

# Xavier University of Louisiana



## Automated External Defibrillation (AED) Policy

<b>Policy Title</b>	Xavier University of Louisiana Automated External Defibrillation (AED) Policy
<b>Date of Issuance</b>	06/11/2018
<b>Revised Date</b>	07/2018, 01/2020, 06/2020, 03/2024
<b>Responsible Officer(s)</b>	<b>Medical Director of Student Health Services</b>
<b>Scope</b>	This is a Xavier University of LA campus wide AED policy to ensure the safety of Xavier University of LA students, faculty, staff, and visitors.

### Policy

This policy is intended to establish guidelines and adoption of those standards endorsed by the medical community as the most effective and efficient delivery of AED service for persons in emergencies where the need for an AED is required. It is not intended to address every possible situation in which a cardiac arrest occurs requiring the use of an AED. Situations may occur where it is not possible or feasible to comply with every aspect of this policy and the use of judgment is inherent in the application of this policy. The procedures in this policy are to provide a standardized guideline for the use of automated external defibrillators by authorized, trained individuals at Xavier University of LA.

### Definition

**Automated External Defibrillation (AED):** An FDA approved medical device; an Automated External Defibrillation (AED) is a lightweight, portable device that delivers an electric shock through the chest to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest.

**Sudden Cardiac Arrest (SCA):** A condition in which the heart suddenly and unexpectedly stops beating, stopping blood flowing to the brain and other vital organs. SCA usually causes death if not treated within minutes.

**Cardiopulmonary Resuscitation (CPR):** is a procedure to support and maintain breathing and circulation for a person who has stopped breathing (respiratory arrest) and/or whose heart has stopped (cardiac arrest).

**Emergency Medical Services (EMS):** is typically an ambulance service that provides acute medical care and transports patients to a medical facility for more advanced treatment.

### Compliance/Responsibilities

1. Cintas Life Ready Management Program will serve as the medical authority for the AED Program at Xavier University of LA and will:
  - Review and approve guidelines for emergency procedures related to AED use
  - Act as the required authorization to permit Xavier University of LA to purchase AEDs (a Class III medical device)
  - Provide annual medical supervision of the AED program including medical review of reports of any event in which an AED is used.

2. Xavier University Student Health Center and Cintas Life Ready Management will serve as Xavier University of LA AED Program Administrator. Xavier University Student Health Center and Cintas Life Ready Management shall be responsible for maintaining devices to meet regulatory compliance, the standards of the manufacturer, programmatic standards of the American Heart Association or the American Red Cross, and this Xavier University of LA policy.

**Xavier University Student Health Services will:**

- Assure maintenance of the AEDs and related response equipment
- Conduct semi-annual inspections to include cabinet battery replacement and operational checks, replacement of pads and batteries, and ensure proper operation of AED units.
- Purchase and replace batteries, pads and other supplies as needed.
- Conduct monthly inspections of AEDs to ensure proper operation.
- Maintain AED inspection records and locations of AEDs on campus.
- Coordinate AED equipment location with building supervisor to promote easy access.
- Ensure compliance with policies and procedures of the AED program.

**Cintas LifeREADY AED Program Management provide:**

- Oversight and communicate with AED responders, administration and EMS regarding the early defibrillation program.
- Medical Direction by licensed physician
- Equipment and responder tracking
- AED Law Center and quick reference compliance map
- Monitor updates and maintain full compliance with all state and federal laws, regulations and applicable standards required.
- Client and program implementation support
- Access to the LifeREADY online compliance tool
- Completion and submission of EMS notifications
- Ongoing regulatory support
- Post-event support services (includes EKG download and loaner)
- Medical reviewing, reporting and filing of post-event documentation
- Device Prescription
- Rescue ready device set up
- Active FDA Monitoring
- Desktop and mobile ready system

3. **AED Responders** at their discretion, provide voluntary assistance to victims of medical emergencies to the extent appropriate to their training and experience. It is the responsibility of the responder to:

- Be ready and willing to give immediate care to members of the Xavier University of LA community in an emergency.
- Follow Xavier University of LA AED response protocol and guidelines.
- Remain current on certifications.

#### 4. XULA AED Campus Committee

The AED Program Coordinator will periodically report to the XULA AED Campus Committee on the status of the program and consult with the Committee on issues related to the program such as equipment needs and locations, training needs, and funding.

