

# Arrangements for the Use of Defibrillators on University Premises

## Scope of guidance

These arrangements relate to the training/familiarisation of staff in the use of the Portable Automated External Defibrillators (AEDs), the emergency response procedure for using them and the maintenance of the AED equipment. Other related issues such as security and building access are also covered.

## Introduction

Portable AEDs are lightweight devices that are relatively easy to operate and are intended for use in emergency situations when a casualty has a serious cardiac rhythm disturbance causing unconsciousness, such as a heart attack. AEDs are not effective for all cardiac emergencies but they are of benefit in a small proportion of acute emergencies.

An AED acts to restart or correct the heart by applying an electric shock to the chest. It detects the electrical activity of the heart and gives automated instructions to the operator on what to do. The automatic diagnostic sequence ensures that they will only operate under appropriate circumstances thus preventing their incorrect use. The quicker life saving first aid and a defibrillator are used on a casualty, the better the outlook for survival.

The Resuscitation Council (UK) guidelines (<http://www.resus.org.uk/pages/aed.pdf>) strongly promote that the availability of AEDs and the fact they can be operated by any person, is widely publicised. The University's arrangements for placement of defibrillators and training/familiarisation in their use, aim to ensure that a defibrillator and a trained operator reach the casualty promptly. Please see the relevant sections on Locations and Training/Familiarisation below.

## University provision of AEDs

AEDs are provided by the University at the following campuses: University Park, Jubilee campus, Sutton Bonington campus, Kings Meadow Campus, Medical School and Offsite Sports locations. Please see the [Appendix](#) for exact locations.

In addition to the above locations, AEDs are also located in a number of areas where NHS patients are participating in research activities. These AEDs are provided primarily for patient use as a clinical requirement of the relevant NHS Trust. In these circumstances the AEDs will be under the control of clinicians / nurse practitioners. However these are also available for use with staff and visitors other than patients in which case the arrangements should be consistent with those for the use of AEDS as described below.

## Definitions

**AED** – Automated external defibrillator

**AED operator** – any person who has received familiarisation training in the use of an AED.

**Clinical adviser/medical director** – oversees AED programme (currently Dr Tim Baker at Cripps Health Centre) and follows up on incidents.

**Community Defibrillation Officer** – employed by UK NHS ambulance services and able to advise on AED programmes (currently Peter Winson – [peter.winson@emas.nhs.uk](mailto:peter.winson@emas.nhs.uk)).

## Training/ familiarisation in the use of AEDs.

The type of AED installed by the University has been chosen as a type that is suitable for any person to use. It will not apply an electric shock to a casualty unless it is appropriate. At every stage, the equipment talks to the user, instructing them in what to do. Whilst many First Aiders have also received additional training in the use of AEDs this is not a pre-requisite and the following opportunities are available to promote the wider familiarisation of staff in the use of AEDs:

### 1. Familiarisation training sessions

Training in the use of AEDs is available to both First Aiders and to non-first aid trained members of the University. Whilst training is not considered necessary due to the simplicity of the devices these sessions are offered to promote familiarity and confidence in their use.

Familiarisation training sessions are organised by the University Safety Office in conjunction with the Clinical Skills Centre in the Medicine and Health Sciences Faculty. To view date options and apply for a session, please see the University short course programme at:

<https://training.nottingham.ac.uk/cbs-notts/Portal/DesktopDefault.aspx?GoHome=1>

### 2. On-line training film - Philips (AED supplier)

[http://www.healthcare.philips.com/main/shared/Assets/multimedia/flash/resuscitation/AED/HS1\\_Demo\\_home/index.html](http://www.healthcare.philips.com/main/shared/Assets/multimedia/flash/resuscitation/AED/HS1_Demo_home/index.html)

This provides an overview of how the AEDs that the University has installed are to be used. As with any training film, in isolation, it provides only the fundamentals and therefore it is strongly recommended that staff attend a familiarisation training session and take note of the information contained within this document relating to University arrangements. The film can provide a useful refresher for those already familiar.

### 3. Refresher Training

It is recommended that staff regularly refresh their skills and a suggested refresher frequency is annual. This may be via either of the two options above. Records of attendance of training sessions will be maintained centrally.

Please note: whilst training in the use of the equipment is optimal, it is not a requirement that anyone must have received either or both of first aid training and defibrillator training to operate an AED.

## AED Access and Locations

The AEDs will be kept in carry cases, stored in wall-mounted boxes, positioned prominently in the locations given in the Appendix. The AED, in its carry case, is easily removed from the box by pulling the door open. An alarm and flashing light are activated when the door is open, thus alerting local staff that someone is accessing the box.

