

**Neosho County Community College**  
**Automated External Defibrillator (AED)**  
**Policy and Procedures**  
Addendum to the NCCC Emergency Action Plan (EAP)  
Approved by NCCC Board of Trustees 4/10/08  
Amended 7/01/09, 2/09/12, 3/14/19

# **NCCC AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY**

## **STATEMENT OF PURPOSE**

Cardiovascular disease is the single greatest cause of death in the United States. Nearly half of those deaths are due to sudden cardiac arrest (SCA) in out-of-hospital settings, including the workplace. Prompt application of the integrated skills of cardiopulmonary resuscitation (CPR) and automated external defibrillation provide victims of SCA with the greatest chance of survival. Therefore, the college recommends AED deployment provided appropriately trained personnel are available.

An 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 show no signs of circulation such as normal breathing, coughing, or movement. The AED will analyze the heart rhythm and advise the operator if a shock-able rhythm is detected. If a shock-able rhythm is detected, the AED will charge to the appropriate energy level and deliver a shock.

## **APPLICABLE DOCUMENTS**

- ✓ NCCC Emergency Action Plan
- ✓ NCCC AED Policy and Procedures
- ✓ Kansas Board of Emergency Medical Services Statutes on AED

## **PROGRAM CO-COORDINATORS**

Hiroko Matsuura, Head Athletic Trainer

Anthony Vidali, Athletic Trainer

## **COORDINATOR RESPONSIBILITIES**

- ✓ Communication with Dr. Martin W. Dillow medical advisor for the Chanute campus, on issues related to medical emergency response program including post event reviews
- ✓ Coordination of the medical emergency response team (MERT) members and distribution of medical emergency response team (MERT) member lists as required
- ✓ Coordination of training for the medical emergency response team MERT members—including First Aid/CPR and AED certifications
- ✓ Coordination of equipment and accessory maintenance
- ✓ Review of this policy with all members involved on an annual basis

## **MEDICAL CONTROL**

Dr. Martin Dillow, MD is the medical advisor of the AED program at NCCC's Chanute campus.

The medical advisor is responsible for:

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

## **MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBER RESPONSIBILITIES**

- ✓ Provide prompt emergency care including administration of the AED and of CPR
- ✓ Understand and comply with the requirements of NCCC's AED policy
- ✓ Follow the more detailed NCCC AED policy/procedures
- ✓ Direct Emergency Medical Service (EMS) personnel to the site of the medical emergency

## **SWITCHBOARD RESPONSIBILITIES**

- ✓ Receiving emergency medical calls from internal NCCC locations
- ✓ Contacting EMS if required (DIAL 911)
- ✓ Deploying the NCCC medical emergency response team (MERT) members to the location of the emergency
- ✓ Directing EMS personnel to the site of the medical emergency
- ✓ Having a list of team members and their phone numbers available at the switchboard desk at all time

## **VOLUNTEER RESPONDER RESPONSIBILITIES**

The extent to which individuals, at their discretion, respond with voluntary assistance to victims of medical emergencies shall be appropriate to their training and experience. The emergency medical response may include:

- ✓ Activating NCCC's emergency response system by calling the switchboard and giving the location of the medical emergency
- ✓ Providing First Aid and/or CPR
- ✓ Activating the AED (only MERT members, or other individuals, who are health care providers legally certified for defibrillator use, may administer the AED)

## **EQUIPMENT**

The AED should be brought to all medical emergencies. The AED should be used on any person who is at least eight years of age and displays ALL the symptoms of cardiac arrest. The AED will be administered 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

### **ACTIVATION OF EMS SYSTEM**

The first responder will notify 911 unless the Switchboard has already done so. If after 5:00 pm, the first on the scene (or designee) will have to activate the Neosho County EMS by calling 911.

### **LOCATION OF THE AED'S**

- ✓ The NCCC AED's are located throughout the NCCC campus and are marked with white AED signs with red hearts. An alarm will sound when the cabinet door is opened and will silence when the cabinet door is closed
- ✓ There will be one AED installed at each of the following sites in Chanute and Ottawa:
  - Gym/Athletic Training Room
  - Student Union—Next to ATM
  - Sanders Hall—Northwest hallway
  - Stoltz Hall—Hallway next to Lecture Hall across from Room 1
  - Bideau Hall—Adjacent to Security Office
  - NeoKan Hall—Adjacent to Housing office
  - Rowland Hall—Nursing Hallway
  - Chapman Library—Entryway
  - The CAVE—Entryway
  - Wellness Center—Near entrance
  - Multipurpose Building—Near entrance
  - Snyder Chapel—In foyer
  - Hudson baseball field – in Arceneaux Family Complex announcer's booth
  - Softball field – in press box
  - Ross Lane offices – in center office hallway
  - Ross Lane athletic area – in northeast corner of general practice area
  - Ottawa Campus—Center hallway
- ✓ The AED will have one set of defibrillation electrodes which are connected to the device and one spare set of electrodes with the AED; these are located inside the lid of the AED case. A resuscitation kit including two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

### **COORDINATION OF MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBERS:**

MERT members are volunteers and will be included in MERT if they are willing to respond to medical emergencies at NCCC and go through the CPR/AED training.

