



## City of St. John's Corporate and Operational Policy

**Policy:** 03-07-48 Automated Defibrillator Policy

**Status:**

**Issued By:** Human Resources

**Revision No:**

**Revision Date:**

**Date of Original Council**

**Approval:** 2011/02/07

**Rescind Date:**

**Index:** 03 Human Resources

**Section:** 07 Health and Safety

**Title:** 48 Automated Defibrillator Policy

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### **Purpose**

To ensure automated external defibrillators (AED) are available in designated City facilities and employees are trained in their use.

### **Policy Statement**

- 1) AED will be placed in designated City facilities,
- 2) AED will be maintained in working order,
- 3) City employees will be trained to use the AED and refresher training will be completed annually.

### **Background:**

An automated external defibrillator (AED) is a portable electronic device that automatically diagnoses potentially life threatening cardiac arrhythmia's in a patient and is able to treat them through defibrillation, sending an electric shock to the heart, which allows the heart to re-establish an effective rhythm.

AED save lives. About 40,000 Canadians experience cardiac arrest each year. That's one cardiac arrest every 12 minutes. Defibrillation improves the survival rates by up to 30% if delivered in the first few minutes. The probability of survival decreases by 7 to 10% with each passing minute.

**Responsibilities:****Employee Wellness Division:**

- 1) Purchase AED,
- 2) Develop, implement and monitor the AED Program,
- 3) Deliver Emergency Level First Aid –CPR/AED training and refresher courses,
- 4) Contact AED supplier for replacement pads or battery.

**Supervisor of AED Locations:**

- 1) Ensure designated employees complete Emergency Level First Aid –CPR/AED training,
- 2) Ensure designated employees complete annual CPR/AED refresher training,
- 3) Ensure a daily check is completed and logged by an employee to verify the green light is flashing on the AED. This confirms the AED is ready to use,
- 4) Choose the mounted location for the AED.

**Employees of AED Location:**

- 1) Complete Emergency Level First Aid –CPR/AED training,
- 2) Complete annual refresher CPR/AED training,
- 3) Retrieve AED from cabinet and respond to emergency scene when notified,
- 4) Complete and log the daily check to ensure the green light is flashing on the AED,
- 5) Notify a member of the Employee Wellness Division after each use.

**Automated External Defibrillator (AED) Protocols:**

- 1) Confirm if the casualty is conscious. Shout at and shake the person to ensure they aren't sleeping.
  - Never shake an infant or young child. Instead, pinch them to verify a response.
- 2) Check the casualty's breathing. If breathing is absent or irregular, prepare to use the AED as soon as possible.
- 3) Call 911 or have someone else call 911. If two rescuers are present, one can provide CPR while the other calls 911 and gets the AED.
- 4) Initiate CPR while waiting for AED. Alternate two (2) ventilations and thirty (30) compressions.
- 5) Continue CPR until AED pads are in place on the casualty's chest.
- 6) Turn on AED and follow verbal instructions.
- 7) Continue CPR after the AED has delivered a shock and await further verbal

instructions from the AED.

**Using an Automated External Defibrillator:**

1) Turn on the AED. It will give you step-by-step instructions. You'll hear voice prompts and you'll also see visual prompts on the AED.

2) Expose the person's chest. Bare skin is necessary for the AED to work. If the person's chest is wet, dry it. AED'S have sticky pads with sensors called electrodes.

3) Apply the pads to the person's chest as pictured on the AED instructions... **upper right... lower left.**

4) Place one pad on the right center of the person's chest above the nipple. Place the other pad slightly below the other nipple and to the left on the ribcage.

5) Ensure that the sticky pads have good connection with the skin. If the connection isn't good, the machine may repeat the phrase "check electrodes."

- Shave excess chest hair (if necessary) as the pads may not stick...The AED has a kit that includes scissors and a razor... If the person is wearing a medication patch that's in the way, remove it and clean the medicine from the skin before applying the sticky pads.
- Remove metal necklaces and under-wire bras. The metal may conduct electricity and cause burns. Cut the center of the bra and pull it away from the skin.
- Check the person for implanted medical devices, such as a pacemaker. The outline of these devices is visible under the skin on the chest or abdomen and the person may be wearing a medical alert bracelet.
- Check for water near the unconscious casualty before using the AED. Move them to a dry area before delivering shocks (water conducts electricity).

6) Place the defibrillator pads at least 1.5 inches away from implanted devices or body piercings so the electric current can flow freely between the pads.

7) Check that the wires from the electrodes are connected to the AED. Ensure no one is touching the person. Stay clear while the machine checks the person's heart rhythm.

8) If a shock is needed, the AED will let you know when to deliver it. Stand clear of the person and make sure others are clear before you push the "shock" button on the AED.

9) Resume CPR until emergency medical help arrives or until the person begins to breathe. Stay with the person until medical help arrives and report any information you have gathered.

**AED for Child Usage: (older than 1 year but less than 55lbs)**

- 1) Use pediatric pads if available... if not use adult pads.
- 2) Ensure at least 2.5 cm between pad placement... may need to place pads on the casualty's front and their back.
- 3) Not to be used on infants... less than 1 year of age.

**After AED Usage:**

- 1) Contact one of the following members of the Employee Wellness Division
  - a. Manager - Lynn O'Grady - 8433 or 682-2712
  - b. OHS Nurse - Sherry Cole - 8763 or 682-3790
  - c. OHS Nurse - Helen Williamson - 758-3248
  - d. OHS Officer - Terry Burden - 6167 or 682-2933
  - e. OHS Officer – Heather MacDonald - 8215 or 687-7113
- 2) The Employee Wellness Division shall contact the AED Supplier
  - a. Rescue 7 – Contact - Gerry Locke
  - b. Phone #: 728-5111
  - c. [gerrylocke@nf.sympatico.ca](mailto:gerrylocke@nf.sympatico.ca)
- 3) Rescue 7 shall supply City with new AED pads and battery within 24 hours.

**Maintenance Schedule:**

- 1) The AED completes a daily maintenance self-check and a green light will flash to confirm it is working correctly.
- 2) An employee in each location must complete a daily visual check to ensure the green light is flashing and this confirmation is to be documented in a written log.

**Training:**

- 1) Designated employees in AED locations shall be trained in Emergency Level First Aid –CPR/AED.
- 2) Designated employees shall complete annual CPR/AED refresher training.

**AED Cabinets:**

- 1) The AED shall be kept in their supplied cabinets at all times when not in use. These cabinets shall be clear of clutter and accessible at all times.
- 2) Once the AED is removed, an audible alarm will sound alerting the employees.
- 3) Silence the alarm by placing the key in the lock on the right side of the cabinet and turning. One key to be kept inside AED cabinet while the other key to be kept on site... location to be determined by site Manager.

**AED Kits (blue pouch attached to AED) contain:**

- 1) scissors
- 2) razor
- 3) gloves
- 4) hand wipes
- 5) cloth for drying casualty
- 6) face mask

**Application**

**Responsibilities**

As stated in the Policy

**Definitions**

**References/Appendix**

**Monitoring and Contravention**

**Approvals**

Finance and Administration Standing Committee report - January 27, 2011; Regular Meeting of Council - February 7, 2011.

**Review Period**

**Available to Public**

☒ Yes

☐ No