They have the capability to deactivate the alarm/light with a key. (Spare keys will be held by the Security and the Safety Office.) If a key for deactivation of the AED storage box alarm is lost, the details should immediately be reported to the Safety Office (ext. 13401).



For each location, the access hours for the building are provided in the [Appendix](#).

## Emergency Response Procedure

Summary, see text below table for further detail
1. Standard first aider response
2. First aider summons (or requests colleague to summon) an ambulance and an AED operator
3. First aid and basic life support given by first aider
4. AED operator attends and applies AED if waiting for ambulance to attend
5. Event Form completed after the incident and submitted to Safety Office
6. Safety Office notifies Clinical Advisor and Resuscitation Council UK

In case of an emergency, a first aider should be summoned initially. (Lists of local first aiders are displayed in buildings. Alternatively, ask at receptions, School offices, Security Control, etc.)

The first aider (if not already an AED operator) should make an assessment of the casualty and if appropriate summon an ambulance and an AED operator. Basic life support or first aid should be initiated as appropriate. If available another person should be asked to summon an ambulance and an AED operator by either:

1. calling 8888 or 0115 9518888 (Security Control) and asking for an AED operator to be called to the location (give precise details of the location – building, floor and room number), OR by
2. referring to lists of AED operators displayed in buildings, school offices, receptions, etc. and calling them directly to attend.

## Response by AED operators

On being called to assist in a cardiac arrest emergency, the AED operator should make their way to the location as quickly as possible, collecting or summoning an AED from the nearest location to them (they will be aware of where the equipment is kept, summary given in the Appendix). If the AED operator is located at some distance from the equipment, they may call Security Control on 8888 to determine whether they will be able to attend with a mobile unit or dispatch a second person to collect an AED from one of the fixed locations.

They should attend to the casualty as trained, using any other persons to call for help and to keep the area clear.

An AED operator who is not also a qualified first aider is not expected to provide basic life support such as CPR. This should be carried out by first aiders only.

## **Reporting of Incidents**

Once the incident is over, an Event Form and a University incident form (copies in AED boxes, on-line and available from the Safety Office) must be completed and the Safety Office notified at the earliest opportunity. Completed forms should be submitted to the Safety Office, University Park Campus. The Safety Office will then report the incident to the appointed Clinical Adviser and the Resuscitation Council UK.

## **Disposal of Clinical Waste**

Any clinical waste (pads, tissues, gloves, disposable razors) arising from an incident should be collected and sealed in a yellow clinical waste bag which will be available with the defibrillator or from the Safety Office. For disposal of the yellow bags, please contact the Safety Office.

## **Access to Buildings in an Emergency**

The buildings where AEDs are located at present are open to all during normal office hours. Out of office hours, certain buildings are accessible via University Card. Others are open until late into the evening. Each AED operator needs to be aware of the access details given in the Appendix for each location near to their place of work. Security have 24/7 access to all buildings.

The Safety Office will seek to keep building access information up to date and alert AED operators to significant changes.

## **Counselling**

The University Counselling Service is available for AED operators and other University members who may have been affected by involvement in a cardiac arrest emergency. In addition, the Safety Office can provide details of other services and agencies such as Occupational Health, the Clinical Adviser and St John's Ambulance if required.

## **Maintenance of AEDS**

The AEDS need to be checked on a regular basis by local staff. This duty will generally be assigned to the local building attendant or other suitable person nearest the equipment. The checks are to ensure the equipment is in the correct location, is secure, that the equipment display is indicating it is ready for use and that the accessories in the case are all present and correct. A record of the checks is maintained on a specific form. Should any of the above not be in place, the person is to report the situation immediately to the Safety Office, ext. 13401 or email: [bb-safety-office@exmail.nottingham.ac.uk](mailto:bb-safety-office@exmail.nottingham.ac.uk).

The AEDs have the facility to highlight when the batteries are running low or there are other problems. There is therefore no routine replacement of batteries or pads required.

If an AED is taken out of use for any reason, the Safety Office must be notified in order that they may inform local AED operators and other relevant persons and initiate a replacement.

### **Notices displaying lists of AED operators**

Where School or Departments display first aider notices, these can give an indication of staff that have received AED training but as the AEDs can be used by anyone, regardless of whether they have had specific training, this is not essential.

(Blank first aid notices are available electronically from the Safety Office. Schools and Departments should regularly review their first aider lists to ensure they are up to date.)