

# Automated External Defibrillator (AED) System.

## Contents

1. Scope of AED Scheme
2. Definitions
3. AED Scheme Management
4. Documentation
5. Equipment type, location and signage
6. Operative Training and Register
7. Maintenance of Equipment
8. Use of AED Equipment
9. Actions in Case of Emergency
10. Other Information

**1. Scope of the Scheme.** The UL AED Scheme is coordinated by the UL Health and Safety Office and its primary goal is to assist in the case of on-site suspected cardiac arrest amongst UL students, staff and visitors. The university maintains a panel of suitably trained operatives. AED units are deployed across the campus in key locations. The units are only intended for use by those with current training and certification. *NOTE: The AED Unit housed in the Stryker Phone Box, located in the Student Courtyard, falls under the National Ambulance Service Public Access Defibrillator (PAD) Scheme.*

### 2. Definitions.

**Automated external defibrillator (AED):** A computerised medical device that analyses heart rhythm to detect cardiac arrest and delivers an electric shock to the heart if necessary.

**Cardiac arrest:** A significant life-threatening event when a person's heart stops or fails to produce a pulse.

**3. AED Scheme Management.** The Health & Safety Office serves as the scheme co-ordinator and will assist and liaise with departments and administrative units about AED management on campus; this includes AED equipment location, updates to legislation and regulations, training, procedures, documentation and all other aspects of the scheme.

**4. Documentation.** This document covers all aspects of the scheme. It is updated regularly and available on the UL [Health and Safety web page](#). On the webpage you will find; a map of on campus AED locations, AED Training Demonstrations, AED Operating Manuals and the UL Medical Emergency Response Procedure.

**5. Equipment type, Location and Signage.** The university owns several AED units, all a similar type, ZOLL AED Plus. New units purchased will, as far as possible, be similar in type and operation, in order to provide continuity and consistency across campus.

These units are located as follows:

- PESS BUILDING – Reception
- MAIN BUILDING – Reception, Student Medical Centre (Block C, Level M), Finance Corridor (Block A, Level2))
- HEALTH SCIENCES BUILDING – Reception
- LIBRARY – Reception
- GEMS - Reception
- PAVILION - Basement
- UL SPORTS ARENA - Reception
- FOUNDATION BUILDING - Reception
- KEMMY BUSINESS SCHOOL- Reception
- IWAMD – Reception
- BOATHOUSE – Office BH2-001
- LONSDALE BUILDING – Reception
- MSSI BUILDING – Main Corridor
- CSIS BUILDING– Reception
- SCIENCE & EDUCATION BUILDING – Reception
- STUDENTS UNION – Reception
- SECURITY VAN (mobile)
- ANALOG DEVICES BUILDING – Reception
- STUDENT COURTYARD – Stryker Phone box
- CONFIRM BLD – Reception
- CITY CENTRE CAMPUS - Sarsfield Street

Each unit is in a wall-mounted cabinet of a distinctive type. The cabinet contains the AED unit in a purpose-built carry case.



The carry case should contain:

1. The AED unit itself, including a set of electrodes within the lid of the unit.
2. In a pocket, spare electrode set(s)
3. In a pocket, within a sealed transparent plastic bag, a set of assistive equipment: Razor, towel, wipes, shears, mask and gloves.

The AED locations have been chosen as both strategic and reasonably secure.

**6. Operative Training and Register.** The university will provide suitable training (and refresher) through PHECC First Aid Responder and refresher training. All UL employees will be encouraged to undertake training. The training is delivered by a competent trainer and operative refresher courses are required every 24 months. The Health and Safety Office maintains a register of all university staff who have trained as operatives.

**7. Maintenance of Equipment.** The Health & Safety office keeps a record of all purchases, deployments, machine use, incidents, inspections, repairs, shortages and so forth as may be observed or reported. The system will be maintained to ensure that a monthly check of all AED units is carried out and recorded by the Health & Safety Office.

**8. Use of the AED equipment.** The AED scheme provides equipment and training, and it is intended that the AED units will be inspected and used only by those with current training and certification. There should normally be no need for untrained persons to use the equipment. The university provides insurance cover for those who have been trained, under this scheme, to use the equipment in an emergency. There may be circumstances where individuals trained elsewhere are in the best position to provide assistance to a casualty and should not be actively discouraged from helping. There is an obligation on all individuals offering to provide assistance to any or all casualties to work within the limits of their competence and training.

**9. Actions in the case of an emergency.** In the event of a suspected cardiac arrest, members of the campus population should be aware that an AED scheme is in place and that the correct procedure is;

**Call 999 or ask a colleague or bystander to immediately call 999 and request a cardiac ambulance to University of Limerick, location as given.**

**Call the UL emergency number 061 21(3333)**

All Reception Staff and Security staff who may receive an emergency call should be familiar with the emergency procedure, AED locations and the UL campus map. They should take the following actions:

- Ask for and record clearly the exact location of the emergency
- Ask the caller to stay on the line and immediately send someone to fetch an AED from the nearest location –tell them where that is.
- Record the name and phone number of the caller, symptoms of the casualty AND ask if they (or anyone nearby) have CPR and/or AED training (record the answer).
- Immediately call the location of the AED to warn them to expect someone and to prepare the unit for immediate removal. (E.g., open cabinet, switch off

- alarm etc).
- Immediately start calling persons on the “trained operatives list” using mobile phone numbers. Continue until TWO persons have acknowledged that they will attend immediately.

**10. Other Information** the AED scheme relies heavily on the use of volunteers and equipment which can be used at short notice under stressful conditions. The survival chances of a cardiac arrest victim are improved significantly by rapid intervention, initially by First Aiders, then by the Ambulance Service. Whilst the university can provide a pool of adequately trained operatives and numerous AED units in strategic locations, the casualty will only benefit IF both the operative and the AED unit arrive at the casualty very soon after the incident is identified, usually by colleagues or passers by. Similarly, the ambulance service needs to arrive promptly and therefore needs to be alerted as soon as possible.

## Appendix A

### **AED Operating Manual & Inspection Record Sheet**

AED Operating Manual and Inspection Record Sheet are available on the Health & Safety Webpage, [First Aid & Automated External Defibrillators](#).