Automatic External Defibrillator Use
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PURPOSE
The University of Illinois at Urbana-Champaign (UIUC), through the Division of Safety and Compliance (S&C), establishes this policy for the use of Automatic External Defibrillators (AED), which can save lives in medical emergencies. Use of AED units is regulated by the Illinois Department of Public Health (IDPH) through 410 ILCS 4, Automated External Defibrillator Act and 210 ILCS 74, Physical Fitness Facility Medical Emergency Preparedness Act.

The Illinois Physical Fitness Facility Medical Emergency Preparedness Act requires indoor physical fitness facilities that serve a population of 100 people or more to develop and implement a plan for responding to medical emergencies. A copy of the plan shall be filed with IDPH. The Act requires these types of physical fitness facilities to have at least one AED on the facility premises and to have at least one trained AED user on staff.

POLICY
All Automated External Defibrillators located in UIUC facilities shall be operated and maintained in accordance with the rules and regulations stipulated by the Illinois Department of Public Health 77 IAC 525, Automated External Defibrillator Code and 77 IAC 527, Physical Fitness Facility Medical Emergency Preparedness Code.

SCOPE
This policy is applicable to all UIUC units that have purchased or received AED units for their facilities, either as mandated by the above stated Acts or as voluntary.

RESPONSIBILITIES
The Division of Safety and Compliance shall:
1. Review and revise this policy to reflect changes in the regulations and laws requiring the use and placement of AED units as necessary.
2. Function as a reference for academic and administrative departments as they are required to have AED units in their facilities.

Deans, Directors, and Department Heads shall:
1. Verify in consultation with Safety and Compliance and the Office of Public Safety whether the unit(s) within their organization are required to be in compliance with applicable Illinois Acts and Regulations pertaining to the use, placement, maintenance, training and record keeping for AED users.
2. Assign responsibility for compliance activities associated with possessing the unit.
Unit Coordinator for AED shall:
1. Adopt and implement a plan for responding to medical emergencies in their facility. A model plan for AED Use for Medical Emergencies is given in Appendix A.
2. Maintain a contract with a local Emergency Medical Services (EMS) System Resource Hospital.
3. Provide for the funding necessary to maintain and test the AED unit according to the manufacturer’s guidelines and to adequately train employees.
4. Provide assurances that at least one trained AED user is on the premises during facility operation.
5. Train all facility employees on the requirements of the medical emergency plan and the location of the AED.
6. Implement a standard operating procedure requiring the presence of either AED trained facility staff or at least one other trained AED user, when any third parties use the facilities for physical fitness activities, which are sponsored and supervised or conducted by UIUC.
7. Notify the Office of Public Safety of the location and type of all AED units located within their facilities.

The Office of Public Safety shall:
1. Maintain a list of all AED units, including the type and location within UIUC buildings.
2. Coordinate the AED location information with the local emergency communications and vehicle dispatch center.
3. Provide a copy of the list of UIUC AED units to the Division of Safety and Compliance annually.

The AED Trained User shall:
1. Complete an IDPH approved training course or instruction course.
2. Repeat approved training at least once every two (2) years.
3. Report each use of the AED as soon as possible to the responding medical service personnel.

The EMS System Resource Hospital shall:
1. Provide support services upon request to the units possessing AEDs in their buildings. Support services may include training resources, maintenance references, and general advice on the use, maintenance, and storage of AED units.
TRAINING
All Departments possessing an AED shall have at least one trained AED user on staff.

Employee training for AED users shall:
  1. Be provided by the employer at no cost to the employee;
  2. Meet the standards set by IDPH for training AED users from the general public; and
  3. Include training and certification in Cardiopulmonary resuscitation (CPR).

Training for users of Automatic External Defibrillators (AED) is required every two (2) years. Training is provided through the local resource hospitals, the Red Cross (351-5861), or on campus through the Division of Campus Recreation (333-3806).

RECORD KEEPING
The department shall:
  1. Report any clinical use of the AED with the responding medical service personnel. Reports shall be filed as soon as possible.
  2. Maintain a list of trained users including copies of their CPR certification cards.
  3. Maintain a list of the location for each AED unit.
  4. Maintain a record of the maintenance and testing for each AED unit.

The EMS System Resource Hospital shall report AED use in accordance with requirements for data collection and submission pursuant to 77 Ill. Adm. Code 515.350 (Emergency Medical Services and Trauma Center Code – Data Collection and Submission).
Appendix A

Model Plan
Automatic External Defibrillator Use in Medical Emergencies

______________________________________________ (Name of Department)

______________________________________________ (Name of Facility)

______________________________________________ (Address)

Facility Contact: ________________________________

Title: _________________________________________

Telephone Number: ______________________________

This plan is for use in the event of a sudden, serious, unexpected sickness or injury that would lead a reasonable person possessing an average knowledge of medicine and health to believe that the sick or injured person requires urgent or unscheduled medical care.

(Name of Department) for (Name of Facility) has an AED unit located (Unit location in the facility) which is registered with (Name of EMS System Resource Hospital). Whenever the AED unit is used, 9-911 is to be notified immediately.

The AED unit will be used by trained AED users. The AED unit will be maintained in accordance with the manufacturer’s guidelines.

The AED unit is registered with the UIUC Division of Public Safety and with (name of local emergency communications/vehicle dispatch center).

Whenever activities focusing on cardiovascular exertion occur, a trained AED user will be on duty, either an employee of (Name of Facility) or a representative of the sponsor of the activity.

The following employees assigned to work at (Name of Facility) are trained AED users:

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<tr>
<th>Name</th>
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Signature of Facility Contact: ________________________________