

# **Automated External Defibrillator (AED) Policy & Procedures**

**for**

**Endwell Little League**

**Maine Youth Baseball & Softball**

**Maine-Endwell Youth Football & Cheerleading**

**April 2007**

## **Purpose**

To provide guidance in the implementation and administration of an AED Program for the following organizations:

- Endwell Little League
- Maine Youth Baseball & Softball
- Maine-Endwell Youth Football & Cheerleading

## **Overview**

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA) where the heart unexpectedly and abruptly stops beating. It should only be applied to victims who are unconscious, not breathing normally and show no signs of circulation, such as normal breathing, coughing or movement. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

If victim assessment determines that CPR is necessary, do CPR until the AED arrives. CPR provides circulation of oxygen-rich blood to the victim's heart and brain delaying death of heart muscle and brain death. CPR also makes the heart more likely to respond to defibrillation. When used on people who are unresponsive and not breathing, an AED is extremely safe. The AED makes shock delivery decisions based upon the victim's heart rhythm and will only defibrillate a shockable rhythm. The AED will tell you when to resume CPR.

## **AED Ownership**

In 2007, the three sports organizations jointly received a grant from UHS to establish a Public Access Defibrillation AED Program (including a Zoll AED-Plus Defibrillator). A second Zoll AED-Plus was purchased. During baseball season, the Endwell Little League and Maine Youth Baseball & Softball will each have an AED. Both AEDs will be transferred to the President of the Maine-Endwell Youth Football & Cheerleading organization for football season and returned to the Baseball organizations for baseball/softball season.

Each organization submitted an "original notification" *NY State Department of Health Notice of Intent to Provide Public Access Defibrillation (DOH-4135)* to the Regional EMS Council serving Broome County, Susquehanna Regional EMS Council. Additionally, each organization established a collaborative relationship with an Emergency Health Care Provider (see that section for details) and notified the local Emergency Medical Services provider for their respective fields.

Changes to any of the above-mentioned documents requires resubmission; review annually, at the start of each organization's sports season.

## **AED Administration Responsibilities**

AED Administration will be the responsibility of each organization's President. This responsibility, or portions thereof, may be delegated to a Board Member or designee within the organization, as determined by the President.

- Endwell Little League – President, James Short
- Maine Youth Baseball & Softball – President, Stanley Romanowski
- Maine-Endwell Youth Football & Cheerleading – President, Jamie Hess

The AED Administrator's responsibilities include:

- Selection of organization's members for CPR/AED training
- Coordination of CPR/AED training
- Coordinating equipment and accessory maintenance
- Reviewing AED paperwork for changes and resubmission
  - *NY State Department of Health Notice of Intent to Provide Public Access Defibrillation (DOH-4135)*
  - *Public Access Defibrillation Agency Collaborative Agreement*
- Monitoring the effectiveness of this policy
- Revision of this policy as required
- Communication with the Medical Director on issues related to this policy including post-incident reviews

This program is being established as of April 2007. For 2007, Kim Robinson will serve as the AED Program Coordinator to implement the AED Program and interface with each organization's President with the purpose of transferring AED Administration to each individual organization.

## **Emergency Health Care Provider (EHP) / Medical Director**

The EHP / Medical Director for each organization's AED Program is Dr. Richard Terry, O.D. A *Public Access Defibrillation Agency Collaborative Agreement* has been established with Dr. Terry and is included herein.

The EHP has ongoing responsibility for:

- Providing medical direction for the use of the AED
- Reviewing and approving our *AED Policy & Procedures*
- Evaluation of post-incident report and data downloaded from the AED and possible request of an incident review

If any organization changes the EHP / Medical Director, a new *PAD Agency Collaborative Agreement* must be filed with the appropriate Regional Emergency Medical Services Council (REMSCO).

## **Authorized AED Users**

These AEDs may be used by:

- Organizational members that have successfully completed an approved CPR/AED training program as specified by our Medical Director
- Any trained volunteer responder who has successfully completed an approved CPR/AED training program

## **CPR/AED-Trained Organizational Member Responsibilities**

- The initial responder should provide prompt basic life support including CPR, AED and first aid according to training and experience:
  - Immediate notification of EMS by calling 9-1-1 or directing someone to call
  - Immediate request for the AED
  - Victim assessment
  - Starting CPR, if necessary
- Additional organizational members should assist with:
  - Immediate notification of EMS by calling 9-1-1
  - Obtaining the AED
  - Meeting the responding EMS vehicle to direct EMS personnel to the site of the medical emergency

## **Volunteer Responder Responsibilities**

Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. Any volunteer utilizing the AED should have successfully completed an approved CPR/AED course within the last two years.

