



# Rossall

INSPIRING EXCELLENCE

## AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs) POLICY

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## ROSSALL SCHOOL

### AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS) POLICY

In developing this policy, Rossall School has acknowledged the advice and guidance of the Resuscitation Council (UK), British Heart Foundation, North West Ambulance Service (NWS), Cardiac Science, the Department for Education and the school nursing team.

*All new members of staff will be informed of the policy during their induction*

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## **Introduction**

In the UK, approx 30,000 people sustain cardiac arrest outside hospital and are treated by emergency medical services (EMS) each year. The scientific evidence to support early defibrillation is overwhelming; the delay from collapse to delivery of the first shock is the single most important determinant of survival. If defibrillation is delivered promptly, survival rates of 75% have been reported. The chances of successful defibrillation decline at a rate of about 10% with each minute of delay; basic life support will help to maintain a shockable rhythm but is not a definitive treatment.

The aim of an AED (Automated External Defibrillator) is to increase the rate of survival of people who have sudden cardiac arrests. AEDs make it possible for both trained and non-trained people to administer defibrillation prior to the arrival of Emergency Medical Services.

Primarily the AEDs are to be used by first aid trained members of staff who have undertaken the required 'Defibrillator Training'. All members of staff who have undertaken the Emergency First Aid at Work course, cover AED training. The training register is maintained by the HR Manager.

## **Definition**

An automated external defibrillator (AED) is a portable electronic machine that can automatically detect the abnormal heart rhythms that cause cardiac arrest, and can deliver the shock that is needed to save the life of the person.

The AED will automatically analyse the heart's electrical rhythm and if it detects a life-threatening rhythm likely to respond to a shock, it will charge itself ready to deliver a shock- this is defibrillation.

## **Aim of the Policy**

- To inform staff of location and guidance of using the AEDs at Rossall School
- To ensure checking of equipment and all documentation is correct

## **Location of AEDs at Rossall School**

- Outside Medical Centre
- Under the Archway
- Swimming Pool

## **When should the AED be used**

- An AED should be applied to any casualty who is unconscious and not breathing properly.

## Sequence of Actions

There are many causes of cardiac arrest and it is not usually possible at the time of one to be sure of the precise cause. The priority is to provide immediate treatment, as this is the same in the early stages, regardless of the cause.

- Make sure the casualty and yourself are safe from hazards.
- Call 999 for an ambulance, stating 'CARDIAC ARREST' and send someone to fetch the AED
- Administer good quality CPR until the AED is brought to the scene and is available to use. Do not delay CPR.
- As soon as the AED arrives, continue with CPR until the AED is switched on.
- Follow the voice prompts from the AED which will tell you to attach the electrode pads to the casualties bare chest.
- Ensure that nobody touches the casualty while the AED is analysing the heart's rhythm or whilst a shock is being delivered.
- If no shock is indicated the AED will tell you to continue CPR, do so and continue to be guided by the AED voice prompts.
- Continue to follow these prompts until qualified help arrives and takes over care of the casualty, or the casualty starts showing signs of regaining consciousness (E.g. coughing, opening eyes, moving purposefully and starting to breathe normally) or you become exhausted.

**The code to open the AED boxes is 0159 ✓**

## Attaching the electrode pads

- The casualty's chest must be sufficiently exposed to enable correct electrode pad placement, so clothing will need to be opened or cut with scissors. If the casualty is wearing an underwired bra, remove it.
- Ensure pads are clear of any breast tissue. Chest hair may prevent the pads adhering (sticking) to the skin and interfere with the electrical contact. Shave the chest (razor in AED bag) only if the hair is excessive, even then spend as little time as possible on this.
- The AED pads are labelled and show a diagram for correct placement.

## Paediatric Casualties

- Paediatric (children) casualties are classed as being aged 1 - 8 years old. Aged 8 and above are treated as adults.
- Standard AED pads are suitable for use in children aged over 8 years old
- Special Paediatric pads should be used in children between the age of 1 and 8.
- The use of an AED is NOT recommended in children aged less than 1 year

***Paediatric Pads are available in the AED bag for each AED in school. All AEDs in school already have the adult pads attached so they are ready to use. If you need to use the AED on a child between the age of 1 and 8 you need to replace the adult pads with the paediatric pads.***

## Special circumstances

### If the casualty is wet or in water

- If in water, lift the casualty out onto the side
- Try to dry the casualties chest so that the adhesive pads will stick
- Ensure when the shock is being delivered that the user of the AED is not in direct contact with the casualty.

