

# Automated External Defibrillators (AEDs)

Guideline

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*This document was prepared in conjunction with Protection Services and the Health and Wellness Sector, Human Resources.*

## PURPOSE

Automated External Defibrillators (AED) can increase the survival rate of a person who sustains cardiac arrest, provided response is initiated immediately. With each passing minute, the probability of survival is reduced; therefore, making defibrillators easily accessible has the potential to help save a life.

University of Ottawa Protection Services, Housing Services and Sport Services have already installed units in strategic locations across campus. Depending on the type of activities conducted in a particular Faculty or Service, additional AEDs may be warranted. This guideline is intended to assist an individual Faculty or Service in the evaluation and implementation of an AED.

## LEGISLATION

The concept of public access AEDs has been widely promoted by many organizations in Canada, including the Heart and Stroke Foundation. The average citizen is protected from liability by the [Good Samaritan Act](#), which indicates that the citizen is not liable for damages that result from the person's negligence in acting or failing to act while providing the services, unless it is established that the damages were caused by the gross negligence of the person.

As of publication of this document, there are no known civil cases within Canada that have been brought against an organization that has installed an AED. Nonetheless, owners of AEDs are required to ensure that AEDs are properly (and regularly) maintained and that trained staff members are available to respond through an internal emergency response plan.

The province of Ontario provided further clarification on the subject of AEDs, by way of the [Chase McEachern Act](#), that states:

*“Despite the rules of common law, a person described in subsection (2) who, in good faith, voluntarily and without reasonable expectation of compensation or reward uses a defibrillator on a person experiencing an emergency is not liable for damages that result from the person's negligence in acting or failing to act while using the defibrillator, unless it is established that the damages were caused by the gross negligence of the person.”*

As a measure of due diligence, the installation of an AED requires the Service(s), Faculty(ies) or other workplace unit(s) to have trained and qualified person(s) available to respond to an emergency within close proximity to AED installation. Persons having completed a standard first aid with CPR training workshop since October 2000 includes training on how to use an AED.

## DEFINITION

“AED” means an automated external medical heart monitor and defibrillator that is capable of,

- a) Recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia,
- b) Determining, without intervention by an operator, whether defibrillation should be performed,
- c) Automatically charging and requesting delivery of an electrical impulse to an individual's heart as medically required,

## RESPONSIBILITIES AND ACCOUNTABILITIES

Each Faculty or Service, (or affiliated department(s), sector(s), unit(s), etc.) is responsible to assess their individual requirements with respect to the purchase, implementation, maintenance and monitoring of an AED.

A Faculty or Service proceeding with the purchase of an AED is responsible for:

- Ensuring the proper selection of an AED unit; the City of Ottawa [has a program to assist with the selection of an AED unit](#), its requisite maintenance, the training plan, the replenishment of equipment / expired materials and the coordination of an after-event debriefing for responders.
- Training their designated personnel or responders in conjunction with the [Basic Life Support- AED training as well as Standard First-Aid and CPR training](#). Consult the University of Ottawa First-Aid Guidelines for additional information on the University first aid program and approved trainers in first aid and CPR. The [University also offers Standard First Aid training \(including AED training\)](#) sessions annually on campus.
- Updating and ensuring that their designated personnel or responders have current training certificates. Each Faculty or Service unit must maintain the training records for their designated personnel or responders.
- Ensuring that the AED is maintained in good working condition, including the coordination of its regular maintenance and post-use verification(s).
- Conducting and recording inspections (weekly or as per the manufacturer's specifications) to ensure the AED is functional.
- Developing a specific, written internal emergency response plan, post event review and responder guidelines. The [Office of Risk Management](#) can also assist with the development of the document (procedures, guidelines, etc.).
- Ensuring that Protection Services and / or 911 is immediately contacted during an emergency. Protection Services can assist with the management of the emergency within campus environments (e.g. contacting 911, providing clear directions and locations to civic authorities, providing first-aid, CPR, AED use, crowd control, assistance with the post incident review, etc.).
- Ensuring to comply with conditions, standards and regulations pertaining to the ownership, use and maintenance of the AED.
- Informing Protection Services and/or the Office of Risk Management in advance of the location where an AED is (or is proposed to be) installed in your Faculty or Service.

