

Heart Safe La Plata La Plata County EMS Council	Public Access AED Program Policies and Procedures
Approved: _____ Medical Director: Dr. David Hughes	Date: _____
Approved: _____ Administration: Scott Sholes	
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1. Purpose
  - a. To provide for public access defibrillation standards, review, and oversight.
  - b. To integrate public access defibrillation programs with the local emergency medical services system.
  - c. To provide for Quality Assessment of the program.
2. Program management
  - a. Heart Safe La Plata shall provide the program management through an independent Board of Directors.
  - b. Fiscal and administrative oversight shall be provided by the La Plata County EMS Council.
  - c. The Board of Directors shall provide written authorization/approval for each AED placement.
3. Physician Direction
  - a. Dr. David Hughes is our Medical Director.
  - b. The Medical Director shall approve all protocols and standing orders for AED use.
  - c. The Medical Director shall approve training course content.
4. Coordinated with EMS services
  - a. Heart Safe La Plata shall notify Central Dispatch after an AED is placed. Information provided shall include
    - i. Location of AED
    - ii. Responsible party
    - iii. Addresses and descriptions of nearby locations for which this AED can be dispatched
5. Areas of Coverage - In order to obtain grant funding, our efforts have been extended to both La Plata County and San Juan County. If a primary location is in one of these counties and it has offices elsewhere, we will support placement of AEDs in nearby counties. These remote placements may be required to provide for the shipment of AEDs and supplies. Alternatively, Heart Safe La Plata may elect to find a local Medical Director to take on that AED oversight.
  - a. La Plata County
  - b. San Juan County
6. Standard orders for initial CPR/AED
  - a. AED Alert! forms must be completed by the receiving location so that Central

- Dispatch can record addresses to which that AED can respond.
- b. When a 911 call is received by Central Dispatch that has an address flagged with an AED available, the dispatcher will contact that site and request that the AED be taken to the location of the victim.
  - c. If available, a CPR/AED certified responder should take the AED to the specified location. If no one who is certified is available, anyone can deliver it. The hope is that a First Responder may be at the scene who knows how to use an AED.
  - d. Steps for use of the AED:
    - i. Activate the EMS system (CALL 911) if not already activated.
    - ii. Establish unresponsiveness and not breathing
    - iii. Turn on AED and follow voice prompts.
    - iv. Place the defibrillator pads exactly as shown on pads.
    - v. Ensure that no one is touching the patient and deliver shock.
    - vi. Do 2 minutes of CPR.
    - vii. Follow the verbal commands of the AED. Continue providing care until EMS arrives.
7. Required Training
- a. Training may be provided by either Heart Safe La Plata or other accepted training institutions including American Heart Association, American Health & Safety Institute, American Red Cross, or National Safety Council.
  - b. Course content - Training for lay responders shall consist of not less than three hours and shall include the following topics and skills:
    - i. Proper use, maintenance and periodic inspection of the AED
    - ii. The importance of CPR, defibrillation, advanced life support, and emergency response
    - iii. Overview of the county EMS system, 911 access, and interaction with EMS personnel.
    - iv. Adult, Child, and Infant Cardiopulmonary Resuscitation
    - v. Assessment of an unconscious patient to determine if cardiac arrest has occurred and the appropriateness of applying and activating an AED.
    - vi. Information relating to defibrillator safety precautions to enable the individual to administer shock without jeopardizing the safety of patient or other nearby persons.
    - vii. Rapid assessment of the patient's post-shock status to determine if further activation of the AED is necessary.
    - viii. Lay responder's responsibility of continuation of care until the arrival of more medically qualified personnel.
  - c. Recertification schedule
    - i. Lay responders should attend a one hour refresher class at least once a year.
    - ii. Lay responders must attend the complete certification class once every two years.
8. AED Maintenance Specifications
- a. AEDs must be approved by Heart Safe La Plata and its Medical Director.
  - b. AEDs shall be maintained and regularly tested according to the operation and



- a. AED Locations
    - i. A database of AED Locations will be maintained by Heart Safe La Plata.
    - ii. This information will be provided to Central Dispatch for recording in the Computer-Aided Dispatch (CAD) system.
  - b. Certifications -
    - i. Heart Safe La Plata will maintain all training records for training by them. The list of certified individuals shall include
      - (1) Name
      - (2) Address
      - (3) Telephone number
      - (4) E-mail address
      - (5) Date of most recent training
      - (6) Expiration date of training
    - ii. Training records for any in-house training should be submitted to Heart Safe La Plata.
    - iii. Copies of certifications should be submitted for external training.
  - c. AED Maintenance
    - i. Heart Safe La Plata will maintain a database of AED maintenance by location.
  - d. Patient Care Records
    - i. Patient Care Records will be retained for a period of seven years in privacy protected areas.
13. Loss of an AED unit
- a. Sites should report loss of an AED unit promptly. If the location is deemed to be a high-use area, a replacement AED will be supplied immediately. Cost of the replacement is to be born by the location.