

# Automated External Defibrillator (AED) System.

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**1. Scope of the Scheme.** The UL AED Scheme is coordinated by the UL Health and Safety Office and its primary goal is to assist in the case of on-site suspected cardiac arrest amongst UL students, staff and visitors. The university maintains a panel of suitably trained operatives and a number of AED units are deployed across the campus in key locations. The units are only intended for use by those with current training and certification. *NOTE: The AED Unit housed in the Stryker Phone Box, located in the Student Courtyard, falls under the National Ambulance Service Public Access Defibrillator (PAD) Scheme.*

## 2. Definitions.

**Automated external defibrillator (AED):** A computerised medical device that analyses heart rhythm to detect cardiac arrest and delivers an electric shock to the heart if necessary.

**Cardiac arrest:** A significant life-threatening event when a person's heart stops or fails to produce a pulse.

**3. AED Scheme Management.** The Health & Safety Office serves as the scheme co-ordinator and will assist and liaise with departments and administrative units about AED management on campus; this includes AED equipment location, updates to legislation and regulations, training, procedures, documentation and all other aspects of the scheme.

**4. Documentation.** This document covers all aspects of the scheme. It is updated regularly and available on the UL [Health and Safety web page](#). On the webpage you will also find; the current list of Trained Operatives, (including mobile phone numbers, internal extensions and office location (Building)), a map of on campus AED locations, AED Training Demonstrations, AED Operating Manuals and the UL Medical Emergency Response Procedure.

**5. Equipment type, Location and Signage.** The university owns a number of AED units, all of a similar type, Power Heart AED G3 and ZOLL AED Plus. New units

purchased will, as far as possible, be similar in type and operation, in order to provide continuity and consistency across campus.

These units are located as follows:

- PESS BUILDING – Reception
- MAIN BUILDING – Reception, Student Medical Centre, Finance (A2-030)
- HEALTH SCIENCES BUILDING – Reception
- LIBRARY – Reception
- GEMS - Reception
- PAVILION - Basement
- UL SPORTS ARENA - Reception
- FOUNDATION BUILDING - Reception
- KEMMY BUSINESS SCHOOL- Reception
- IWAMD – Reception
- BOATHOUSE
- LONSDALE BUILDING – Reception
- MSSI BUILDING – Main Corridor
- CSIS BUILDING– Reception
- SCHRODINGER BUILDING – Reception
- STUDENTS UNION – Reception
- SECURITY VAN (mobile)
- ANALOG DEVICES BUILDING – Reception
- STUDENT COURTYARD – Stryker Phone box

Each unit is located in a wall-mounted cabinet of a distinctive type. The cabinet contains the AED unit in a purpose built carry case.



The carry case should contain four things:

1. The AED unit itself, including a set of electrodes within the lid of the unit.
2. In a pocket, spare electrode set(s)
3. In a pocket, within a sealed transparent plastic bag, a set of assistive equipment: Razor, towel, wipes, shears, mask and gloves.
4. 300mg Aspirin (for administration in the event of suspected Heart Attack only).

The AED locations have been chosen as both strategic and reasonably secure.

**6. Operative Training and Register.** The university will provide suitable training (and refresher) courses on a regular basis. All UL employees will be encouraged to undertake training. The training is delivered by a competent trainer and operative refresher courses are required every 24 months. The Health and Safety Office maintains a register of all university staff who have trained as operatives. [Health and Safety web page](#)

**7. Maintenance of Equipment.** The Health & Safety office keeps a record of all purchases, deployments, machine use, incidents, inspections, repairs, shortages and so forth as may be observed or reported. In particular, a system will be maintained which ensures that a monthly check of all AED units is carried out and recorded by the Health&Safety Office.

**8. Use of the AED equipment.** The AED scheme provides equipment and training and it is intended that the AED units will be inspected and used only by those with current training and certification. There should normally be no need for untrained persons to use the equipment. The university provides insurance cover for those who have been trained, under this scheme, to use the equipment in an emergency. There may be circumstances where individuals trained elsewhere are in the best position to provide assistance to a casualty and should not be actively discouraged from providing assistance. There is an obligation on all individuals offering to provide assistance to any or all casualties to work within the limits of their competence and training.

**9. Actions in the case of an emergency.** In the event of a suspected cardiac arrest, members of the campus population should be aware that an AED scheme is in place and that the correct procedure is to call the Main Reception.