### Pacemakers

- If there is a lump/bump (implanted pacemaker), do not place pad over the area. Put the pad on the opposite side.

### Storage of AEDs

- AEDs need to be accessible. The AED in the swimming pool is kept in an unlocked cabinet for ease of access. The AED outside the medical centre and under the archway is in a locked cabinet due to them being placed within the school grounds that may not always be supervised.

### After using the AED

- Turn AED off
- Dispose of the used electrode pads
- Report use to the health centre staff if they were not present
- Staff are welcomed and encouraged to arrange a debrief session with the Medical Centre team.

### Medical Centre staff Responsibility and Maintenance of AEDs

- Policy and guidelines for use
- Inspection records of AEDs
- AED Incident record keeping - School, pupil file, **The Circuit** - the national defibrillator network Service and RIDDOR if injury/accident caused the cardiac arrest.
- Weekly checks during term time and coordination of support staff covering weekly checks during school holidays when the health centre is closed.
- Monthly checks and submission of monthly check reports to **The Circuit** - the national defibrillator network Service.
- Medical Centre staff to purchase replacement pads, batteries, equipment as required.

## Weekly Checks

Weekly checks are conducted by the health centre team and/or other members of support staff during school holidays.

- check the cabinet opens and a visual check that the defibrillator is in rescue ready mode. Please use visual prompts (Appendix 1-3) and report any AED that is not displaying the AED is in rescue ready mode (Appendix 4)
- Complete weekly checklist form

## Monthly Checks

Monthly checks are conducted by the Medical Centre team on all AEDs. The monthly check consists of

- checking the cabinet opens and closes easily, checking the defib goes into rescue mode when opened, checking the pads are in date and that the battery status is present. Please use visual prompts (Appendix 1-3) and report any AED that is not displaying the AED is in rescue ready mode (Appendix 4)
- The AED outside the medical centre and under the archway are registered with **The Circuit** - the national defibrillator network Service for public use. Online forms are submitted to **The Circuit** - the national defibrillator network Service for both these AEDs.

**APPENDIX 1**



**AED BENEATH ARCHWAY**

**WEEKLY CHECK**

**CHECK FOR GREEN TICK IN BOTTOM LEFT HAND CORNER**

**CODE TO OPEN: 0159✓**

## APPENDIX 2



**AED**

**MEDICAL CENTRE**

**WEEKLY CHECK**

**CHECK FOR GREEN RESCUE READY IN TOP RIGHT HAND CORNER**

**CODE TO OPEN: 0159✓**



## APPENDIX 3



### AED SWIMMING POOL

#### WEEKLY CHECK

**CHECK FOR GREEN RESCUE READY IN TOP RIGHT HAND  
CORNER**

**CODE TO OPEN: 0159✓**

## APPENDIX 4

### What to do if AED is not in rescue ready mode

If the rescue ready is not showing **GREEN** please contact the following who will advise you further of what to do. They will take you through some very basic checks. The easiest thing to do is take the defib to somewhere you can sit and open it up once you have called them, away from distraction.

Technical Service

Monday - Friday

9:00 a.m. to 5:00 p.m. GMT

0808 168 5000 (Freephone) or 01928 241701

01928 241 702 Fax

E-mail: [techservice-uk@zoll.com](mailto:techservice-uk@zoll.com)

### **IMPORTANT**

**\* The Circuit - the national defibrillator network Service Reportable. If a fault is noted with the below defibs, the defib can be registered online via The Circuit as 'out of public use'**

**APPENDIX 5**

[Archway Defibrillator Check Sheet](#)

**APPENDIX 6**

[Outside Front of Medical Centre Defibrillator Check Sheet](#)

**APPENDIX**

[Swimming Pool Defibrillator Check Sheet](#)