



DkIT Policy on Use And Location Of Defibrillators

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DEFINITIONS

Cardiac Arrest

Cardiac arrest is a sudden loss of normal heart function. A victim of sudden cardiac arrest will be unconscious, unresponsive and not breathing normally.

Cardiopulmonary Resuscitation (CPR)

CPR provides rescue breathing and chest compressions to someone who has collapsed, unresponsive and is displaying no signs of life. CPR can help to maintain a vital blood and oxygen supply to the heart and brain until more advanced care can be given.

Automated External Defibrillation (AED)

An AED is a device that delivers an electric shock to a victim of cardiac arrest, in order to help restore the normal function of the heart.

GENERAL

It is the policy of Dundalk Institute of Technology (DkIT) to provide an Automated External Defibrillator (AED) at various locations to make early defibrillation accessible to students, staff members and other persons who experience sudden cardiac arrest. The purpose of this policy and associated procedure is to establish guidelines for the placement, maintenance and use of AEDs at DkIT.

PROCEDURE

USE OF AEDS

- AEDs are only for use on victims of sudden cardiac arrest, when the patient is unconscious, unresponsive and there are no signs of life.
- AED's should only be used by trained staff and students who hold a current certificate in Occupational First Aid (OFA), Cardiac First Responder (CFR), Basic Life Support (CPR and AED), or equivalent certification.
- Standard procedures as outlined in the relevant courses shall be followed while using the AED.
Emergency protocol should be activated where use of an AED is required.

During normal working hours

Upon discovery of a casualty, contact;

1. Trained first aider from list on pre-programmed numbers on phones located adjacent to the AED unit.
2. Student Health Unit at extension 2245 or 042-9370245 (direct line)
3. Emergency services on pre-programmed speed dial number (or mobile 112)

Each AED station will have a phone with pre-programmed extension numbers for the qualified personnel in the area, the health unit, the duty caretaker and emergency services (Ambulance).

Out of normal hours

1. Contact duty caretaker
2. Emergency services on pre-programmed numbers on the phones located at the Defibrillator stations (or mobile 112)

Cardiopulmonary resuscitation (CPR) and defibrillation shall be provided as appropriate until the emergency services or other competent medical authority arrive to assume responsibility.

LOCATION, STORAGE AND SECURITY

- Careful consideration has been given to the best location for AEDs within DkIT buildings, bearing in mind possible distances of travel, accessibility and security issues. AEDs are located at ;

Building	location
North Block	Hoey's lane entrance
South Block	Corridor above "The Well"
Whittaker building	Main Reception area
Regional Development Centre	Reception area
Faulkner building	MPC entrance
Faulkner building	Student Health Unit
Muirhevna building	Ground floor entrance Exercise Physiology Lab 1 st Floor
Theatre & Restaurant	Theatre entrance
PJ Carroll building	Caretakers office main entrance
PJ Carroll building	School of Informatics & Creative Arts School office
Clubs and Societies	1 portable AED unit

- Each AED is stored in clean, dry and moderate temperature conditions.
- Each AED unit is kept in a kit bag, housed inside a wall mounted case.
- Each AED is clearly marked as DkIT property.

CONTENTS OF KIT

- Each AED kit bag should contain the following equipment and accessories:
 - AED unit with pads
 - Spare defibrillator pads in a sealed package
 - Paramedic shears/scissors
 - Disposable gloves
 - Pocket face mask
 - Razor
 - Small towel
 - Clinical waste bag
 - CFR report card
 - Packet of chewable aspirin 300mg (only to be administered by an Occupational First Aider to a conscious patient with cardiac chest pain).

MAINTENANCE

An external contractor has been appointed to monitor the defibrillators on a regular basis, liaise with the external contractor/suppliers and maintain a supply of spare equipment for the defibrillators.

- It is essential that regular maintenance checks of the AED units are carried out, as well as regular checks/refurbishment of consumables and accessories.
- A simple check is to be carried out on a regular basis, and after the AED has been used on a patient.
- AED status logs will be kept for each unit and will indicate each date the AED is checked, the status of the unit, and the initials of the person who performed the check.
- Annual preventative maintenance and repairs, where necessary, shall be carried out.
- No staff member shall attempt any repairs other than the standard replacement of a battery or accessory.
- Additional batteries, pads or other accessories can be requested from the appointed external contractor.
- If an AED exhibits an operational problem or a malfunction, it should be immediately removed from service. Operational problems or malfunctions shall be reported without delay to the appointed external contractor.

MONITORING OF QUALITY OF CARE AND OUTCOMES OF INCIDENTS

- Clinical waste, such as used defibrillator pads, should be gathered safely at the scene and stored in the clinical waste bag provided in the kit bag.
- Each incident that involves the use of an AED should be reported immediately afterwards by telephone to the Health and Safety coordinator, and documented on an Accident Report form and CFR form.
- Adverse events and complaints should also be reported and documented. Examples include:
 - AED failure or malfunction;
 - Grossly negligent handling of an incident or inappropriate behavior;
 - Reckless or intentional misuse of or interference with AED equipment.
- Where adverse incidents or complaints are reported, a full investigation will be conducted by the appropriate person.
- It is recognised that an incident requiring the use of an AED will be a traumatic event for all concerned, and the days after such an event is an important opportunity for reflection and discussion. A debriefing session for those affected will be coordinated by the HR department or student counselling services.

TRAINING

- In order to safely and effectively operate the AED, relevant staff members must attend and complete the necessary training programme and attend refresher courses every two years. Records of these courses must be kept
- Training courses will be provided by the HR department.