



DISTRICT PRACTICE 10700
AUTOMATIC EXTERNAL
DEFIBRILLATORS PAD PROGRAM

DISTRICT PRACTICE:

Automatic External Defibrillators (AEDs) are portable devices that are applied in an emergency to a person's chest and used to treat sudden cardiovascular arrest. When the heart stops beating normally, AEDs are used to deliver an electric shock that can restore normal rhythm to a heart.

1. Roles and Responsibilities:

Each site must:

1.1 Conduct monthly visual checks of the unit:

- a) Turn off the alarm with the key.
- b) Open the AED lid.
- c) Wait for the AED to indicate status: observe the change of the **Status Indicator** to **Red**. After 5 seconds, verify that the **Status Indicator** returns to **Green**.
- d) Check to ensure the pads are unopened and attached to the AED.
- e) Check the expiration date on the pads.
- f) Listen for voice prompts.
- g) Close the lid and observe the change of the **Status Indicator** to **Red**. After 5 seconds, verify that the **Status Indicator** returns to **Green**.
- h) Check to ensure the spare pads and pediatric pads are present in the carrying case and verify the expiration dates.
- i) Complete the monthly check form and provide that information to the site based health and safety committee.

1.2 Change the AED pads (electrodes) and batteries as required.

1.3 Perform Annual Maintenance (each September) of the unit:

- a) Turn off the alarm with the key.
- b) Immediately after opening the AED lid, press and hold the **Shock** button and confirm that the Service LED is lit.
- c) Release the Shock/Continue button.
- d) Close the lid.
- e) Verify that the Status Indicator remains **Red**.
- f) Open the lid and confirm that no diagnostic indicators are lit.
- g) Close the lid.
- h) Verify that the Status Indicator turns **Green**.
- i) Check the integrity of the case.
- j) Contact the AED supplier if you require any replacement parts.



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1.4 Maintain CPR/AED training for staff:

- a) This is normally done when first aid tickets are renewed.

1.5 Registering the AED with the BC AED registry and keeping registration information current.

2. Recording:

- a) The monthly visual checks must be recorded in the facilities log section of the monthly safety minutes. Training for staff members must be recorded. These documents must be kept on file.

3. Monitoring:

If the AED unit is used by anyone you must:

- a) Inspect the AED for damage.
- b) Clean the AED with a damp sponge or cloth if required. Use PPE equipment if the AED has been in contact with bodily fluids (potential bio-hazardous material).
- c) Replace the pads and make a note to order a new set from the AED supplier.
- d) Check the AED status indicator is **Green** once it has completed its automatic self-test after the lid has been closed.
- e) Contact your BCAS PAD Facilitator (leisha_lake@hotmail.com).
- f) Connect the serial cable to the PC and to the AED's serial port under the blue rubber data access cover. The voice prompt will say "**Communications Mode**".
- g) Run the RescueLink software program on a computer.
- h) Select **Communications, Get Rescue Data** on the Rescuelink software program.
- i) Select Internal Memory of AED then select OK.
- j) Select a rescue by clicking on the date and press OK.
- k) Ensure the AED data is downloaded and data package is sent to the BC PAD registry at: AEDdata@bcas.ca.
- l) If you have technical questions call 1.800.426.0337.