Q1 What is an AED?
A. An Automated External Defibrillator (“AED”) is a medical device that may be used to save the life of a person in cardiac arrest. An AED is an external defibrillator capable of analyzing cardiac rhythms. Once attached to a person in cardiac arrest, the AED will charge and — without further operator action — deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia. Your facility is equipped with a Medtronic Lifepak CR Plus (fully-automatic) AED.

Q2 Who is permitted to use the AED in my facility?
A. Anyone who is trained and certified in CPR + AED is allowed to use the AED in your facility. This includes employees who are trained and certified in CPR + AED; school nurses, athletic trainers, and other non-employees who are trained and certified in CPR + AED; and anyone else who is trained and certified in CPR + AED who happens to be in your facility at the time of a cardiac emergency.

Q3 Are outside organizations allowed to use the AED in my facility?
A. Yes (with some qualifications). Most Fayette County Public Schools are part of a Public Access Defibrillator (“PAD”) program. This means that, as long as
   (a) an outside organization has a person who is trained and certified in CPR + AED and
   (b) the AED in your facility is located in a place which is accessible after-hours,
then the outside organization may make use of the AED in a cardiac emergency. This includes after-school programs such as ESP and Prime Time, and other organizations which use your facility after-school, on nights, and on weekends.

Please note: this does NOT mean you may loan your AED to an outside organization. The AED in your facility should never be removed from its cabinet except in a cardiac emergency.

Due to theft and various other issues, some facilities have chosen to locate their AEDs in places which may not be accessible after-hours. In those facilities, outside organizations may not be able to access and use the AEDs in cardiac emergencies.

Q4 The AED cabinet has 2 different types of keys; what does each key do?
A. The AED cabinet in your facility has two types of keys. The “ordinary” looking key locks and unlocks the AED cabinet door, while the special key with the round end turns the cabinet alarm “on” and “off.”

   • **Cabinet Door lock**: The lock for the cabinet door is located beneath the door handle. When the lock is in the vertical position, the cabinet door is locked; when the lock is in the horizontal position, the door is unlocked.

   • **Alarm Mechanism**: The ON-OFF key switch for the alarm mechanism is located in the upper right-hand corner of the AED Cabinet. When the ON-OFF key switch is in the vertical position, the alarm is “off” (unarmed); when the ON-OFF key switch is in the horizontal position, the alarm is “on” (armed).

Q5. How do I retrieve the AED in a cardiac emergency if the cabinet door is locked?
A. Before retrieving an AED, always remember to call “9 – 1 – 1.”

Pull hard on the handle to the AED cabinet door. Each AED cabinet has a lock next to the door handle. This “door lock” keeps the cabinet door shut and helps deter theft. However, the door lock has a special plastic latch which is designed to break or bend if the door handle is pulled firmly. In the event of an emergency, pull hard on the door handle to break the lock and open the door. The key to the door lock is only needed for purposes of servicing the AED.

(Over)
Q6 How do I turn off the alarm if the AED cabinet door is opened?

A. The AED cabinet alarm is operated by a special lock located in the upper right-hand corner of the AED cabinet. If the cabinet door is opened, the alarm will emit a high, shrieking sound; on some cabinets, a strobe light will also flash. The alarm can be turned "off" with the special, round key which came with the cabinet. To turn the alarm "off," turn the slot in the alarm lock to the vertical position. If the alarm is not disabled with the key, the alarm will shut itself off after approximately 3 minutes.

Q7 What is the colored plastic “tie” which is looped through the door handle on the AED cabinet?

A. The colored plastic tie looped through the door handle is a “tamper detection” device which indicates whether the AED cabinet has been opened. If you notice the colored plastic tie has been broken, please notify the Division of Risk Management and Safety (381-3827).

Q8 How do I know if the AED in my facility is fully charged and in good operating condition?

A. The AED performs “self-checks” on a continual basis. Near the top of the AED unit is a “readiness display” which should be visible through the glass on the front of the AED cabinet. If the word “OK” shows in the readiness display, the AED is fully charged and in good operating condition. If anything other than “OK” shows in the readiness display (such as a picture of a “triangle,” a “battery” or a “wrench”), the AED may need a new battery or may need servicing; in this event, the Division of Risk Management and Safety should immediately be notified (381-3827).

Schools and other facilities are required to inspect their AED(s) at least once a month; the results of each inspection must be noted on an AED Monthly Inspection Report form which is available on the Risk Management and Safety page on the District’s Web site. The “AED No.” requested on the monthly report form may be found on a label inside the AED cabinet; the label is typically affixed to the upper left, inside wall of the cabinet and is visible through the glass on the front of the cabinet. Examples of AED Nos. are E-ARL; M-BEA; H-BRY1; H-BRY2; T-EAS; A-MLK; P-AMB; V-LE1.

Q9 Is the AED in my facility pre-connected to a set of electrodes?

A. Yes. Since adults are far more likely than children to suffer cardiac events, the AED in your facility is pre-connected to a set of adult defibrillation electrodes; this is the case even if your facility is an elementary school. A spare set of adult electrodes may be found in a “pocket” inside the front cover of the black, soft-shell, AED case.

A set of pediatric electrodes is located in a separate, black, soft-shell case attached to the back of the AED case. The pediatric electrode case contains a large pink label indicating that it contains “Infant / Child Reduced Energy Defibrillation Electrodes.” If a victim is under 8 years old or under 55 lbs. (25 kg.), remove the pre-connected adult electrodes from the AED and connect the Infant / Child Reduced Energy Defibrillation Electrodes. However, do not delay therapy to determine the precise age or weight of a child: if in doubt, defibrillate with the pre-connected adult defibrillation electrodes.

Q10 What other items are attached to the AED?

- **Zip-lock bag**: A large, plastic, zip-lock bag is attached to the handle of the AED. The zip-lock bag contains a clear, plastic packet labeled “AED Microkit (First Responder Kit);” a black, fabric case labeled “Ambu Res-cue Mask;” 1 pair of clothing shears; and a 4" x 4" piece of gauze.
  - **First Responder Kit** contains: 1 disposable CPR shield; 1 pair nitrile (non-latex) gloves; 1 eye splash guard; 2 antimicrobial wipes; 1 absorbent towel; 1 biohazard bag; 1 prep razor; 1 pair of clothing shears.
  - **Ambu Rescue-Mask Kit** contains: 1 re-usable CPR mask; 1 antimicrobial wipe.
- **Sheet Protectors**: Two clear plastic, sheet protectors are attached to the back of the pediatric electrode case. The sheet protectors contain a list of CPR-trained individuals in your facility; an Adult CPR / AED Quick Reference Guide; a copy of the District’s AED Protocol; and a copy of the District’s AED Event Summary Form.

Q11 If the AED in my facility is used in an emergency, am I required to take any action(s) after the event?

A. Yes. If the AED in your facility is used in an emergency, you should notify Risk Management and Safety as soon as possible afterwards so that the AED can be properly cleaned and so that any items used during the emergency can be replaced. You are also required to complete and submit to Risk Management and Safety the AED “Event Summary Form” contained in the sheet protectors attached to the AED.