Bluegrass Community and Technical College

Purpose: AED Policy Date: June 15, 2010

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are 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 a shock.

Program Coordinators:	· ·	

Responsibilities of Program Coordinators

- Selection of employees for AED training
- Coordination of training for emergency responders
- Coordination of equipment and accessory maintenance
- Maintain on file a specification sheet on each approved AED model
- Monitoring the effectiveness of this system
- Communication with medical director on issues related to medical emergency response program including post-event reviews
- Coordinate AED information with local fire department and police department

Medical Oversight

The medical advisor of the AED program is Rick Johnson, M.D. with BaptistWorx. The medical advisor has ongoing responsibility for:

- Providing medical direction for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR
- Evaluation of post-event review forms and digital files downloaded from the AED

Authorized AED Users

- All members of the Crisis Management Team (CMT) who have successfully completed training
- Any trained faculty/staff member who has successfully completed the approved CPR + AED training program and has a current course completion card

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. The response of these individuals may include CPR, AED or medical first aid.

Switchboard Operator Responsibilities

- Receiving emergency medical calls from internal locations
- Immediately activate 911 as well as the CMT Crisis Call Line 55911
- Deploy CMT and trained employees to emergency location
- Assigning someone to meet responding EMS personnel and directing them to site of emergency

Equipment

The AED and first aid kit will be brought to all medical emergencies. The AED should be used on any person who is at least 8 years of age and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement

Initial Training

CMT Members

• To complete training adequate to provide basic first aid, CPR and AED. An approved/accredited training course will be provided by BCTC. Training will also include universal/standard precautions against bloodborne pathogens.

Faculty/Staff/Volunteer Responders

• These responders will possess various amounts of training in emergency medical response and their training may be supplied by sources outside of BCTC. These responders can assist in emergencies, but must only participate to the extent allowed by their training and experience. Additionally, these responders may have training adequate to administer first aid, CPR and use the AED's deployed throughout the campus. Any Faculty/Staff/Volunteer Responder wishing to potentially use one of the AEDs deployed on a campus should have successfully completed an approved AED course including CPR. BCTC will not maintain training records for volunteer responders.

Refresher Training

Refresher training will be offered to those individuals needing recertification.

Response Documentation

It is important to document each use of the AED. The Operations Manager of Security and Safety will assist in the documentation of the event. Information will be gathered through interviews of individuals directly involved with the incident as well any recorded data and electronic files captured by the AED. A report will be forwarded up the chain-of-command from the Operations Manager of Security and Safety within 24 hours of the event.

Equipment:

All equipment and accessories necessary for support of a medical emergency response shall be maintained in a state of readiness. The Operations Manager of Security and Safety shall ensure all equipment is restocked with needed supplies, decontaminated, and in sound repair before putting back into service after an incident.

System Verification and Review

Any emergency medical response is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual initiation of these responses are very infrequent, other measures of effectiveness are required.

Annual System Assessment

Annually, BCTC shall conduct and document a system readiness review. Training records as well as equipment operations and maintenance records will be reviewed. Members of the CMT in the various satellite BCTC campus sites outside of Lexington will be responsible for monthly system checks and documentation of such checks. These individuals will be assigned by the Operations Manager of Security and Safety with master files kept in his/her office.

Monthly System Check

Once each calendar month, the CMT member assigned to their site shall conduct and document a system check of the AED. A form shall be provided for conducting the monthly system checks. These records shall be forwarded to the Operations Manager of Security and Safety for retention. This monthly check will include (but not be limited to) review of the following elements as well as any manufacturer's recommendations:

- AED Battery Life
- AED Operation and Status (on/off)
- Pads (within expiration date)
- Cabinet Alarm Operation (if so equipped)

Post Event Review

Following each emergency incident that involves the use of an AED, a review shall be conducted to learn from the experience. All key participants in the event shall participate in the review. Included in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing. The Operations Manager of Security and Safety shall develop and maintain a copy of the post event review summary. Post event review summaries may be discussed during CMT meeting in order to gain knowledge and prepare for any future events. Names will be excluded from this information in order to preserve any confidentiality concerns. This Operations Manager of Security and Safety shall also immediately share any information with the medical director.

Conclusion

Following an emergency event where an AED is utilized, other measures will need to be taken into consideration:

- Possible critique with BCTC staff and initial emergency responders (Fire, Police, EMS)
- Patient confidentiality regulations (HIPAA) when dealing with the media or open records requests

- Applicable reporting procedures with the Clery and Minger reports
- Critique with medical director

Location of AEDs

The location of the AED at each BCTC campus will be determined by the Operations Manager of Security and Safety after discussions with the appropriate administrative staff within his/her chain-of-command.

The AED should be used on any person who is at least 8 years old (unless the specific AED has the capability and appropriate pads for those younger than 8) and displays ALL the symptoms of cardiac arrest. The AED will be placed only after the following symptoms are confirmed:

- Victim is unconscious
- Victim is not breathing
- Victim has no pulse and/or shows no signs of circulation such as normal breathing, coughing or movement.

<u>Location of AEDs – by Campus</u>

- Lexington Cooper Campus
 - o Hallway, across from room 206
- Lexington Leestown Campus
 - o Building "C"- across from room 120
- Lexington Regency Campus
 - o Hallway, near receptionist's desk
- Danville
 - o Main hallway, beside entrance to room 105
- Lawrenceburg
 - Vending area, just to the right from main entrance
- Winchester
 - o Lobby, across from room