

Automated External Defibrillators

FIN-INS-08



About This Policy

Effective Date:

06-01-2001

Last Updated:

07-29-2011

Responsible University Office:

Office of Insurance, Loss Control & Claims

Responsible University Administrator:

Vice President and Chief Financial Officer

Policy Contact:

Larry Stephens

Director, INLOCC

stephenl@iu.edu

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Scope

This applies and other University properties.

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Policy Statement

AEDs purchased by a university campus or locale will be of the same type as used by emergency responders to the campus. AEDs will be used and maintained in accordance with the procedures set forth below in addition to standards and procedures established by the medical community.

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Reason For Policy

To assure that AEDs purchased by the university match those used by emergency responders in the locale surrounding the campus; establish procedures and guidelines for the placement of, maintenance, and use of AEDs.

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Procedure

1. Each campus, in consultation with its police and safety and security departments, shall choose a medical director. Although, in general, one official is expected to be the medical director for each campus, special consideration may be made for IUPUI because of its close proximity to the hospital (i.e., there may be more than one medical director for the units on the IUPUI campus).

2. Any department is allowed to purchase AEDs. **However**, the department must follow these policies and guidelines, must buy the units through the IU Purchasing Department, and must report the purchase to the Office of Insurance, Loss Control & Claims (INLOCC). INLOCC must approve, in advance, the acceptance of unsolicited gifts.
3. The type of unit purchased must match the type being used by local emergency services. Physio Control Life Pak 500 is being used on or near all campuses except for IU Southeast and Bradford Woods. These two areas are using Laerdal Heart Stream.
4. INLOCC must approve the area where the unit will be stored. Cabinets specially designed for AEDs can be purchased for wall mounting.
5. The batteries have a life span of approximately five years. Those campuses with only one or two units are recommended to maintain one backup battery at all times. All other campuses are recommended to have two backup batteries per campus. Replacements are available from Medtronics within twenty-four hours. The backup batteries must be kept at an identified, central location on each campus. Please contact INLOCC for information on replacement batteries.
6. The pads have a shelf life of approximately 18 months. Each unit comes with one set of pads, and each campus is required to have an additional set as a backup. The pads must be replaced by the expiration date printed on the packages, whether or not they have been used. This will entail an annual cost of approximately \$70 for replacement of pads. Please contact INLOCC for information on replacement pads.
7. After properly obtaining one or more AEDs, the department must:
 - a. Identify potential users and ensure that the users receive certified training (see Paragraph 8). Notify INLOCC of new trainees so this office can keep its database of all trained users up-to-date.
 - b. Notify local emergency services of the location of the units. This can be done either on the department level or INLOCC can send the notification letters for all campuses.
 - c. Establish a maintenance schedule and physically maintain that schedule with the AED unit. This schedule must follow AED unit guidelines.
 - d. Keep all documentation concerning repairs and replacements with the AED unit.
 - e. Complete incident notification forms (provided by INLOCC, carbon copy quadruplet) each time a unit is used or there is an attempt to use the unit. Distribute completed form to (1) Local Ambulance Service, (2) Medical Director, (3) INLOCC, and (4) departmental copy. The form requires that all witnesses to the use of the AED unit be documented¹
 - f. Post signage near each unit that informs potential users that only persons with certified AED training are allowed to use the device.
8. Training
 - a. Information concerning certified training can be obtained through INLOCC. INLOCC will also keep a record of who is doing training.
 - b. Training for the Bloomington campus can be obtained through INLOCC, SRSC, HPER, EH&S, and IUPD. Training for the IUSE, IUNW, and IUPUI campuses can be obtained through the particular campus's police department. Training for the IUK, IUSB, and IUE campuses can be obtained either in-house by a certified trainer or by contacting their local American Red Cross or American Heart Association.
 - c. The entire department must receive emergency management training. Each department will be trained that the use of the unit is a combined response of someone working on patient, crowd control, watching for the ambulance, holding elevators or doors, etc.

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Additional Contacts

Contact	Phone	Email
Kutina England	812-855-9758	kudavis@iu.edu

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History

This policy was established on June 1, 2001.