



Policy Name AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)	Policy Number: 1120
	Effective Date: April 20, 2011
Approved By: Management	Date Revised: October 3, 2018
Classification: Occupational Health and Safety	Page No: Page 1 of 5

POLICY

Agapé Hospice has on-site an Automatic External Defibrillator (AED). The AED may be used for staff, volunteers, visitors and family members who have experienced a sudden cardiac arrest. ***IT IS NOT TO BE USED FOR RESIDENTS RECEIVING END OF LIFE CARE AT AGAPÉ HOSPICE.***

The AED will be stored in a “ready state” in the nursing station. Regularly scheduled maintenance checks will be performed by designated staff and recorded on a “maintenance record”.

PROCEDURE

To ensure the AED’s dependability, routine maintenance checks will be performed as indicated below.

If further instructions are required, please refer to the “Defibtech DDU-100 Semi-Automatic External Defibrillator User Manual, Section 5 – Maintaining and Troubleshooting the DDU-100 AED”. The original user manual will be kept with the Maintenance Department. A copy of the manual will be kept attached to the AED shelving unit.

Review of the operation of the AED will be included with the compulsory Cardio-pulmonary Resuscitation (CPR) recertification classes.

DAILY MAINTENANCE CHECKS

Daily maintenance checks of the "Active Status Indicator" will be performed and recorded by the Unit Clerk working the day shift. The Active Status Indicator, located in the upper corner of the AED, indicates the operational readiness of the AED.

Flashing Green – indicates a fully functional unit.

Flashing Red or No Flashing – indicates the unit needs attention.



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MONTHLY MAINTENANCE CHECKS

Monthly maintenance checks will be completed and recorded the first (1st) week of each month by designated Registered Nursing staff.

The monthly maintenance checks will include:

1. Checking the Active Status Indicator;
2. Checking the condition of the unit and its accessories;
3. Checking the expiratory dates of the pads and the battery pack. If expired, inform Unit Clerk to order supplies.

AFTER USE MAINTENANCE

Following each use of the AED device, the After Use Maintenance checks will be performed and recorded by the Nursing Lead or the Education & Clinical Projects Coordinator.

The after use maintenance checks will include:

1. Checking the Active Status Indicator;
2. Checking the condition of the unit and the accessories;
3. Running the manually initiated Self-Test;
4. Replacing the pads;
5. Checking the Defibtech Data Card (DDC), if one was installed.
6. Any supplies required for the AED will be ordered by the Unit Clerk on an as-needed basis.

Following use of the defibrillator, the appropriate manager will follow-up with a debriefing session of staff involved in the use of the equipment as required.

ATTACHMENTS

- Defibtech DDU-100 Maintenance Checklist – Daily Checks
- Defibtech DDU-100 Maintenance Checklist – Monthly Checks
- Defibtech DDU-100 Maintenance Checklist – After Use Checks

REFERENCE

- Defibtech DDU-100 Semi-Automatic External Defibrillator User Manual
- Government of Alberta – Workplace Health and Safety Bulletin – Automated External Defibrillators in the Workplace. revised February 2017.



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Defibtech® DDU-100 MAINTENANCE CHECKLIST
DAILY CHECKS

YEAR : _____ MONTH (CIRCLE): 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 / 10 / 11 / 12

DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Check Active Status Indicator Flashing Green (√)																
Comments:																
Inspected by (initial):																

DAY	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Check Active Status Indicator Flashing Green (√)																
Comments:																
Inspected by (initials):																

Name (print)	Initials	Name (print)	Initials



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Defibtech® DDU-100 MAINTENANCE CHECKLIST
MONTHLY* CHECKS

YEAR: MONTH	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Check Active Status Indicator Flashing Green (√)												
Check Condition of Unit & Accessories												
Check Pads/Battery Expiration Date												
Comments:												
Inspected by (initials):												

Name (print)	Initials	Name (print)	Initials

*First Week of Each Month



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Defibtech® DDU-100 MAINTENANCE CHECKLIST
AFTER USE CHECKS

DATE													
Check Active Status Indicator Flashing Green (√)													
Check Condition of Unit & Accessories													
Run Manually Initiated Self Test													
Replace Pads													
Check Defibtech® Data Card (DDC) if installed													
Comments:													
Inspected by (initials):													

Name (print)	Initials	Name (print)	Initials