

New Mexico State University (NMSU) Cardiac Arrest Response Automated External Defibrillator (AED) Program (NMDOH Registry #: 2024714) Procedures

Purpose

To document the procedures and medical protocols related to the Cardiac Arrest Response AED Program.

Definitions

Automated External Defibrillator (AED): A portable medical device intended for use by individuals for the emergency treatment of cardiac arrest. The device checks the heart rhythm and analyzes the need for a defibrillating shock. Upon determination that a defibrillation shock is needed, the unit will automatically charge and deliver an electric shock to the individual at the command of the operator.

Emergency Medical Service (EMS): the services rendered by licensed emergency medical technicians, emergency medical services first responders or emergency medical dispatchers in response to a person's need for immediate medical care to prevent loss of life or aggravation of physical or psychological illness or injury.

Scope and Applicability

NMSU is committed to providing a safe and healthy environment for all faculty, staff, students, and visitors to the University. To that end, the objective of the AED Program is to establish system-wide oversight and to develop appropriate guidelines to ensure consistency in purchasing, placement, training, maintenance, and departmental oversight of AEDs on NMSU properties in accordance with New Mexico Statutes Chapter 24 - Health and Safety, Article 10C - Cardiac Arrest Response.

Use of AEDs will follow the responsibilities and procedures outlined in this program and will be consistent with the guidelines outlined by the American Heart Association (AHA) and meeting New Mexico Statutes Chapter 24 - Health and Safety Article 10C - Cardiac Arrest Response. This program applies to all departments with AEDs currently in place; and departments that are considering, or in the process of purchasing AEDs.

Duties and Responsibilities

Emergency Planning Executive Committee Responsibilities

- Oversee and administer the AED Program at NMSU, assuming responsibility for how the AED program is planned, conducted, and shared with the NMSU system
- Appoint an AED Program Director who is a current NMSU employee, and has the appropriate training and knowledge required to administer the AED Program
- Appoint a Physician Medical Director to oversee the AED Program and provide any needed medical direction

AED Program Director Responsibilities

- Submit the New Mexico Cardiac Response AED Program Registration Application to the New Mexico Department of Health (NM DOH)
- Ensure that a signed employment contract or a “Medical Director Agreement” is maintained for the Physician Medical Director
- Review and approve the acquisition and placement of all AEDs in University owned and leased properties, with the assistance of the Physician Medical Director
- Approve the AED unit that may be purchased or received by donation, medical oversight, and guidelines for maintenance, testing, training, and recordkeeping
- Coordinate with local EMS providers regarding the availability and location of AEDs, including the determination that the approved AED units in use are compatible with local EMS equipment
- Evaluate required AED/CPR training programs administered to Department AED Program Coordinators and Trained Targeted Responders
- Maintain documentation of all AED units, locations, operational uses, Post Incident Report forms, and Department AED Program Coordinators
- Maintain AED training records for all Trained Targeted Responders while they are active in the program, and for at least three years thereafter
- Perform annual quality assurance review of all operational defibrillators, and verify that each AED location maintains an AED Program Coordinator
- Report all operational uses or attempted uses of the AED to the Physician Medical Director by forwarding the appropriate NM DOH forms
- Report all operational uses of the AED to the NM DOH utilizing the appropriate forms
- Update the NMSU AED Program forms and resource information for users as needed

Physician Medical Director Responsibilities

- Review and approve written procedures/medical protocols for response to victims of sudden cardiac arrest
- Review and approve training requirements for targeted responders
- Approve the AED program director and team members selected for response
- Review the AED Usage Data Collection Forms in order to ensure compliance with the established written medical protocols

Department AED Program Coordinator Responsibilities

- Ensure departmental and/or building adherence to NMSU AED Program
- Identify appropriate location(s) for the AED(s) and the AED signage with assistance from AED Program Director
- Complete the required CPR/AED training
- Identify individuals to serve as Trained Target Responders
- Keep a list of department/building trained target responders and a record of their training dates
- Notify building occupants of the AED location(s) and names of trained target responders
- Ensure that the AED locations and Trained Targeted Responders are appropriately documented on the department’s Emergency Action Plan (EAP)

- Conduct monthly inspections of AED unit, check AED status indicator light, and inventory the rescue kit contents stored with the AED unit
- Ensure that after an AED is used the AED is downloaded if requested by AED Program Director or the Physician Medical Director, that the unit is checked for functionality, and that any supplies that were utilized are replaced in the rescue kit
- Maintain and/or replace all AED equipment and supplies according to manufacturer's recommendations. All AED repair and maintenance documentation should be kept with the AED unit and copies provided to the AED Program Director
- Complete the NM DOH AED Usage Data Collection Form each time an AED unit is used or if there is an attempted use of the unit and forward the form to the AED Program Director immediately after any use or attempted use
- Responsible for notifying his or her superior and the AED Program Director if they can no longer fulfil the duties as a Department AED Program Coordinator

Trained Targeted Responder Responsibilities

- Complete the required CPR/AED training
- Be approved as a Trained Targeted Responder by the Physician Medical Director
- Respond to sudden cardiac events and utilize the AED in accordance with medical protocols and the current AHA guidelines
- Report all uses or attempted uses of the AED to the Department AED Program Coordinator
- Assist the Department AED Program Coordinator in completing the NM DOH AED Usage Data Collection Form

Departmental Responsibilities

- Purchase, installation, maintenance, and AED/CPR training costs for all assigned AEDs are provided by the department
- Designate an individual to serve as Department AED Program Coordinator

Acquisition of AEDs

- Before purchase of an AED, the department will discuss the purchase and associated responsibilities with the AED Program Director.
- All AED Purchases must be made in accordance with current NMSU procurement procedures.
- Before a department can accept an unsolicited gift of AEDs, the unit must obtain approval in accordance with NMSU Administrative Rules and Procedures *18.20 – University Advancement – Gift Income, NMSU Endowment, NMSU Foundation, Inc.* and the Emergency Planning Executive Team.
- Requesting departments are financially responsible for the AED equipment purchase, signage, and installation.
- Only AEDs that have been approved by the AED Program Director and the Physician Medical Director should be purchased from an authorized NMSU vendor.
- Requesting departments must assign a Department AED Program Coordinator and comply with the monthly AED status and equipment checks.