## **MEDICAL EMERGENCY RESPONSE TEAM (MERT) MEMBERS – AED AUTHORITY**

All members must successfully complete an AED training course approved by the state department of health in order to administer the AED. Training will be provided. Medical emergency response team (MERT) members will also be trained in standard precautions against bloodborne pathogens. The Program Coordinator shall maintain training records of all medical emergency response team (MERT) members.

## **INITIAL AND REFRESHER TRAINING**

Initial CPR/AED training will be provided to volunteer medical emergency response team (MERT) members. Refresher training will be provided periodically or on an as needed basis; at the minimum, every year per American Heart Association or American Red Cross guidelines.

## **MEDICAL RESPONSE DOCUMENTATION**

### **INTERNAL POST EVENT DOCUMENTATION**

It is important to document each use of the medical emergency response system. The following forms shall be sent to the Program Coordinator within 24 hours of the medical event. A Serious Incident Report shall be completed by the responding medical emergency response team (MERT) member for each accident requiring the use of AED. These forms can be found on myNeosho under the mySafety tab under Serious Incident Reports on the left at

[https://web.neosho.edu/ICS/mySafety/Serious\\_Incident\\_Reports.jnz](https://web.neosho.edu/ICS/mySafety/Serious_Incident_Reports.jnz) .

### **EXTERNAL POST EVENT DOCUMENTATION**

Medical emergencies involving the use of an AED require special documentation.

- ✓ Any and all patient information generated during the AED use must be collected into the patient's confidential medical file.
- ✓ A copy of the AED use information shall be presented to Dr. Dillow and the Neosho County EMS within 72 hours of the emergency. At a minimum, event information supplied shall include any recorded data and all electronic files captured by the AED.

## **EMERGENCY EQUIPMENT - ZOLL AED PLUS**

Remember the AED is a fragile device. Care should be used when handling the AED. It should not be dropped, shaken, or stored where it could get wet or exposed to extreme heat. There is also a battery check on the exterior that should be checked monthly. As long as there is not an X in the window the batteries are charged. Replacement batteries are ten (10) Type 123 Lithium batteries (Duracell Ultra).

## **EQUIPMENT MAINTENANCE**

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include NCCC Program Coordinator shall be informed of changes in availability of the AED. If the AED is withdrawn from

service, the Program Coordinator shall be informed and then notified when the AED is returned for service

- ✓ The Program Coordinator shall be responsible for informing the response team of changes to availability of the AED
- ✓ The Program Coordinator shall be responsible for having regular AED maintenance performed. All maintenance procedures as outlined in the operating instructions. Records will be kept in the Program Coordinator's office.
- ✓ Following use of the AED, all equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected according to procedure.

### **ANNUAL SYSTEM ASSESSMENT**

Once each calendar year, the Program Coordinator shall conduct and document a system readiness review. The review shall include the following:

- ✓ Training records
- ✓ Operation records and maintenance

### **MONTHLY MONITOR AND SYSTEM CHECKS**

Once each calendar month, the Program Coordinator or designee shall conduct and document a system check. These records shall be retained according to the schedule established for the health and safety function. This check shall include review of the following elements

- ✓ AED operation and status
- ✓ AED battery life
- ✓ Emergency kit supplies
- ✓ MERT member phone/room number list availability
- ✓ Switchboard checklist availability

### **AFTER USE**

- ✓ The Program Coordinator will be responsible for downloading the AED data within 24 hours (business days) and copies will be sent to EMS and the Medical Advisor. One copy is sent to the Medical Advisor and one copy is kept by the Program Coordinator for NCCC for AED quality assurance records.
- ✓ AED is wiped clean and disinfected according to policy
- ✓ Supplies for cleaning the AED can be found at the receptionist's desk
- ✓ The Program Coordinator will be responsible for following the manufacturer's suggestions for maintenance of AED after incident, such as
  - Contents of attached resuscitation kit will be replaced as needed
  - Electrodes will be replaced and reconnected to device
  - Batteries must be replaced

**POST EVENT REVIEW**

Following each deployment of the MERT or use of the AED, a review shall be conducted to learn from the experience. The Medical Advisor along with the Program Coordinator shall conduct and document a post event review. All key participants in the event shall participate in the reviews. 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 Program Coordinator, according to the record retention policy, shall maintain a copy of the post event review summary.

**APPROVALS**

FUNCTION	PRINTED NAME	SIGNATURE	DATE
Medical Advisor	_____	_____	_____
Program Coordinator	_____	_____	_____
Program Coordinator	_____	_____	_____