SKAGIT COUNTY
AUTOMATED EXTERNAL DEFIBRILLATOR
[AED] POLICY

Purpose:
To provide guidance in the management and administration of the Skagit County AED program. Check ONE box only:

X For treatment of victims eight years of age and older only

Includes treatment of children under eight years old or under 25 kg. (55lbs).

Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance in the heart’s electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart’s normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered within a short time of the onset of VF.

An AED is used to treat victims who experience SCA. It is only to be applied to victims who are unconscious, without a pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected, the AED will charge to the appropriate Level and advise the operator to deliver a shock.

System owner: Skagit County
Program Coordinator: Risk Management
Safety and Health Technician

Responsibilities:

• Selection of employees for AED training and distribution of AED trained employee lists as required
• Coordination of training for emergency responders
• Coordinating equipment and accessory maintenance
• Maintain on file a specifications/technical sheet for each approved AED model assigned or donated to the county
• Revision of AED policy and procedure as required
• Monitoring the effectiveness of this system
• Communication with medical director on issues related to the medical emergency response program, including post event reviews

Applicable documents:

• General safety and health policy
• County/State AED guidelines
• Medical emergency action plan
• Infection control procedure for universal precautions
• AED procedure
Medical control:
The medical advisor of the AED program is Dr. Howard Liebrand M.D. The medical advisor of the AED program has ongoing responsibility for:

- Medical direction for use of AED
- Reviewing and approving guidelines for emergency procedures related to AEDs and CPR
- Evaluation of post-event review forms and digital files downloaded from AED

Authorized AED users:
The AED may be used by:
- Any employee who has successfully completed an approved CPR/AED training program and has a current successful course completion card.

AED-trained employee responsibilities:
- Activating internal emergency response system and providing basic life support including AED and first-aid according to training and experience.
- Understanding and complying with this policy
- Following the more detailed procedures and guidelines for the AED program

Volunteer Responders Responsibilities:
- 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. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.

Equipment:
Approved equipment:
Cardiac Science automated external defibrillators (AEDs) have been approved for this program. The AED conforms to the state/county standards.
- 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 signs of circulation such as pulse and coughing, or movement
Note: If program includes the treatment of children under 8 years old or under 25kg (55lbs), equip AED with infant/child electrode pads. Only the AED located in the Health Department will include these pads.

Location of AEDs:
- The AED will be located as follows: (See Attachment “A”)
- Any permanent change of location must be made by the program coordinator or their designee

Additional resuscitation equipment:
Each AED will have one set of defibrillation electrode pads connected to the device and one spare set of electrodes with the AED. One resuscitation kit will be in the AED carrying case. This kit will contain two pair of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

**Equipment Maintenance:**
All equipments and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements shall include:

- The Program Coordinator and Risk Management offices shall be informed of changes in availability of emergency medical response equipment. If equipment is withdrawn from service, the office and program coordinator shall be informed and notified when equipment is returned to service.
- The program coordinator and/or Risk Management office shall be responsible for informing response teams of changes to availability of emergency medical equipment.
- The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall be performed according to equipment maintenance procedures as outlined in the operating instructions contained in the Cardiac Science guidebook.
- Following use of emergency response equipment, all equipment shall be cleaned/decontaminated as required. If contamination includes body fluid, the equipment shall be disinfected according to procedure.

**Routine Maintenance:**
- The AED will perform a self-diagnostic check every 24 hours that includes a check of battery strength and an evaluation of internal components.
- The AED Program Coordinator or designee will perform a monthly AED check following the maintenance checklist. The checklist will be initialed at the completion of the monthly check. The maintenance checklist will be posted with the AED.
- If the green light icon is NOT visible on the readiness display located on the AED handle, contact the AED program coordinator or designee immediately.
- If the expiration date on the electrode pads is near notify AED program coordinator immediately.

**Initial Training:**

**Trained employees:**
- Must complete training adequate to provide basic first-aid, CPR and AED that will be provided on site. Trained employees will also be trained in universal precautions against bloodborne pathogens. The trained employees shall be offered hepatitis B vaccination free of charge. The human resource department shall maintain training records for the trained employees.

**Volunteer Responders:**
- These responders will possess various amounts of training in emergency medical response and their training may be supplied by sources outside the agency. Volunteer responders can assist in emergencies, but must participate to the extent allowed by their training and experience. Volunteer responders may have training adequate to administer first-aid, CPR, and use the AED. Any volunteer wishing to use the AED deployed on County property should have successfully completed an approved AED course including CPR and have a current course completion card. The agency will not maintain training records for volunteer responders.
Refresher Training:
- Trained employees will renew first-aid and AED training every two years or as required by state and local oversight.
- Volunteer responders should maintain documented renewal training.

Medical Response Documentation:
Internal Post-Event Documentation: It is important to document each use of the medical response system. The following forms shall be sent to the AED coordinator or designee within 24 hours of a medical event:
- A responding employee for each accident requiring first-aid of any type shall complete an accident report form.
- The AED-trained employee or volunteer responder shall complete an incident report form and an AED reporting form, whenever an AED is used.

External Post-Event Documentation: A copy of AED use information shall be presented within 48 hours of the emergency to the following:
- Medical director of the AED program.
- Local EMS, county, state officials as designated in state and local regulations.
- At a minimum, event information supplied shall include any recorded data, and all electronic files captured by the AED.

Post-Event Review:
- Following each deployment of the AED, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post-event review. 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. A summary of the post-event review will be sent to the human resource department and according to the record retention policy shall maintain a copy of the post-event review summary.

System Verification and Review:
- The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system is expected to be very infrequent, other measures of effectiveness are required.