### **UL emergency number is 061 21(3333)**

All Reception Staff and Security staff who may receive an emergency call should be familiar with the emergency procedure, AED locations and the UL campus map. They should take the following actions:

- . • Ask for and record clearly the exact location of the emergency
- . • Ask the caller to stay on the line and immediately send someone to fetch an AED from the nearest location –tell them where that is.
- . • Ask a colleague or bystander to immediately call 999 and request a cardiac ambulance to University of Limerick, location as given.
- . • Record the name and phone number of the caller, symptoms of the casualty AND ask if they (or anyone nearby) have CPR and/or AED training (record the answer).
- . • Immediately call the location of the AED to warn them to expect someone and to prepare the unit for immediate removal. (E.g. open cabinet, switch

- off alarm etc).
- Immediately start calling persons on the “trained operatives list” using mobile phone numbers. Continue until TWO persons have acknowledged that they will attend immediately.

**10. Other Information** The AED scheme relies heavily on the use of volunteers and equipment which can be used at short notice under stressful conditions. The survival chances of a cardiac arrest victim are improved significantly by rapid intervention, initially by First Aiders, then by the Ambulance Service. Whilst the university can provide a pool of adequately trained operatives and numerous AED units in strategic locations, the casualty will only benefit IF both the operative and the AED unit arrive at the casualty very soon after the incident is identified, usually by colleagues or passers by. Similarly, the ambulance service needs to arrive promptly and therefore needs to be alerted as soon as possible.

## Appendix A

### **Administration of Aspirin (300mg) (For suspected heart attack only)**

**Aspirin 300mg Administration  
for Suspected Heart Attack only.**

**Check the Contraindications**

**Do not give if the person:**

- is allergic to aspirin
- is under 16 years old
- has an active stomach ulcer
- has a bleeding disorder.

**Verbalise the following possible side effects  
to the patient:**

- Gastric irritation
- Gastric bleeding
- Brochospasm wheezing

**Ask the patient if they are happy to take the  
aspirin.**

**Record time of administration.**

## **Appendix B**

### **AED Operating Manual**

AED Operating Manuals are available on the Health & Safety Webpage, [First Aid & Automated External Defibrillators](#).

<b>AED Inspection Record Sheet</b>
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*Date:*

*Time:*

*Inspected by:*

**AED Identification:** \_\_

**Inspection Checklist (please tick)**

	<b>Pass</b>	<b>Fail</b>
<b>Status Indicator is <span style="background-color: green; color: black;">GREEN</span> in colour:</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Exterior/Cables:</u></b>		
Nothing stored on top of unit	<input type="checkbox"/>	<input type="checkbox"/>
Carry case is intact and clean	<input type="checkbox"/>	<input type="checkbox"/>
Exterior of AED is clean/undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Cables clean/undamaged	<input type="checkbox"/>	<input type="checkbox"/>
Cables securely attached to unit	<input type="checkbox"/>	<input type="checkbox"/>
Pair electrodes present and attached to cables	<input type="checkbox"/>	<input type="checkbox"/>
Pair attached electrodes in date	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Battery:</u></b>		
Battery present and attached to unit	<input type="checkbox"/>	<input type="checkbox"/>
Battery in date	<input type="checkbox"/>	<input type="checkbox"/>
Battery charged for use	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Supplies:</u></b>		
Two sets spare electrodes present	<input type="checkbox"/>	<input type="checkbox"/>
Electrodes in sealed packages and in date	<input type="checkbox"/>	<input type="checkbox"/>
Razor	<input type="checkbox"/>	<input type="checkbox"/>
Towel	<input type="checkbox"/>	<input type="checkbox"/>
Wipes	<input type="checkbox"/>	<input type="checkbox"/>
Shears	<input type="checkbox"/>	<input type="checkbox"/>
Mask	<input type="checkbox"/>	<input type="checkbox"/>
Gloves (medium/large)	<input type="checkbox"/>	<input type="checkbox"/>
300mg Aspirin (in date)	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>Operation:</u></b>		
Unit self-test as per instructions	<input type="checkbox"/>	<input type="checkbox"/>
1. visual indicators	<input type="checkbox"/>	<input type="checkbox"/>
2. verbal prompts	<input type="checkbox"/>	<input type="checkbox"/>

Signature: \_\_\_\_\_

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