

Bainbridge Island Metropolitan Park & Recreation District

Automated External Defibrillator AED Program

1.0 SCOPE

It is the intent of the Bainbridge Island Metropolitan Park & Recreation District (“District”) to place automated external defibrillator (AED) units in strategic locations throughout its parks and park facilities so available for use when needed by the community in a medical emergency.

This Automated External Defibrillator (AED) Program has been developed to ensure the District’s AED units are properly maintained and routinely inspected, thereby ensuring that the units will be in working order when needed. This document includes protocols to administer this program and procedures to implement it.

It is important to note that this program does not address who will use the AED units in the event of a medical emergency. It does not outline employee responsibilities related to the use of AED units which will vary depending on the job requirements of the employee’s position.

The Risk Management Committee with input from the AED Program Coordinator(s) will conduct annual reviews of the AED Program in order to meet regulatory requirements and ensure proper program implementation and quality assurance. The Risk Management Team, in consultation with the District’s Leadership Team, must approve this document and any significant revisions made.

2.0 DEFINITIONS

Automated External Defibrillator (AED): A lightweight portable device that delivers an electric shock through the chest to the heart following sudden cardiac arrest.

Risk Management Team: Park District committee that identifies and addresses District-wide risk from a comprehensive perspective across all departments.

AED Program Coordinator: Park District employee responsible for tracking location of AED units in parks, ensuring they are properly maintained and routinely inspected, and performing other related duties.

3.0 ROLES & RESPONSIBILITIES

The success of this AED Program depends on effective collaboration of team members and proper training across the agency. Training is provided through the Aquatic Center and Red Cross. Specific responsibilities of team members include the following:

Risk Management Team Responsibilities

1. Develop recommendations for program operations.
2. Review and approve program procedures.
3. Identify locations for AED equipment installation.
4. Review and approve annual reports.
5. Provide quality control oversight.

6. Appoint AED Program Coordinator(s)
7. Ensure compliance with regulatory requirements.

AED Program Coordinator Responsibilities

1. Provide regular reports to the Risk Management Team regarding the AED program and equipment, as well as monthly inspection forms showing compliance with regulatory requirements. (See Exhibit A for sample of AED Monthly Inspection log)
2. Ensure that District facilities with installed AEDs receive updated information each year describing the proper use of an AED. Post necessary information next to any installed AED.
3. Publicize an annual list of AED locations.
4. Maintain an up-to-date list of all AEDs in the District.
5. Perform work according to regulatory requirements.
6. Maintain updated AED information on the District website including:
 - a. Program guidelines
 - b. Location of AEDs
 - c. Name(s) of AED Program Coordinator(s) and contact information
 - d. How to request new equipment and location
7. Conduct maintenance of the AED units and related response equipment. Purchase related supplies. (See Exhibit A for sample of AED Monthly Inspection log)
8. Notify the Risk Management Team of any AED equipment issues or recommendations for improvement.
9. Prepare and submit AED Program annual report to the Risk Management Team during annual budget process and include any requests for the upcoming year.
10. Hold current CPR, First Aid, and AED training in compliance with a certified national association.

4.0 AED EQUIPMENT

The AED Program Coordinator will recommend a specific AED device unit for the locations identified by the Risk Management Team. This equipment unit may not be used outside the parameters of the District's AED Program, and must remain at the designated location unless the Risk Management Team, with input from the AED Program Coordinator, decides upon a different location.

To maintain consistency among AED units agency-wide, the Risk Management Team must be consulted before any purchase of a new AED. Once an AED has been purchased, it falls under the jurisdiction of the District and will be included in the AED Program.

4.1 AED INVENTORY LIST

An AED inventory list will be kept for all District AED units that includes the information listed below. It will be updated during the monthly inspection when changes have occurred. (See Exhibit B for sample of AED Inventory list)

1. Make/model

2. Asset tag #
3. Pad expiration dates – Reorder information
4. Battery expiration dates- Reorder information
5. Location
6. Post incident backup AED location

4.2 AED SUPPLIES AND ACCESSORIES

Supplies will be provided and maintained for all AEDs and must remain with the unit. Each AED unit shall include the following items:

1. Minimum 2 pair of disposable gloves
2. CPR mask or CPR Shield
3. Razor
4. Scissors
5. Inspection tag
6. Adult pads
7. Pediatric pads

4.3 AED MAINTENANCE

The AED Program Coordinator(s) is responsible for AED maintenance. This includes performing full equipment inspections according to manufacturer guidelines and maintaining inspection and inventory records. (See Exhibit A for sample of AED Monthly Inspection log and Exhibit B for sample AED Inventory list)

To be completed at a minimum of one time each month by the AED Program Coordinator: 1) Initial and date the AED inspection tag that is with each AED unit; and 2) Inspect the following items:

1. Status indicator indicates normal
2. Adult pads connected
3. Expiration dates checked on pads and battery
4. General condition: assess for any damage to the AED unit and accessories
5. Inspect and inventory resuscitation supplies
6. Turn unit on to confirm it is working and turn unit off

5.0 POST INCIDENT RESPONSE PLAN

When a serious medical emergency requires that an AED unit be used on someone, the unit will be out of service until the following steps are taken: 1) follow up on the incident and 2) prepare the AED unit so it is ready for a future medical emergency. The unit must not be returned to its location until the following is completed:

1. Download patient data ASAP (Contact Bainbridge Island Fire Department to conduct the download if it is required)
2. Replace used pads
3. Restock resuscitation supplies
4. Replace battery
5. Replace any used accessories
6. Clean external case and internal screen
7. Replace inspection tag
8. Return to use

EXHIBITS: **EXHIBIT A:** AED Monthly Inspection log - **EXHIBIT B:** AED Inventory list