## AREAS OF CONSIDERATION FOR THE INSTALLATION OF AN AED

AEDs should be installed in areas such as, fitness type centers, arenas, physically demanding activities or area where the nature of the activity presents an elevated physical stress or demand with higher risk for an individual to sustain a cardiac arrest.

Leased premises, or locations not currently serviced by Protection Services, may explore the possibility of obtaining an AED unit, if not already present within the leased premises.

All AED installations should be discussed with Protection Services and/or the Office of Risk Management prior to procurement.

## TRAINING

The owner of an AED shall ensure that designated personnel or responders are trained in first-aid, CPR and for the use of an AED. Personnel or responders should also be instructed in the internal emergency response plan, developed by the Faculty / Service.

## INSTALLATION

An AED must be installed according to the manufacturer's specifications. An AED installed in open areas (such as hallways) on campus must be housed in alarmed cabinets that relay an alarm to Protection Services and/or within view of a camera monitored by Protection Services. Notification to Protection Services will assist with the management of the emergency. The responder will be able to focus on the individual requiring care, while Protection Services will dispatch assistance to the location and contact civic authorities.

Following the physical installation of an AED, ensure that proper signage identifying the AED is installed. Signage can be installed by contacting the Facilities Call Centre at extension 2222.

## LOCATIONS

The University of Ottawa currently maintains – via Protection Services – and has access to twenty-three (23) AEDs at the locations in the table below.

<b>Building</b>	<b>Location</b>	<b>Maintenance Notes</b>
1 Nicholas	Lobby	Managed privately
141 Louis-Pasteur	Lobby (Protection)	Managed by Protection Services
200 Lees	A126 (Field)	Managed by Protection Services
200 Lees	C146 (Protection)	Managed by Protection Services
200 Lees	D100 (Gym)	Managed by Protection Services
200 Lees	E034	Managed privately
200 Lees	E042	Managed privately
99 Bank Street	Lobby	Managed privately
Arts Court – LabO	C137	Managed privately
Friel Residence	Lobby	Managed by Protection Services
Henderson Residence	Lobby	Managed by Protection Services
Protection Services	Mobile vehicle	Managed by Protection Services
Protection Services	Mobile vehicle	Managed by Protection Services
Protection Services	Mobile vehicle	Managed by Protection Services
Montpetit	Pool	Managed by Protection Services
Montpetit	Sports Client Services	Managed by Protection Services
Montpetit	306	Managed by Protection Services
600 Peter Morand	Lobby	Managed by Protection Services
850 Peter Morand	Lobby	Managed by Protection Services
Residential Complex	Lobby	Managed by Protection Services
Roger Guindon	2013 (Protection)	Managed by Protection Services
Roger Guindon	Stairway G; 4 <sup>th</sup> Floor	Managed by Protection Services
Sports Complex	Client Services	Managed by Protection Services

<b>Building</b>	<b>Location</b>	<b>Maintenance Notes</b>
Sports Complex	Health and Lifestyle Centre	Managed by Protection Services
University Centre	02 (Community Protection)	Managed by Protection Services

*Table 1 - Locations of automated external defibrillators*

## **MAINTENANCE PROGRAM**

The owner of an AED shall ensure that their defibrillator is maintained and tested in accordance with the manufacturer’s guidelines and with any other guidelines as may be prescribed by applicable regulations and / or standard.

An existing maintenance program is managed by Protection Services (units identified in Table 1) for existing AEDs on campus. This includes replacement of components (when required) as well as testing of the units to ensure its functionality. It is the responsibility of each AED owner to pay for the maintenance of their device. Contact Protection Services for information on how to participate in the existing maintenance program.

## **ADDITIONAL REFERENCES:**

- [City of Ottawa – Getting defibrillators for your workplace](#)
- [Chase McEachern Act](#)
- [Good Samaritan Act](#)
- [Heart and Stroke Foundation – AED Position Statements](#)

## APPENDIX 1 – TEMPLATE FOR THE DEVELOPMENT OF A SPECIFIC EMERGENCY RESPONSE PLAN

### Purpose

Provide a clear indication of the purpose of the AED. For example, the Faculty of ABC has conducted a hazard assessment and identified area XYZ as a candidate for an AED. The AED is recommended as a result of...

