



## MEDICAL EMERGENCY PREPAREDNESS PROCEDURE

### Board Bylaw:

Policy Number: 2.3010

Subject Area: General College Policies/Administration

Adopted: 02/26/2018

Revised: 02/26/2018

### Automated external defibrillators are located as follows:

#### Main Campus

- Health and Business Building at Safety and Security Desk and outside the Bookstore on west wall.
- Science and Technology and Administration Building on the first floor-southeast corner where wings meet (outside women's restroom) and on the second floor in AD 204
- Gym/Fitness Center at the west entrance of the Gymnasium and the west doors of Fitness Center
- Vocational Annex in room 128
- Sports Complex at the west side of campus near the main entrance to concession area
- Lifelong Learning Center located outside Wedekemper Board Room
- Health and Professional Careers Building in the main hallway near restrooms
- Nursing Building in the hallway outside of conference room 145
- Agricultural Education Center in the main hallway of the east entrance on the east wall

#### Off Site Locations

- Crisp Technology Center at the west entrance/vending area
- Greenville Education Center in room 122
- Nashville Education Center at the main reception desk
- Salem Education Center across from 101
- Trenton Education Center in the hallway next to 119
- Vandalia Education Center in the hallway by 118

### Storage

All AEDs automated external defibrillators and related equipment are stored in unlocked cabinets in easily accessible locations. The automated external defibrillator AED symbol is prominently displayed on the cabinet doors. Also, in addition, a sign is located above each cabinet identifying the automated external defibrillator AED location.

### Associated Equipment

- Pads - one set connected to the automated external defibrillator AED at all times
  - Spare set of pads is kept in the automated external defibrillator AED case
- Rescue kit - stored with each automated external defibrillator AED
  - Kit contains latex-free gloves, a razor, one set of trauma shears, a small towel, and a pocket facemask or other barrier device

### Authorization to Use AED

One trained in CPR and the use of AEDs from a recognized training agency is authorized to use the AED in cardiac emergencies

### Medical Emergency Plan - Unresponsive Individual

Call 911 immediately for EMS Emergency Medical Services assistance

- Notify dispatch center of the existence, location, and type of automated external defibrillator AED.
- Trained responders go to Respond to the location of the patient (See B. below).
- Other individuals should be used for crowd control or other safety measures, sent to key locations to direct emergency personnel, or notify College personnel.
  - Main Campus - Safety and Security - extensions 3199 or 3198
  - Education Center - On site Director or Safety and Security Officer
  - Crisp Technology Center - On site faculty or staff

### Procedure for the use of the automated external defibrillator AED by trained responder

- Check scene for safety.
- Verify cardiac arrest - verify unconsciousness by tapping the patient firmly and shouting "Are you ok?, Are you ok?"
- If no response, call 911, or if there are bystanders available, designate an individual to call 911 and to obtain the automated

external defibrillator AED and turn it on from a designated location.

- Put on appropriate protective equipment and begin cardiopulmonary resuscitation until automated external defibrillator arrives, then follow procedures below for automated external defibrillator use
- Cardiopulmonary Resuscitation
- Verify lack of breathing by looking and listening for breath sounds and watching for the chest to rise and fall.
- Perform cardiopulmonary resuscitation by
  - Exposing the patient's chest, and
  - Providing 30 chest compressions followed by 2 rescue breaths.
- Continue compressions and breaths on a ratio of 30:2 for approximately two minutes. Count aloud: 1, 2, 3, etc.
- Continue to watch for return of breathing, coughing and movement. If circulation is absent, continue cardiopulmonary resuscitation. After two minutes, check for signs of Return of Spontaneous Circulation (ROSC) including breathing, coughing, movement, or a palpable pulse.
- If circulation is absent, continue CPR.

### **Automated External Defibrillator**

Prepare patient.

- Cut or tear away clothing from the patient's chest
- If excessive chest hair, shave area, or use extra set of pads to rip hair from the chest area
- If a medication patch is affixed where pads are to be placed, remove it with gloved hand, wipe off remaining medication, and discard
- Dry the chest, if wet, or move patient to a dry area if lying in water
- If patient is lying on a metal surface, move them
- Pads should be attached at least one inch away from an implanted pacemaker/ or defibrillator (small round hard device felt just under the skin)
- Apply defibrillation pads as per diagram on the machine
- Clear the patient as the automated external defibrillator AED analyzes heart rhythm by shouting "ALL CLEAR"
- If a shock is advised, ensure the patient is clear and no responders are touching the patient by again shouting "ALL CLEAR"
- Deliver shock when prompted by pushing the 'shock' button
- After the shock is delivered, check for signs of return of spontaneous circulation ROSC. If absent, immediately resume cardiopulmonary resuscitation CPR.
- Continue cardiopulmonary resuscitation CPR pausing for automated external defibrillator AED analysis when prompted by the automated external defibrillator AED to do so (approximately every 2 minutes). Be certain to clear the patient each time the automated external defibrillator AED analyzes the patient.
- If, at any time, the automated external defibrillator instructs that no shock is advised, observe for signs of return of spontaneous circulation. If signs of return of spontaneous circulation are not observed, continue with cardiopulmonary resuscitation alone.
- Continue the cycle of cardiopulmonary resuscitation CPR and automated external defibrillator AED analysis and /shock until return of spontaneous circulation ROSC returns or EMS Emergency Medical Services arrives.
- If return of spontaneous circulation ROSC returns, place the patient in a recovery position (lying on side lying). Do not remove automated external defibrillator AED pads from the patient's chest and do not disconnect pads from the automated external defibrillator.
- When Emergency Medical Services EMS arrives, the rescuer will continue the cardiopulmonary resuscitation CPR and/ automated external defibrillator AED protocol until Emergency Medical Services EMS personnel acknowledge they are assuming responsibility for patient care.

### **Do Not Use Automated External Defibrillator AED**

- Automated external defibrillator AED should not be attached to persons who are breathing, conscious, or responsive.
- AED should not be used with children under the age of one (1) year.
- If the victim is less than eight (8) years of age, pediatric pads should be used if available. If not, use adult pads.
- If the victim is less than one (1) year of age, use pediatric pads with an attenuator, if available. If not, adult pads can be used by placing one pad on the chest and the other on the back of the victim.
- Pediatric pads should never be used with adult patients.

### **Post Use Procedure**

- Notify Safety and Security Department (3199) which automated external defibrillator has been used.
- Safety and Security meets with individuals involved to complete an incident report.
- The incident report is distributed to appropriate personnel.

### **Safety and Security Department responsibilities:**

- Restock electrode pads, batteries, razors, gloves, and inspect all supplies for any damage, expiration dates, and required replacement.
- Clean the automated external defibrillator AED including inspecting the exterior and connector for dirt or contamination.
- Notify staff when automated external defibrillator is back in service.

### **Post Event Review**

Following each use of an automated external defibrillator, a review is conducted to learn from the experience. All key participants in the event participate in the review. Review shall include records of actions that went well and the gathering of information for improvement as well as stress debriefing. The need for additional stress debriefing measures will also be addressed.

### **Monthly System Check**

Once each calendar month, Safety and Security will conduct and document a system check and maintain records of all system checks. These records are retained by the Safety and Security Department.

This check will include review of the following:

- Emergency kit supplies Automated external defibrillator battery life
- Automated external defibrillator operation and status
- Pad expiration date

Approval History: Replaces Medical Emergency Preparedness/ Automated External Defibrillator HS-17 Approved February 26, 2018