

# NORELIUS COMMUNITY LIBRARY

## AED USE & MAINTENANCE POLICY

### PURPOSE

To establish an action plan for responding to a sudden cardiac arrest emergency.

### TRAINING PLAN & RESOURCES

Training Program: expected users shall regularly receive appropriate training in cardiopulmonary resuscitation (CPR) and the use of an AED.

Document training participants using a sign-in sheet.

Document yearly SOG review.

4. Schedule drills and document/identify participants.

### WHEN TO USE

Automated External Defibrillator (AED): An Automated External Defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious and not breathing normally. The AED will analyze the heart rhythm and advise the operator if a shockable heart rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

### RESPONSE ACTION PLAN

1. Call 9-1-1.

2. Start chest compressions.

3. If an automated external defibrillator (AED) is immediately available, grab it or send someone to retrieve it and bring it to you.

4. Remove all clothing covering the chest. If necessary, wipe the chest dry.

5. Apply the AED electrode pads to the person's bare chest as shown on diagrams on the pads.

Note: If the pads may touch, place one pad in the middle of the chest and the other pad on the back, between the shoulder blades.

6. As soon as an AED is available, turn it on and follow the voice prompts.

Make sure no one is touching the victim. This can be done by exclaiming "CLEAR" in a firm, loud voice. This electrical therapy can restore a normal heart rhythm if it is used quickly enough. Do not be concerned about harming the victim. AEDs are safe and effective and can only help. AEDs will not shock someone who does not need to be shocked.

After the AED delivers the shock, or if no shock is advised, immediately start CPR, beginning with compressions.

7. Post-incident review.

Approved July 23, 2024

# NORELIUS COMMUNITY LIBRARY

## AED USE & MAINTENANCE POLICY-Part II

### **PURPOSE**

To establish an action plan for ongoing training and maintenance of AED devices located within the Library building.

### **MAINTENANCE SCHEDULE**

Device readiness will be insured by monthly readiness checks. The Readiness indicators on the units must be manually checked on each device. Indicator light will flash green if the unit is READY. If the device is not READY, the readiness indicator light will not flash and an alert tone will sound every 15 minutes.

### **In case the unit is not READY:**

Use the following steps to determine why Readiness indicator is not flashing:

Open the lid and wait until the voice prompts start.

*Immediately* press and hold the LANGUAGE and CHILD MODE buttons simultaneously until you hear either DEVICE READY or DEVICE NOT READY.

The defibrillator will then provide voice instructions that tell you which of the following actions you need to take:

Replace electrode tray

Replace battery

Contact qualified service personnel

The AED device(s) performs automatic self-tests daily, weekly, monthly and every time the unit is turned on.

Low batteries will be replaced immediately to maintain the integrity of the AED units.

Electrode(s) supplies will be replenished as needed and inventoried at the monthly device checks.

Monthly Checks will be recorded on a yellow card which will be attached to each AED Wall box.

### **TRAINING on MAINTENANCE of AED UNITS**

Staff training for familiarity and hands on use of the AED units will be ongoing and regular drills will be held for routine maintenance and use at least once per year.

Training will be arranged by the Director and paid for out of the library's operating budget.

Training Plan:

All current staff members will be scheduled for training through Crawford County Memorial Hospital staff prior to the AED being used by any staff members. The Director will stagger staff training so as not to close the Library. Training will take place during work hours and will be considered paid time for staff.

**Onboarding New Staff:**

When new staff come on board they will each be scheduled for the next available certification class offered at Crawford County Memorial Hospital and shall not use the AED until they have been trained.

**File Maintenance & Documentation:**

The Director will maintain documentation regarding each staff member's training in an AED Training File kept in the Director's office or electronically, as long as the information is readily available to the Director.

If the AED device is used, the Director, or other individual in charge in the absence of the Director, shall obtain and preserve copies of the training certifications for each staff person who was working at the time the AED was used and make copies of them for a separate AED Use File. In the event an AED is used on a minor child, the Library shall maintain training records of staff on duty for at least one year after the minor child at issue reaches the age of majority. Training records shall not be destroyed except upon approval of the Board or as directed by City Council.

Once the scene is clear following the use of an AED, each staff member involved with use of the AED or assisting at the scene shall prepare a written statement documenting the staff member's involvement with the incident. The statements shall be considered confidential work product prepared in anticipation of litigation. The written statements shall be available only to the Director, the Board of Trustees, the City or Board's counsel, or the City or Board's insurance adjuster.

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