CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 3.09 – Automatic External Defibrillator (AED) **June 15, 2013**

1.0 PURPOSE

These policies and procedures have been established to provide parameters regarding use, training requirements, post use procedures, and care / maintenance of Carver Fire Department AED equipment.

1.1 USE

An Automated External Defibrillator (AED) is used to treat patients who are experiencing sudden cardiac arrest. It should be applied only to patients who are unconscious, not breathing, and do not have a pulse. The AED should only be operated by Fire Department Personnel who have been trained and authorized to use said equipment according to 105CMR 171; Massachusetts First Responder Regulations.

1.2 CARE AND MAINTENANCE

The AED equipment must be inspected and maintained to assure that it is in working order and ready for use. Each AED should be inspected weekly by Fire Department personnel in addition to the inspection that will be performed during the monthly apparatus checks. The company officers of each station will be responsible for assuring that the inspections have been completed and have been properly documented. Each AED has check sheets that are to be used as official records of the inspection process. This documentation, upon completion, shall be forwarded to the Fire Chief. Any irregularity in AED operation shall be immediately reported to the Station Captain and forwarded to the Fire Chief. The AED's shall be maintained according to the manufacturer's recommendations.

1.3 TRAINING

All training shall be performed in accordance with the standards set forth by the American Heart Association and The Massachusetts Office of Emergency Medical Services. A strong effort should be made to train every member of the Carver Fire Department in the operation and use of the AED equipment. Training shall occur on an annual basis at a minimum. The Company Officers will be responsible for implementing annual AED training into their drill schedule at the direction of the Deputy Fire Chief of Operations and Training.

1.4 POST USE PROCEDURES

The AED shall be considered "used" if the machine is turned on, and the electrodes are applied to any patient, whether or not a shock has been advised and or delivered. Once an AED has been used, an AED Case Review form shall be completed by the firefighter that operated the unit. Some of the information needed to complete the case review will not be available until EMS returns from the hospital. Once the information is obtained from EMS, the **original** Case Review Form and the AED should be left with Carver EMS so that it can be downloaded, analyzed, and the information forwarded to the Jordan Hospital EMC Coordinator. The AED will also be replenished with supplies at this time by Carver EMS. This process could take in excess of 24 hours to complete, at which time the AED will be retrieved from Carver EMS and put back in service. A copy of all documentation shall be completed and submitted to the Fire Chief as official Department record.

If the AED does not go to the hospital with the patient, which will usually be the case, the above Post Use Procedures should be followed. If the AED is transported to the hospital with the patient, a Carver Fire Department representative will have to go to the hospital to retrieve the AED or make arrangements with Carver EMS to bring it back on their return trip. Once the AED has been retrieved, the Post Use Procedures should be followed.

AED KIT CONTENTS:
Each AED kit should include the following equipment at a minimum:

AED unit	AED Case Review Form
(1) Pair Electrodes	(1) Pair Pediatric Electrodes
(2) Disposable Razors	(1) Pair Trauma Scissors
Alcohol Cleaning Pads	Disposable Protective Gloves