## Training

- Objective:
  - To have an adequate number of CPR/AED trained organizational members at the field to handle an emergency incident in a safe and timely manner
- Initial Training:
  - Organizational members must successfully complete an approved CPR/AED training program as specified by our Medical Director
  - Training approved through Dr. Terry:
    - American Safety & Health Institute (ASHI)
    - American Heart Association (AHA)
- Refresher Training:
  - Training should be renewed to maintain currency:
    - American Safety & Health Institute – 2 years
    - American Heart Association – 2 years
- Documentation:
  - Upon successful completion of an approved CPR/AED training program, organizational members should submit a copy of their certification card to be maintained on file by each organization
- Training Sources:
  - Maine Emergency Squad - #862-3615
    - Instructor: Suzanne Lowe
  - Union Volunteer Emergency Squad - #754-3414
    - Instructor: Michael Taylor

## “Good Samaritan” Law

NY Public Health Law Article 30 allows a “Good Samaritan” exemption from liability for any CPR/AED-trained individual who renders emergency treatment with an AED.

For additional information, see sections noted below of the NY Public Health Law Article 30:

§3000-a – Emergency Medical Treatment

§3000-b – Automated External Defibrillators: Public Access Providers

§3013 – Immunity from Liability

## **Equipment**

- Zoll Plus AED
  - AED is both adult and pediatric-capable; pediatric pads are for victims younger than 8 years of age or less than 55 pounds
- Resuscitation Kit
  - Contains latex-free gloves, razor, trauma shears and facemask barrier device

## **Location of AEDs**

Endwell Little League – Wall-mounted in Concession Stand

Maine Youth Baseball & Softball League – Wall-mounted in Equipment Room

Maine-Endwell Youth Football & Cheerleading – Equipment Shed – Black AED Cases

Note: QUESTION SUBMITTED TO UHS: ARE AEDs SUBJECT TO TEMPERATURE EXTREMES THAT INFLUENCE PLACEMENT??? AEDs subjected to temperatures of less than xxx or greater than xxx may not operate effectively. Care needs to be taken to.....

## Equipment Maintenance

All equipment and accessories necessary to support a medical emergency will be maintained in a state of readiness. The AED Administrator is responsible for having regular equipment maintenance performed as outlined in the manufacturer's operating instructions. If any problem is noted while checking the equipment, the organization's President should be informed immediately.

CHECK ZOLL OPERATING INSTRUCTIONS FOR ANY SPECIFICS TO INCLUDE

## Weekly System Check

Once per week, the AED Administrator will perform a system check. The results will be recorded on the *Weekly System Check* worksheet provided. This check includes:

- AED operation and status (including satisfactory condition of battery life and pads)
  - Check Zoll operating instructions for battery/pad replacement info
- Resuscitation kit supplies replenished, as necessary
- Verification that signs are posted to "Call 911" and identify AED location

## Annual System Assessment

Once each calendar year, prior to the beginning of the sports season, the AED Administrator will conduct and document a system readiness review.

This includes reviewing the following:

- CPR/AED training records and requirements
- Equipment operation and maintenance records
  - AED operation and status (including satisfactory condition of battery life and pads)
    - Check Zoll operating instructions for battery/pad replacement info
  - Resuscitation kit supplies replenished, as necessary
- Verification that signs are posted to "Call 911" and identify AED location
- Organization-wide email of *AED Policies & Procedures*, with emphasis on AED location

## **Incident Documentation**

As specified in our *PAD Agency Collaborative Agreement* with Dr. Terry, the following is required following an emergency incident (see agreement for additional details):

