

# **Thatto Heath Crusaders AED Policy**

## **Automated External Defibrillators**

### **Scope and Purpose of the Policy**

The purpose of this policy is to provide protocols for the acquisition, maintenance, disposal, record keeping and all other activities associated with the management and use of defibrillators within Thatto Heath Crusaders (The Club)

### **Objectives**

The objectives of this policy are:

**To ensure safe, prompt and effective operation of defibrillators**

**To ensure accurate record keeping for effective auditing**

**To ensure continuity of accountability and responsibility**

### **Accountability and Responsibilities**

The Club has overall accountability for the Policy and the management of defibrillators within the Club. Exec Committee has operational and logistical control of defibrillators within the Club.

### **Disposal of Defibrillators**

Defibrillators that are no longer operational or fail inspection are to be repaired/replaced immediately and then disposed of through the manufacturer.

### **Equipment Maintenance and Storage**

It is essential that all defibrillators are stored, inspection records maintained and that they are used in accordance with the manufacturer's instructions.

All defibrillators should have the following ancillary equipment:

**Spare defibrillation pads (including paediatric pads if applicable)**

**Spare battery**

**Clothing shears**

**Disposable razor**

### **Defibrillator Training**

Certain Bar Staff and Team/Section volunteers will undergo regular update training which will include the use of the various models of defibrillator and current operating protocols. Records shall be retained of training.

### **Use of Defibrillators**

Operators should be bar staff and/or Club volunteers, one Unit shall remain then the clubhouse in an identifiable position and any others taken to the various fields of play must be signed out and back and the Operators readily identifiable to the general public and home/visiting teams alike.

Operators of AEDs must follow the voice prompts of the device being used and adhere to current clinical guidelines at all times. **Inform Emergency Services at soonest opportunity.**

### **Paediatric Defibrillation**

AEDs may be used for infants and children who are unconscious and not breathing.

## **Thatto Heath Crusaders AED Policy Automated External Defibrillators**

Defibrillators used for infants and children should be capable of delivering attenuated shocks, but it remains an acceptable standard of care if this is not possible.

### **Debriefing Procedure**

Following the use of a defibrillator, Exec Committee will carry out a debriefing. If a member of staff requests additional counselling, all reasonable steps will be taken to facilitate this.

### **Recording and Reporting**

The recording and reporting of defibrillator use is essential to allow for adequate auditing and evaluation.

### **Reporting the Clinical Use of a Defibrillator**

In all cases a Accident Report Form must be completed even if no shock has been administered. When a defibrillator has been used Exec Committee must be informed as soon as possible, in order to support debriefing and documentation.

Patient data must be kept confidential at all times. Patient data will be required in order to collect data, but should not be used for reporting purposes without specific patient consent.

**In case of a fatality**, the Emergency Services must be notified immediately and the Exec Committee at earliest opportunity. A Fatal Incident Report Form must be completed and submitted within 24 hours. If the fatal outcome leads to a Coroner's Inquest, the Club will make copies of all relevant records available.

### **Adverse Incident Reporting for Defibrillation**

Exec Committee must ensure that all adverse incidents relating to defibrillation are formally recorded and action taken to prevent future occurrences. The reporting of adverse incidents is highly important and the Club will adopt a 'no blame' culture.

If an adverse incident is a result of equipment malfunction, the equipment must be immediately withdrawn from service and both the Exec Committee should be notified.

### **Audit and Review**

The Exec Committee will ensure that this policy is reviewed on an annual basis and receive the results of any audits which are carried out.