# AED Policy and Protocol

The purpose of this policy is to improve the survivability of personnel and visitors suffering from Sudden Cardiac Arrest (SCA) by providing Automated External Defibrillation (AED) in the workplace.

### AED Policy

It is the policy of **[company name]** to create an AED program in **[work site]**. Following are the protocols for placement and use of AEDs:

* At **[name, job title, or department(s)]** discretion, AEDs will be installed in **[areas]**.
* The AEDs used for this program will be **[AED type]**.
* The AEDs will be maintained and operated as outlined in the AED operation and service manuals.
* Secure medical oversight of the AED program by a licensed physician who will review policy, procedures, and incident use of the AEDs.
* Designate an AED Site Coordinator for each office.
* Designate AED Responder Team members. The AED Responder Team members will receive initial training and annual training thereafter, following American Red Cross or American Heart Association standards and guidelines.
* The use of the AED by volunteer personnel is protected under the Montana Good Samaritan Act.

### AED Locations

**[List locations]**

### Quality Assurance

* The **[AED type]** will automatically perform a weekly self-test while in standby mode with battery inserted. If a self-test failure is detected, the system status indicator will display the red DO NOT USE indicator. A monthly inspection will be done by the AED Site Coordinator following the **[AED type]** checklist, attached to the written plan.
* Any time the AED is attached to a patient, an AED Use Report will be filled out. It shall be forwarded to **[name or job title]** and physician providing medical oversight.
* Determine which employees are interested in serving on AED Responder Teams. Ensure their training is current and documented and that all manufacturer’s written instructions are followed.
* Develop a written, site-specific AED Program plan and review it annually.

### Cardiac Arrest Protocol

The **[type of AED]** is intended to treat patients in cardiac arrest. Use of the AED is authorized for Trained Operators and emergency responders trained in CPR and use of the AED. If defibrillation with **[type of AED]** is indicated, all of the following conditions of the patient must be present:

* Lying on a hard, flat surface
* Unconscious
* No pulse
* No breathing