Include reasons for the AED. For example, near high stress physical activities, isolated location, etc.

### Emergency Response

- Report the incident to Protection Services and / or 911 for additional assistance.
- If you're trained personnel or responder, conduct a scene survey – verify that it is safe for you to proceed and enter the immediate vicinity of the person. Do not enter or proceed if it is not safe for you to do so.
- Establish responsiveness of the person. Speak to the person, claps hands, etc.
- Check the individual's airway, breathing and circulation (ABC's) and administer first-aid as needed. Wear appropriate personal protection (i.e. gloves).
- If the person is not responsive (air way is open, not breathing, and poor or non-existent circulation) attach the AED electrode pads to the person's bare chest (per the diagram on the AED). Hair may prevent a good seal between the electrode pads and the skin. You may need to shave chest hair to ensure proper contact.
- Ensure the skin is bare and dry. Wipe the skin as necessary.
- Remove jewellery and medical patches that may be in the way of the pad placement. Defibrillator pads should not be placed directly over a pacemaker or implanted pacemaker. The St-John Ambulance First-Aid Reference Guide (May 2013 Edition) states that pads should be placed approximately one inch away.
- Stop CPR, turn on the AED and allow the equipment to analyze the individual; follow exactly all AED voice prompts. Ensure the area is clear and that no one is touching the person.
- If "shock" is advised, ensure the area is clear and press "shock" button.
- Follow all verbal prompts. The AED will continue to direct the responder with step by step instructions.
- Leave the AED pads attached to the person's chest and follow the voice prompts until relieved by paramedics or other qualified personnel. Do not stop your intervention until relieved by paramedics or other qualified personnel.
- If signs of normal breathing are detected, leave the AED pads on and place the person in the recovery position. Check the person frequently by closely monitoring the individual's ABC's until additional assistance arrives.
- If, for any reason, the AED malfunctions or does not functioning, administer first-aid and CPR, as required.
- Provide the paramedic(s) or other qualified personnel with as much information as possible, such as:

- Time of the event;
- Condition of the person upon arrival – note any changes;
- The first-aid treatment (including CPR) provided;
- Information pertaining to the medical history of the person; if you're aware.

### **Post Event**

- Complete the form for Record of First Aid (Appendix 1 in the [Guidelines for Designated First Aiders](#)) and document each of your actions taken for the emergency. Send a copy to Protection Services, Office of Risk Management and the Human Resources, Health and Wellness sector.
- Clean the AED, restock material and call the AED maintenance provider for its required verifications and replacement of required material. Ensure AED is verified for materials, functionality, etc. prior to returning to service.
- Participate in Post Event Debrief (as required).

### **Post Incident Debrief**

Following each use of an AED, a review shall be conducted of the situation by all parties involved to learn from the experience and identify actions that went well and where future responses can be improved. A summary of the post event review shall be sent to the Health and Wellness sector, Protection Services and the Office of Risk Management.

### **Location of AED and Signage**

Indicates where the AED and the first-aid kit are located in your area; include the location of the signage that was installed to signal the location of the AED. Inform Protection Services and the Office of Risk Management of the location(s).

### **AED Kit**

List all materials contained in the AED kit: for example:

- 2 pairs of nitrile gloves;
- 1 disposable razor;
- Pocket CPR mask;
- Trauma scissors;
- Defibrillator pads;
- AED unit;
- Etc.

### **Trained Responders**

Provide the list of the all the trained responders and their expected location(s) for your area.

### **Contact Information of the Organization Responsible for the Maintenance of AEDs (or University Contact)**

Provide the contact information of the organization servicing the AED. If the AED is being managed via Protection Services, please indicate that in this section. Provide the contact name of the individual at Protection Services.



**Name of the Person Within the Faculty / Service Responsible to Review and Maintain the AED Program.**

Provide name and contact information of the person internal to the Faculty / Service responsible for the review and maintenance of the internal AED program.

**First Aid Guidelines**

Attach or incorporate elements of the University of Ottawa [Guidelines for Designated First Aiders](#) AED inspection checklists, first aid kit inspection checklists, records of treatment, etc.