

MICHIGAN STATE UNIVERSITY

Automated External Defibrillator (AED) Use

PROCEDURE FOR THE PURCHASE, PLACEMENT AND USE OF AEDs

1. The department/unit will request approval from the University Physician to obtain and maintain an AED. The request form is found online [here](#). The request must include the following information:
 - a. Justification of need.
 - b. Plan for training of personnel.
 - c. Plan for trained personnel coverage of location(s).
 - d. Designation of Area Coordinator responsible for compliance with policy, including training, maintenance, testing and recordkeeping.
 - e. Designated number and placement to support location.
 - f. Funds available for unit(s), required wall mounted and alarmed cabinet(s), supplies, spare pads.
 - g. Agreement with purchase of standardized equipment on campus.
 - i. Departments will send a requisition to Purchasing. The requisition must include the information required as listed above.
 - ii. The Purchasing buyer, will forward the application materials to the University Physician's Office for final approval.
 - iii. Once approved, Purchasing will issue the purchase order.
2. After receiving approval and properly obtaining one or more AEDs, the Area Coordinator must:
 - a. Identify a sufficient number of employees to be trained per shift to ensure adequate coverage during operating hours and confirm that the employees receive certified training. Forward list of trained employees to EHS who will maintain a current database of all trained users.
 - i. While training employees is an important part of planning for AED use, in the event of an emergency any individual, regardless of training status, can use the AED to perform life saving techniques.
 - b. Notify MSU Police, Risk Management, University Physician's Office, and EHS of the location and placement of the units.
 - c. Establish a maintenance schedule and maintain that schedule with the AED unit. This schedule must follow AED unit manufacturer's guidelines.
 - d. Maintain all documentation concerning repairs and replacements with the AED unit.
 - e. Complete Post-Incident Report form each time a unit is used or there is an attempt to use the unit. Forward the completed form to Risk Management and retain a copy in the department.
3. Training
 - a. Current certification in American Red Cross CPR/AED training and/or American Heart Association Heartsaver AED course is required for personnel who will use the AED with renewal as required to maintain certification.

Information concerning certified training can be obtained through EHS or Purchasing.

4. Maintenance and Testing for AEDs
 - a. Each AED unit must have at least one additional set of pads at all times. The pads must be replaced by the expiration date printed on the packages, whether or not they have been used.

RESPONSIBILITIES OF AREA COORDINATOR

The Area Coordinator will be responsible for performing and maintaining a record of the following activities:

- Assuring that there will be sufficient staff trained so that at least two trained staff members will be working whenever the location is in use. **Current certification in American Red Cross CPR/AED training and/or American Heart Association Heartsaver AED course is required for personnel who will use the AED with renewal as required to maintain certification.**
- A record of training dates and certification expiration dates will be maintained and reminders will be sent to trained staff in time to schedule necessary retraining.
- Maintaining and/or replacing all AED equipment and supplies according to the manufacturer's recommendations and documenting the maintenance schedule and funds to accomplish this maintenance as required by the manufacturer of the AED.
- Assuring the completion of the Post-Incident Report Form for all use of or attempted use of the AED. The form must be completed and delivered within twenty-four hours to the Office of Risk Management by the Area Coordinator or designee.