Automated External Defibrillators

What is an automated external defibrillator (AED)?
An AED, or automated external defibrillator is used to help those experiencing sudden cardiac arrest. It’s a sophisticated, yet easy to use, medical device that can analyse the heart’s rhythm and, if necessary, deliver an electrical shock, or defibrillation, to help the heart re-establish an effective rhythm.

Improving access to an AED has been proven to save lives, and if used within three to five minutes of a cardiac arrest, survival rates increase from 6 to 74%.

AED Locations
For the current locations of AEDs at the College, please refer to the following campus plan

All first aiders should familiarise themselves with all locations where an AED can be found, as in the event of an emergency they may need to send someone to get the device for them. Providing clear instructions on the nearest accessible unit will help in saving valuable time.

AED Training
Since 31 December 2016, all first aid training providers are required to include AED training on first aid at work courses. Our first aiders receive this training from the current provider, St John Ambulance. This means that from 1st January 2020, all College First Aiders will have undertaken training in the use of these devices.

In addition to First Aid at Work (FAW) training, all College Security staff are required to successfully complete Initial Automated External Defibrillator and Cardiopulmonary Resuscitation (CPR) training, currently also provided by St John Ambulance.

Refresher training in use of an AED is included in FAW re-qualification training every 3 years.

Using an AED without training
It is the view of the Resuscitation Council (UK) that the use of AEDs should not be restricted to trained personnel.

The College shares this view and foresees that this is only likely to occur where a first aider and/or Security Officer is not contactable and, therefore, unable to attend the scene of a suspected cardiac arrest. In such rare instances, any member of the College community should not feel inhibited if they are willing to use an AED. However, it is essential to remember that anyone who does this must ensure that they dial 999 for the emergency services, and the person must be aware that the use of an AED is always supplemented by the need to perform Cardiopulmonary Resuscitation (CPR) on the casualty (i.e. chest compressions and rescue breaths).

In all cases of a suspected cardiac arrest, the priority is to call an ambulance and get a first aider and AED to the scene, as quickly as possible.

AED Maintenance
The AED units at the College, by default, will perform an automatic periodic self-test which verifies a number of functions to ensure the AED remains available for use in an emergency.

In addition to this, every two weeks the following visual checks will be conducted:
- Check for the green check (√) showing that the AED is ready for use.
- Verify that the electrodes are within their expiry date.

Furthermore, every 6 months, a visual check will be conducted to confirm:
- The unit is clean, undamaged and free of excessive wear.
- There are no cracks or loose parts in the housing.
- Electrodes are connected to the AED and sealed in their package. Replace if required.
- All cables are free of cracks, cuts, and exposed or broken wires.
- Batteries are still within their expiry date. Replace if required.
- Verify that supplies are still available for use (razor, mask, gloves).

Responsibility for undertaking the above checks:

<table>
<thead>
<tr>
<th>Location of AED</th>
<th>Person(s) visual checks*</th>
<th>Manager responsible for nomination of person(s) to conduct visual checks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Huntersdale</td>
<td>Designated member(s) of staff in Health and Safety Office</td>
<td>Director of Health and Safety</td>
</tr>
<tr>
<td>Davison, Shilling, George Eliot, Katherine Worth, Kingswood</td>
<td>Compliance Monitors (Health and Safety Office)</td>
<td>Compliance Manager (Health and Safety Office)</td>
</tr>
<tr>
<td>Sports Centre Reception, Sports Centre Fitness Suite, Jane Holloway Hall</td>
<td>Designated member(s) of staff in the Sports Centre</td>
<td>Head of Student Engagement and Sports</td>
</tr>
<tr>
<td>Security (Founders)</td>
<td>Designated Security Officer(s)</td>
<td>Head of Security</td>
</tr>
<tr>
<td>Bedford Square</td>
<td>Premises Co-ordinator (Bedford Square)</td>
<td>Service Delivery Manager (Estates)</td>
</tr>
</tbody>
</table>

* Both visual checks conducted every 2 weeks and every 6 months.

The conducting of six monthly checks will be confirmed by the designated responsible person through the submission of the following on-line notification form [INSERT LINK]. Visual checks which are undertaken every two weeks do not need to be recorded.

For further information on automated external defibrillators, please contact the Health and Safety Office Co-ordinator.

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