- Download of data stored on the AED internal memory, with copy sent to Dr. Terry
- Completion of incident report by responder; form included herein includes:
  - Name of organization providing PAD
  - Date & time of incident
  - Patient age & gender
  - Estimated time from arrest to 1st AED shock
  - Estimated time from arrest to CPR
  - Number of shocks administered to the patient
  - Transport ambulance service
  - Patient outcome at incident site (remained unresponsive, became responsive, etc.)
- Participation in a Quality Assurance/Quality Improvement activity if requested by Dr. Terry
- Participation in a post-incident review meeting with Dr. Terry for all those involved in the rescue

## **AED Usage Maintenance**

If the AED is used during an emergency situation, the following maintenance should be performed:

- Clean and/or disinfect all equipment
- Replace resuscitation kit supplies, as necessary

## **System Verification and Review**

These *AED Policies & Procedures* are ultimately successful if necessary medical assistance is provided to a victim in a safe and timely manner. Since actual use of these emergency procedures is expected to be infrequent, following an emergency incident, this document should be reviewed for areas of improvements.



## Contacts

- Endwell Little League
  - Jim Short – #786-0047 – [james.short@lmco.com](mailto:james.short@lmco.com)
- Maine Youth Baseball & Softball
  - Stan Romanowski – #785-1566 – [ssrdds@stny.rr.com](mailto:ssrdds@stny.rr.com)
- Maine-Endwell Youth Football & Cheerleading
  - Jamie Hess – #343-4298 – [jamie.hess@785help.com](mailto:jamie.hess@785help.com)
- AED Program Coordinator – 2007
  - Kim Robinson – (H) #754-0363 (C ) #759-5906 – [kerobinson@stny.rr.com](mailto:kerobinson@stny.rr.com)
- Emergency Health Care Provider / Medical Director
  - Dr. Richard Terry, O.D. – #763-6075  
40 Arch Street / Johnson City, NY 13790
- United Health Services
  - Fran Chambers, Manager, Community Health Services – #763-6722 – [fran\\_chambers@uhs.org](mailto:fran_chambers@uhs.org)  
33-57 Harrison Street / Johnson City, NY 13790
- Broome County Office of Emergency Services
  - Raymond Serowik – EMS Coordinator – #778-2184 – [ray@srems.com](mailto:ray@srems.com)  
153 Lt. VanWinkle Drive / Binghamton, NY 13905
- Union Volunteer Emergency Squad - #754-3414
  - Serving the Endwell Little League fields & the ME Football & Cheerleading/MEMS fields
  - Glenn Roberts
  - Michael Taylor, Instructor
- Maine Emergency Squad – #862-3615
  - Serving the Maine Baseball & Softball fields & ME Football & Cheerleading/Maine Memorial fields
  - Jay Cobb
  - Suzanne Lowe, Instructor
- Zoll
  - Customer Service / Technical Service – #800-348-9011

## Applicable Documents & Links

- NY State Department of Health – Bureau of EMS Policy Statement 06-03 – Public Access Defibrillation (PAD)  
<http://www.health.state.ny.us/nysdoh/ems/policy/06-03.htm>
- DOH-4135 – NY State Department of Health – Notice of Intent to Provide Public Access Defibrillation (PAD)  
<http://www.health.state.ny.us/nysdoh/ems/pdf/noticeofintent.pdf>
- NY State Department of Health – Regional EMS Councils (REMSCO)  
<http://www.health.state.ny.us/nysdoh/ems/regional.htm>
- Susquehanna Regional EMS Council (serving Broome County)  
<http://www.srems.com/>
- PAD Agency Collaborative Agreement (blank)  
<http://www.srems.com/site/forms/formpad.pdf>
- PAD Agency Collaborative Agreement (with Dr. Richard Terry, O.D.)
- Public Access Defibrillation Case Report
- NY State Department of Health – Public Health Law Article 30  
<http://www.health.state.ny.us/nysdoh/ems/art30.htm>
- “Universal Precautions & Personal Protective Equipment” – reproduced from “*American Safety & Health Institute CPR Pro for the Professional Rescuer – Student Handbook*”
- Zoll / Zoll AED Plus  
<http://www.zoll.com/>

## **Signs**

The following signs for 911 and AED location are available to edit, print, laminate and post at various field points as determined by each organization:

- Concession Stand
- Equipment Shed

**NOTE: AED SIGN NEEDS TO BE COMPLETED FOR AED LOCATION**

**EMERGENCY**

**Call**

**9-1-1**

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