

Policies and Procedures Manual

Title: Defibrillator

Policy Statement

1. Due to the high number of our members and visitors to the U3A Knox Inc, Parkhills complex on a daily basis, an “**Automated External defibrillator**” (AED) is available in the event of a member or visitor suffering a suspected cardiac arrest.
2. The Secretary to ensure the AED is registered with Ambulance Victoria.
3. The Health and Safety Officer to arrange and maintain appropriate training of sufficient number of members.
4. The Health and Safety Officer to ensure appropriate “Basic Life Support Flow Chart” and Ambulance Vic “CPR” wall charts are displayed with the AED.
5. The Health and Safety Officer to ensure AED is maintained to manufacturer’s specifications including testing and maintaining a fully charged battery and peripherals.
6. The Secretary to ensure this policy statement is featured in the “Newsletter” on a regular basis.

Practice

1. The AED is located on the wall outside the Library/P6.
2. Defibrillation is a priority in the resuscitation of a person in cardiac arrest.
3. Survival of the person is time critical and is dependent upon the shortest possible time from the onset of cardiac arrest to defibrillation.
4. AEDs can be operated with relatively minimal or no prior instruction. **The AED will provide voice prompts to guide the user.** Once attached an AED will assess whether or not a heart rhythm is present and whether a shock is required. **An AED will not apply a shock to a heart in a non-shockable rhythm.**
5. If the member or person is unconscious and not breathing the following practice should be adopted;
 - (a) Look for any signs of hazards or danger to either the person or responder/s,

- (b) Check for any response by shouting or squeezing shoulders,
 - (c) **Call “000” for an ambulance** preferably using a *mobile telephone which will allow you to remain with the person while receiving instructions from Emergency Services,
 - (d) As our AED is registered with Ambulance Victoria, the “000” Emergency Call Centre will be aware of its presence and actual location in the complex and provide advice on its use and other resuscitation methods prior to the arrival of paramedics,
 - (e) If a second person is present ask that person to commence **CPR whilst waiting for instructions from Emergency Services,
 - (f) **Do not cease attempted resuscitation until paramedics arrive and take control.**
 - (g) Ensure the paramedics have access to any vital medical information provided on the member’s U3A Knox identification name tag or from any other reliable source,
6. Ascertain from the paramedics which hospital the member or other person is to be conveyed to.
 7. The Welfare Officer is to be immediately informed.
 8. If the Welfare Officer, a Committee member, or office staff member is not available, as soon as possible inform the person nominated on the member’s U3A Knox identification badge as the emergency contact.
 9. Make arrangements for any property including a motor vehicle to be collected, delivered or secured.
 10. The Secretary is to be advised details of the incident.
 11. The Secretary to document each incident requiring deployment of the AED.
 12. The Welfare Officer to ensure post incident support is available to the member/s responding including if necessary, access to debriefing and counselling services.

***Calls to “000” Emergency Services are free of charge when using a mobile telephone.** If “000” does not work, you can dial “112”.

Note. You can dial emergency services using a mobile telephone when you’re in an area with network coverage – even if the phone is blocked, does not have a SIM card or is PIN protected.

****CPR (Cardiopulmonary Resuscitation)** is administered by;

1. clearing the airways of obvious food or vomit
2. check if breathing by placing one hand on forehead tilt head back and lift chin listen and feel for breathing,
3. looking for signs of life and commencing rotations of;
 - (a) 30 chest compressions per minute, followed by
 - (b) 2 breaths,

CPR should be continued until the AED is attached and deployed.
Once a shock has been delivered recommence CPR for two minutes.