Annual system assessment:
Once each calendar year, the AED Program Coordinator or designee shall conduct and document a system readiness review, this review shall include review of the following elements:
- Training records.
- Equipment operation and maintenance records
SKAGIT COUNTY
AUTOMATED EXTERNAL DEFIBRILLATOR
[AED] PROCEDURE

Purpose:
To provide procedures in the use, maintenance, and training for use of the Automated External Defibrillator (AED) in order to enhance responder’s ability to assist at seemingly life threatening situations.

Training Requirements:
Any employee that is expected to provide emergency care to a patient will be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heartsaver AED standards.

Designated Emergency Medical Responders:
The Program Coordinator will post a current list of employees trained in CPR/AED.

Emergency Medical Response Plan Activation:
Internal Notification- Once notified of an emergency, the initial responding staff will communicate the need for assistance from additional responders.
“911” Notification- Once notified of an emergency, responding staff will call "911" to initiate response from public safety agencies. The caller should give the (911) operators the following information:
• Type of emergency
• Location of facility
• Location of emergency
• Phone number they are calling from
• Further information requested from (“911”) operator.

Type of Medical Emergency:
Sudden cardiac arrest - Follow “Indications for AED use”
Other Medical Emergencies- Responder should provide only the patient care that is consistent with his/her level of training.

Indications for AED Use:
The AED should be used only on a patient who is:
1. Unconscious
2. Not breathing
3. Has no signs of circulation

Procedure:
A. Assess scene safety.
Is the scene free of Hazards?
Rescuer makes sure there are no hazards to responders. Some examples are:
• Electrical dangers (downed or exposed power lines or cords)
• Chemical (hazardous gases, liquids or solids, smoke)
• Traffic
• Fire, flammable gases such as medical oxygen, cooking gas, etc

B. Determine if patient is:

• Unconscious? (Call for help)
• Not breathing? (Give 2 rescue breaths)
• No signs of circulation? (Pulse, skin color, movement)

C. Remove Lid from AED

D. Turn AED on and follow voice prompts:
   1. AED will prompt, “Attach electrode pads”.
   2. AED will prompt, “Do not touch patient. Analyzing.”
   4. The rescuer will state “clear” and make a visual head-to-toe check of the patient making sure he/she and any other rescuers are clear of contact with the patient. Once this is accomplished, the rescuer will push the illuminated treatment button to deliver a defibrillation pulse.
   5. AED will prompt, “Continue Treatment, start CPR.”
   6. After two minutes of CPR, the AED will analysis and prompt rescuer to deliver another defibrillation pulse if needed or to continue CPR.
   7. Continue to follow voice prompts till EMS arrives.

* If at any time during this cycle the AED detects a rhythm that does not require defibrillation, the voice prompt will say “Continue treatment, start CPR”

** Remember that the AED will not advise to defibrillate all pulseless patients. Some cardiac rhythms do not respond to defibrillation.

If patient regains consciousness, leave AED electrodes in place, and continue basic life support until advanced life support arrives.

Post Incident Procedure:
These steps should be completed as soon after the incident as possible:
• Replace electrode pads
• Replace pocket mask and other supplies used
• Assure sufficient battery life
• Close lid on AED and ensure indicator shows a green light
• Retrieve rescue data and forward data and AED reporting form to medical control Physician

Medical Direction:
Dr. Howard Liebrand M.D. provides medical direction for Skagit County, including:
• Review of policies and procedures related to the use of the AED and CPR
• Reviewing post-event forms and digital files downloaded from the AED
• Provide advice regarding the medical care of those in need of such care.
Quality Assurance:
An AED use reporting form will be completed for each use of the AED. The AED Program Coordinator and Medical Director will review this form as well as any data retrieved from the AED.

Basic Maintenance:
Use the following maintenance checklist when you do your weekly checks of your unit.

- Is the unit clean, undamaged, and free of excessive wear?
- Are there any cracks or loose parts in the housing?
- Verify electrodes are connected to the unit and sealed in their package. Replace if expired.
- Are all cables free of cracks, cuts and exposed or broken wires?
- Turn the unit on and off and verify the green light indicates ready for use.
- Batteries within expiration date. Replace if expired.
- Verify that electrodes are pre-connected to the input connector.
- Check for adequate supplies (razor, mask, gloves).

Approvals:

<table>
<thead>
<tr>
<th>Function</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Coordinator</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ATTACHMENT “A”

AUTOMATED DEFIBRILLATOR LOCATIONS:

- **SKAGIT COUNTY COURT HOUSE**
  The AED is located on the First floor west end of hallway.

- **SKAGIT COUNTY ADMINISTRATION BUILDING**
  AED’s are located in the Health Department and second floor rotunda.

- **SKAGIT COUNTY JUVENILE DETENTION**
  AED is located in the Main Control Room

- **SKAGIT COUNTY SHERIFF’S DEPARTMENT**
  AED is located in the main offices area at 600 S. 3rd and the Upriver Services office.

- **SKAGIT COUNTY JAIL**
  AED is located in Medical Office

- **SKAGIT COUNTY DISTRICT COURT**
  AED is located in the main reception area.

- **SKAGIT COUNTY PARKS DEPARTMENT**
  AED is located in the main office area of the Moen building office and the Jack Davis facility.

- **SKAGIT COUNTY CONTENTIAL PLACE COMPLEX**
  AED’S are located in the Commissioners office and the main break room.

- **SKAGIT COUNTY PUBLIC WORKS**
  AED’s are located in the main office building and the Mechanics shop at the Burlington Road Shop.

- **SKAGIT COUNTY TRANSFER STATION**
  AED is located in the scale house.

- **SENIOR SERVICES**
  AED’s are located in the main office at each Senior Center (5).

- **SKAGIT COUNTY GUEMES FERRY**
  AED is located in the main office building.

- **SKAGIT COUNTY FAIRGROUNDS**
  AED is located in the main office building.