### Procedures

#### 1. General Guidelines

- Xavier University of LA employees who have current Adult Cardiopulmonary Resuscitation (CPR) and automated external defibrillator (AED) training at the Lay Rescuer or Professional Rescuer levels are authorized, but not required, to use an AED and do CPR at Xavier University of LA.
- Xavier University of LA employees, who are designated first responders to give first aid, and have current Professional Rescuer CPR/AED training have the duty to use the training and equipment they have and attempt to rescue victims of sudden cardiac arrest at Xavier University of LA.
- Louisiana's "Good Samaritan" law (**LSA-R.S. 9:27939**) states no person who in good faith gratuitously renders emergency care, first aid or rescue at the scene of an emergency, or moves a person receiving such care, first aid or rescue to a hospital or other place of medical care shall be liable for any civil damages as a result of any act or omission in rendering the care or services or as a result of any act or failure to act to provide or arrange for further medical treatment or care for the person involved in the said emergency; provided, however, such care or services or transportation shall not be considered gratuitous, and this Section shall not apply when rendered incidental to a business relationship, including but not limited to that of employer-employee, existing between the person rendering such care or service or transportation and the person receiving the same, or when incidental to a business relationship existing between the employer or principal of the person rendering such care, service or transportation and the employer or principal of the person receiving such care, service or transportation. This Section shall not exempt from liability those individuals who intentionally or by grossly negligent acts or omissions cause damages to another individual. The immunity herein granted shall be personal to the individual rendering such care or service or furnishing such transportation and shall not inure to the benefit of any employer or other person legally responsible for the acts or omissions of such individual, nor shall it inure to the benefit of any insurer. For purposes of this Section, rendering emergency care, first aid, or rescue shall include the use of an automated external defibrillator as defined by R.S. 40:1236.12.

Standard procedures as outlined in the training program and protocol shall be followed while using the AED, unless the employee is relieved by and responsibility for the care of the patient is accepted by a higher competent medical authority, such as an EMS Unit.

#### 2. Protocol for AED Utilization

- Each use of an AED by a Xavier University of LA responder shall be accompanied by a call to **XULA Student Health Services @ (504)520-7396**. Xavier University Student Health Services will call 911 to ensure timely provision of advanced life support and transport to an emergency medical facility.
- When a call for emergency aid is received, the nearest available Xavier University of LA Campus Police Officer equipped with an AED shall respond to assist other responding personnel. Cardiopulmonary resuscitation (CPR) and automated external defibrillation (AED) shall be provided as appropriate until the local EMS staff arrives to assume responsibility.

### **3. Maintenance**

- The AEDs shall be maintained by **XULA Student Health Services and Cintas Life Ready Management** who will be responsible for monthly inspection of the units and replace pads and/or batteries as necessary. The records will be maintained by XULA Student Health Services.
- If an AED exhibits an operational problem or a malfunction, it shall be immediately removed from service. Operational problems or malfunctions shall be reported to XULA Student Health Services as soon as possible after detection, who will contact the manufacturer for service. XULA Student Health Services will notify impacted employees that the unit is temporarily out of service.
- When reporting a malfunctioning AED, the employee should be certain to adequately identify the specific unit affected, the type of problem that has occurred, and /or any shortage of accessory equipment.
- No Xavier University of LA employee shall attempt any repairs other than the replacement of a battery or accessories.
- Repairs and purchase of additional batteries or other accessories shall be arranged through the XULA Student Health Services.
- A record of the maintenance and repair of AED units on campus shall be maintained by the XULA Student Health Services and Cintas Life Ready Management.

### **4. Monitoring of Quality of Care and Outcomes**

- Each incident that involves the use of an AED by a Xavier University of LA responder should be documented by XULA Student Health Services.
- Post incident investigations of each AED use will be reviewed by XULA Student Health Services and Cintas Life Ready Management once records have been obtained.
- Records of quality-of-care assessments and outcome evaluations will be maintained by the XULA Student Health Services and Cintas Life Ready Management.

### **5. Location & Security**

- The AEDs will be located so that they are readily accessible to individuals designated to use them in the workplace.
- The AED wall mounted cases will be tied into Cintas Life Ready Management security system so that XULA Student Health Services is notified whenever an AED is removed from its case.
- No abuse or vandalism of the AED is to be tolerated. If abuse or vandalism is suspected, it is to be reported to the XULA Student Health Services @ (504)520-7396 immediately so that the AED can be evaluated for proper operation.
- Each AED will be tagged as Xavier University of Louisiana property and clearly marked to identify it as belonging in a specific location.
- AEDs that are kept in XUPD Campus Safety vehicles will be stored in the passenger space inside the cars. When cars are parked for the night, AEDs will be stored inside the XUPD Campus Safety office.