problems will be reported to their immediate supervisor as soon as possible thereafter. A written

report will then be submitted to the Planning Unit along with the AED describing the problem identified. The inspection will include:

- a. Condition of the outer bag and structure of unit, as well a condition of the issued electrode pads.
  - b. Battery check – Officer shall verify that a GREEN CHECK MARK is visible in the LCD Display beside the power button.
  - c. Function check - The automation in the AED software should be running this check approximately once a week and its outcome is reported in the LCD Display as a contributing factor to the GREEN CHECK MARK indicating that the device is working properly. AED trained and equipped officers will be instructed on how to do a forced manual function test, however, a forced test should only occasionally be activated. Untrained personnel should never attempt to perform a Forced Function Test.
5. After each use, the AED must be thoroughly cleaned of any substances that may have contacted the device. The employee responsible for this shall follow the procedures to prevent communicable disease exposure, as set out in P&P 531 (Exposure Control Plan), to include wearing protective gloves and using the prescribed methods of sanitization and disposal of any soiled items.

After use, and follow-up cleaning by the employee, the AED should be returned to the AED Coordinator for servicing and inspection to ensure the device has been properly cleaned and returned to a state of operational readiness.

6. All preparation devices (i.e., electrodes and protective gloves) that were used during an emergency event must be replaced before returning the AED to service. Any deficiencies in preparation devices shall be reported to the AED Coordinator.

#### E. Record keeping

1. When an AED has been used, the person who deployed the AED will notify the AED Coordinator where the AED was deployed within 24 hours of its use.
2. The member utilizing the AED, or a responsible supervisor, will complete an AED Report of Use form and forward it to the Planning Unit within one week of its utilization.
3. The Training Unit will be responsible to ongoing training and recordkeeping associated with the training and recertification of officers.
4. The Planning Unit will be responsible for maintaining the AED device records and program information and ensuring that AED devices ordered conform to national standards.

- a. All records pertaining to the department's AED program will be kept on file and maintained by the AED Coordinator in the Planning Unit.
- b. The following records and reports are to be prepared and maintained in accordance with the Records Retention Schedule of the Library of Virginia:
  - 1) The Training Unit will annually furnish to the AED Coordinator the current records of each authorized AED user, which will include documentation of training and qualifications, including evidence of certification.
  - 2) Records of each AED currently in use, to include maintenance records and records of any pertinent safety inspections.
  - 3) If an incident should occur at a facility with an AED the employees who respond shall gather as much information from bystanders as possible. This report should be filled out promptly after an occurrence and forwarded to the AED Coordinator along with other required forms.

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