

SAMPLE

Automated External Defibrillator (AED) Policy	Date:
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Purpose:

The purpose of this policy is to provide information regarding the use of the AED.

Location

The AED(s) is/are located (site specific)

Use of the AED:

The AED is to be applied to a victim who is not responding, not breathing or not breathing normally and has no signs of circulation, such as normal breathing, coughing or movement.

Medical Control:

The medical director for this program is (site specific).

On-Site Coordinator:

The on-site coordinator is (site specific).

Responsibilities of the on-site coordinator include assuring that the AED is maintained in a state of readiness, that this is documented, that there is a mechanism to assure continued competency of the authorized individuals trained to use the AED and that the EMS Agency is notified of any change in on-site coordinators.

Maintaining Readiness:

The AED will be checked for readiness after each use and at least once every 30 days if it has not been used in the preceding 30 days.

Checks will include the following:

- Assure that the (AED specific e.g. OK is visible in the readiness display)
- Check the expiration date on the electrode packet (AED specific e.g. visible in the upper right hand corner of the clear plastic lid of the AED) If date has passed, replace.

Authorized Users:

The following individuals have successfully completed training: (site specific)

Volunteer AED Responders:

All other office personnel are to receive in-service on the AED. A refresher in-service will be provided on an annual basis.

Quick Reference Cards:

The Quick Reference cards will be kept posted next to the AED cabinet and will include information on the following:

- Procedure for use of the AED
- Steps to follow after using the AED