- AED purchases should include the AED unit, a storage cabinet, defibrillation pads, carry case, check tags, window decal, wall signage, and a CPR response kit.

Existing AEDs

- NMSU departments who have purchased an AED prior to implementation of the NMSU AED Program should provide the AED Program Director with the location of their department's AED(s), the brand name, serial number, and name of the Department AED Program Coordinator.
- This information will allow for the AEDs to be included in a system-wide inventory, provide local public safety agencies with the AED location(s), and allow the department in possession to participate in the NMSU AED Program.
- Additionally, it is vital that NMSU monitor each campus AED, in accordance with New Mexico law, to ensure that each AED has appropriate and current medical oversight.

Location and Storage

- The department or unit purchasing the AED will coordinate with the AED Program Director to identify the most appropriate location in the requestor's building for proper placement.
- The following guidelines should be considered:
 - Placement of the unit for optimal response time should be a priority.
 - Placement location should be visible to the public. Preferably in a supervised location to prevent tampering or theft.
 - Locations near public use areas, and other high traffic areas are often ideal placement areas.
 - Location where the building name, address, and room location are well-marked.
 - AED units in buildings should have proper signage above unit which is highly visible.
 - Outdoor units are discouraged, but may be installed with approval of the AED Program Director and may require that additional measures be taken to secure the unit.
- AEDs will be mounted in accordance with ADA Standards for Accessible Design Section: Protruding Objects Section 28 CFR 36, 4.4.1, 4.2.5, and 4.2.6 with proper signage as specified by Emergency Planning Executive Team.
- The AED unit will contain the following:
 - An approved AED in a carry case
 - Two (2) sets of adult defibrillator pads
 - One set of pediatric defibrillator pads, if children are an integral part of the building's use (e.g., athletic facilities, recreational sport facilities, childcare centers)
 - Rescue Response kit containing pocket (CPR) mask, latex gloves, disposable razor, and scissors
- All AEDs must be stored in a wall mounted storage box consistent with the manufacturer's guidelines. Each cabinet should have a local alarm (not connected to 911 or EMS dispatch) whereby an alarm sounds when the box is opened.

Maintenance

- Each department that purchases an AED will be financially responsible for the support and maintenance of the AED unit to include battery, pads, storage cabinet, rescue kit contents, and eventual replacement when the AED reaches its maximum operating life according to the manufacturer's guidelines or when components such as batteries and pads are no longer available from the manufacturer.
- The Department AED Program Coordinator will perform monthly visual inspections of all AED units to verify readiness for use. This should include inspection of the unit and wall-mounted box, status indicator, and inventory of the emergency kit equipment maintained in the AED cabinet.
- The Department AED Program Coordinator should immediately contact the AED Program Director and the vendor if the AED is damaged, missing, or if the status indicator light indicates a fault. The Department AED Program Coordinator is also responsible for maintaining batteries, spare defibrillator pads, and emergency supply equipment for each AED unit they supervise.
- AED pads and battery are to be replaced by the expiration date on each item. Batteries will be disposed of according to campus environmental health and safety guidelines. Campus specific guidance is found within the Waste Management Program (<https://safety.nmsu.edu/chemical-waste-management/waste-management.html>). The Department AED Program Coordinator will notify the AED Program Director when batteries or pads are updated.
- AED pads shall be replaced after each use.
- After an AED is used the Department AED Program Coordinator must be notified in order for the AED data to be downloaded, if requested, and the AED unit put back into operation.
- The AED Program Director will ensure that software upgrades are performed as directed by the manufacturer.

Training

- All Trained Targeted Responders, all Department AED Program Coordinators, and the AED Program Director must successfully complete the American Heart Association (AHA) Heartsaver® CPR AED course, the AHA Heartsaver® First Aid CPR AED course or the AHA Basic Life Support (BLS) course.
- This training is provided by the NMSU Fire Department or other AHA certified instructors.
- The Department AED Program Coordinator is responsible for identifying several building staff members to complete AED/CPR training on a voluntary basis and to serve as Trained Targeted Responders.

Deployment/Medical Protocols

- AEDs should be deployed whenever a sudden cardiac event/arrest occurs.
- AEDs will be utilized in accordance with the current AHA guidelines. These guidelines will be provided to Department AED Program Coordinators and AED Targeted Responders during the approved training.

AED Post-Incident Reporting

- Following the use or attempted use of an AED the Department AED Program Coordinator should complete the NM DOH AED Usage Data Collection Form and forward it to the AED Program Director. Once they have received the form, the AED Program Director will forward the form to the NM DOH and the Physician Medical Director.
- Equipment contained in the emergency rescue kit should be discarded if used and replaced with new equipment.
- After the use or attempted use of an AED the unit should be inspected, decontaminated, and electrodes replaced in accordance with the manufacturer's guidelines before the AED is returned to service. Treat the used and contaminated equipment as medical waste and follow appropriate protocols.
- EMS personnel or physicians may want to retrieve data stored in the AED unit. Follow the manufacturer's guidelines to retrieve this information and/or provide the unit to EMS or medical personnel, as requested. Immediately notify the AED Program Director if an AED has been removed from service.