

Town of Hilton Head Island Fire & Rescue



Automated External Defibrillator Administrative Procedure

Establishing an automated external defibrillator (AED) procedure is an important step toward preventing death from sudden cardiac arrest in our community. In addition to purchasing the AEDs, there are several other steps involved in implementing and managing a comprehensive AED process. It is the goal of the Town of Hilton Head Island Fire and Rescue to support outside agencies in implementing an AED process.

The following information outlines these steps, and establishes requirements for those entities that choose to participate in Hilton Head Island Fire and Rescue's AED process.

(Official Signature on File)

October 7, 2009

8.002

Fire Chief – Lavarn Lucas

Revised Date

Procedure Number

Nothing in this procedure creates any expressed or implied contractual agreement between the Town of Hilton Head Island and any participating organization.

Town of Hilton Head Island Fire and Rescue

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) ADMINISTRATIVE PROCEDURE GUIDELINES

I. PURPOSE

To provide assistance and patient care coordination for civilian agencies wishing to participate in the Hilton Head Island Fire and Rescue (Fire & Rescue) Automated External Defibrillator (AED) Program. It is the objective of this program to establish guidelines for the provision of training, education, interagency cooperation, and supervision of civilians utilizing an AED within the parameters set forth by state law and the AED Program.

It is the policy of Fire & Rescue to provide a Quality Improvement (QI) review of all incidents involving civilian use of an AED.

PROGRAM COORDINATOR:

Joheida Fister, Fire Marshall
Hilton Head Island Fire and Rescue
(843) 682-5140

II. DEFINITIONS

1. Agency- Any first responder agency, company, group or individual, other than Fire & Rescue, using or having the intent of using an AED in the treatment of cardiac arrest.
2. Automated External Defibrillator- Any device approved by the Food and Drug Administration for the provision of emergency cardiac defibrillation during patient care.
3. AED Coordinator- A representative for the agency overseeing the agency's AED program and the sole source of contact between the agency and Fire & Rescue.
4. Medical Control- Fire & Rescue's physician providing the authority and supervision of all medical care being provided by the Fire & Rescue.
5. Medical Liaison- A person contracted or employed by a civilian entity that provides oversight and guidance for the use of AEDs in the contracting organization.
6. Non-participating Agency - Any agency within the boundaries of the Town of Hilton Head Island participating in the purchasing and training program but is not an integral part of Fire & Rescue emergency care program or any agency in Beaufort County, not within the boundaries of the Town of Hilton Head Island, participating in the purchasing and training programs. Agencies not within the boundaries of the Town of Hilton Head Island will not be allowed to participate in Fire & Rescue medical control processes and will not be able to re-supply through Fire & Rescue.
7. Program Coordinator - A representative for Fire & Rescue overseeing the AED program and the sole source of contact between the agency and Fire & Rescue.
8. Participating Agency - Any agency within the boundaries of the Town of Hilton Head Island participating in the AED program as an integral part of Fire & Rescue emergency care program.
9. Quality Improvement- A program to enhance patient care by reviewing patient care through protocols and physician oversight.

10. AHA- American Heart Association-an organization whose mission is to fight heart disease and stroke
11. CPR- Cardiopulmonary Resuscitation-an emergency procedure involving chest compressions and artificial respiration in the presence of cardiac and/or respiratory arrest.

III. PROCEDURES

A. Purchasing

1. All agencies in Beaufort County wishing to purchase AEDs may contact Fire & Rescue Program Coordinator and request assistance in the purchase. Fire & Rescue will provide as much assistance as possible including allowing the purchase of AEDs under Fire & Rescue purchasing contracts currently in place. Fire & Rescue will, on behalf of the agency, apply for and assist in the application of grants designed to purchase AEDs.
2. Agencies participating in the AED Program are free to purchase their AEDs without the assistance of Fire & Rescue. The AEDs purchased must, however, be of similar type as those used by Fire & Rescue and must be approved by Fire & Rescue prior to use.

B. Training Program

1. Courses

- a. Fire & Rescue Bureau of Fire Prevention shall initiate sufficient training courses in order to meet the demand for service to include:
 - 1) AHA *Heartsaver Adult Only CPR and AED* combined
 - 2) AHA *Heartsaver CPR* (includes Adult, Child & Infant) course
 - 3) AHA *Heartsaver AED* course
- b. Previous training from the American Red Cross, National Safety Council and the American Health and Safety Institute will be accepted provided it meets the same level of training as the AHA *Heartsaver* combined or AHA *Heartsaver AED* course.
- c. Fire & Rescue shall provide each student with a certification card for each training course. Course certification cards with expired dates shall not be considered valid.
- d. The participating agency shall be responsible for maintaining records of all training received by their personnel.

2. Scheduling

- a. Fire & Rescue will provide one (1) AED class and *Heartsaver CPR* course per month.
- b. Participation in any HHIFRD sponsored AHA course is by pre-registration only.
 - 1) Registration may be made by phone by calling the Public Education Officer at 682-5141.
 - 2) Registration requires the name, mailing address and phone number of each student attending.
 - 3) There is no charge for this training; however, the certification card is required to be purchased at a charge of \$4.00 per certification.
 - 4) Students not pre-registered will be denied entry.

- c. Agencies with 10 or more students may request a special course be conducted at a time convenient to both Fire & Rescue and the agency. All other aspects detailed above will apply to all special request courses.

C. Participating Agencies

1. Any participating agency shall have a Medical Liaison and an AED Coordinator. Agencies wishing to use Fire & Rescue Medical Control Physician as their Medical Liaison shall contact him/her directly.
2. All participating agencies shall:
 - a. Provide to Fire & Rescue Program Coordinator the name and phone number of their Medical Liaison and their AED coordinator.
 - b. Provide documentation of the following to the Program Coordinator:
 - 1) AED in-service training plan
 - 2) AED protocol/guidelines
 - 3) AED deployment strategies
 - 4) AED equipment maintenance program
 - c. Have authorization from Fire & Rescue Medical Control Director for providing patient care.
 - d. Provide Fire & Rescue Program Coordinator with a copy of the Medical Liaison's letter accepting the agency.
 - e. Insure that no personnel shall use an AED unless they have received the minimum level of training as mandated in Section 44-76-30 of the South Carolina Automated External Defibrillator Act.
3. The program coordinator will forward notification to the agency and HHIFRD Chief of Operations of the agency's approval to participate in the AED Program.
4. The participating agency shall provide the Program Coordinator with a comprehensive list of the agencies personnel, training received, dates of training and certification number in January and July of each year.
5. The participating agency shall provide an equipment assessment log to the Program Coordinator containing the name of the person conducting the AED assessment, and the date and time the assessment was conducted and the serial number of the AED. The assessment shall be done on a monthly basis and the log shall be provided to the Program Coordinator in January and July of each year.
 - a. The assessment shall consist of the following:
 - 1) A check of the pads to ensure they are not expired.
 - 2) A check of the equipment to ensure it is functioning properly and the battery is working.
6. The Bureau of Fire Prevention Administrative Assistant will notify each participating agency one month prior that the above information is due.
7. Fire & Rescue shall re-supply, at no cost to the participating agency, all supplies used during actual AED use and during routine training and maintenance provided the AED is the same type used by Fire & Rescue.

8. The Medical Liaison for the participating agency shall forward a list of needed and used AED supplies to Fire & Rescue Program Coordinator. The agency will be re-supplied as soon as supplies are available.

D. Patient Care

1. When HHIFRD personnel arrive on the scene of a suspected cardiac emergency where an AED was used, the treating paramedic will disconnect the AED and institute the use of a HHIFRD monitor defibrillator.
2. The treating paramedic will utilize all available personnel and equipment to continue with patient care in accordance with HHIFRD protocol procedures Advanced Cardiac Life Support standards.
3. The treating paramedic shall record the pre-hospital use of an AED on the DHEC patient care form.
4. The participating agency shall record the use of the AED on the *Participating Agency AED Use* form and forward a copy of the form, within 72 hours, to their Medical Liaison and Fire & Rescue program coordinator.

E. Quality Improvement

1. All HHIFRD incident reports indicating that an AED was used for patient treatment will be forwarded to the QI committee. The report shall indicate the user of the AED, the agency involved, and the DHEC report number.
2. The QI committee shall review and investigate all incidents involving the use of AEDs by an agency participating in Fire & Rescue AED Program.
3. Medical Control shall submit the incident review findings to the appropriate agency representative within three working days of the review.
4. All documentation concerning the use of an AED shall be retained by Medical Control for review by DHEC personnel during routine agency evaluation.

F. Contact Information

Fire & Rescue Medical Control	Fire & Rescue Program Coordinator	Fire & Rescue Public Education
Dr. B.K. Sherwood Parkway Medical #58 Shelter Cove Lane – Ste. L Hilton Head Island, SC 29928 (843) 785-7515	Battalion Chief Joheida Fister Hilton Head Island Fire-Rescue 40 Summit Drive Hilton Head Island, SC 29926 (843) 682-5140	Cinda Seamon Hilton Head Island Fire-Rescue 40 Summit Drive Hilton Head Island, SC 29926 (843) 682-5140

AUTOMATED EXTERNAL DEFIBRILLATOR LOCATIONS

NOTE: Effective October 7, 2009, the AED Locations List has been removed from AP 8.002 due to the need for frequent updating. It can be obtained from the Bureau of Fire Prevention Admin Asst., or accessed on the I: Drive at I/BFP/Public Programs/AED Inventory



Return to:
Bureau of Fire Prevention
40 Summit Drive • Hilton Head Island, SC 29926
843-682-5100 • Fax 682-3945

PARTICIPATING AGENCY AED USE FORM

Name of participating agency: _____

Name of AED user: _____

Date AED used: _____

Time AED used: _____

Describe actions taken: _____

Signature of User

Date