



Health & Safety Defibrillator Guidance

<i>Version</i>	v2.2
<i>Version date</i>	December 2022
<i>Review date</i> ¹	December 2025
<i>Authorised signature</i>	Sean Hughes BSc PGDip MCIOSH CMIOSH, Health & Safety Manager

¹ or earlier if change in legislation or on risk assessment

Amendment Control

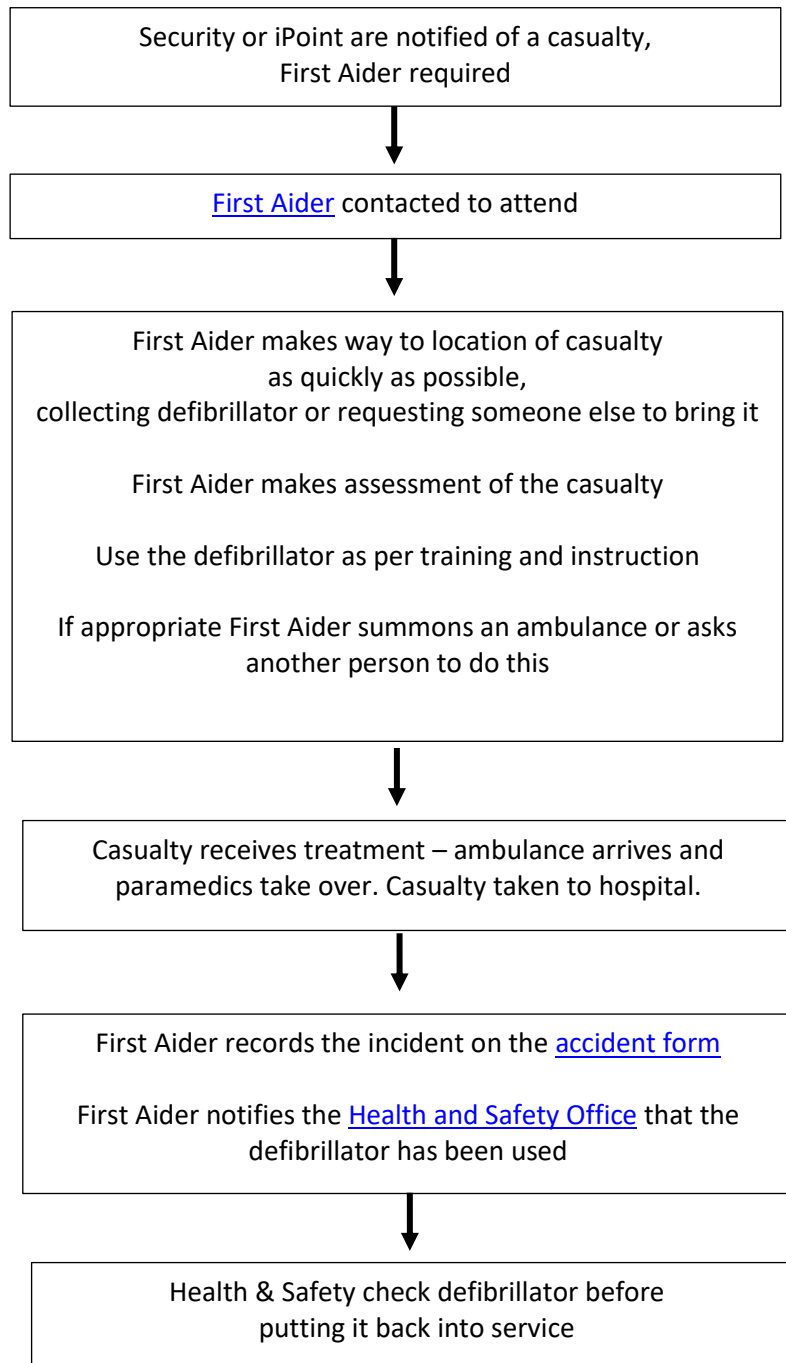
Version	Date	Amendments
1.0	Jan 2014	
2.0	Jan 2022	Complete review
2.1	Nov 2022	Section 2
2.2	Dec 2022	Sections 2, 6 and 9 (BR)

Health & Safety
Finance & Operations

health&safetyoffice@napier.ac.uk

Policy Summary

First Aider response for someone suspected of suffering a cardiac arrest



Policy Contents

1.	Introduction.....	4
2.	University provision of community AEDs	4
3.	Training/familiarisation in the use of AEDs	5
4.	Emergency response procedure.....	5
5.	Reporting of incidents	5
6.	Disposal of clinical waste.....	6
7.	Access to buildings in an emergency.....	6
8.	Counselling	6
9.	Maintenance of AEDs	6
10.	Operation.....	6

1. Introduction

Portable Automated External Defibrillators (AEDs) are lightweight devices that are relatively easy to operate and are intended for use in emergency situations when a casualty has a serious cardiac rhythm disturbance causing unconsciousness, such as a heart attack. AEDs are not effective for all cardiac emergencies, but they are of benefit in a small proportion of acute emergencies.

An AED acts to correct abnormal heart rhythms by applying an electric shock to the chest. It detects the electrical activity of the heart and gives automated instructions to the operator on what to do. The automatic diagnostic sequence ensures that they will only operate under appropriate circumstances thus preventing their incorrect use. The quicker lifesaving first aid and a defibrillator are used on a casualty, the better the outlook for survival. The University has placed defibrillators in the buildings for use by trained individuals.

2. University provision of community AEDs

AEDs are provided by the University at the following campuses:

- Merchiston Campus: adjacent to disabled toilets - bottom of stairs
- Sighthill Campus: main entrance area next to lifts
- Craiglockhart Campus: left of reception desk

In addition to the above locations, AEDs are also located in a number of other areas throughout the University.

- [EN]GAGE, Sports Centre, Sighthill Campus - located behind reception desk
- School of Applied Sciences, Sports Centre, Sighthill Campus - O.F.07
- Bainfield Student Accommodation reception
- Orwell Terrace Student Accommodation reception
- Slateford Road Student Accommodation reception
- Security Services mobile vehicles x 2

The AEDs will be kept in carry cases, and in most cases be stored in wall-mounted boxes and positioned prominently. The AED, in its carry case, is easily removed from the box by pulling the door open. An alarm is activated when the door is open, thus alerting local staff that someone is accessing the box.

AEDs are maintenance free as they perform self-tests on a daily basis. The results of the self-tests are visible by the status indicator light in the top right hand corner of the unit. This light should be flashing green but if for any reason it starts flashing red and beeping, it should be taken out of use and reported immediately to the Health & Safety Office.

Individual Schools/Services who require additional AEDs are responsible for the provision, maintenance and ongoing costs.

3. Training/familiarisation in the use of AEDs

The type of AED installed by the University has been chosen as a type that is suitable for any person to use. It will not apply an electric shock to a casualty unless it is appropriate. At every stage the equipment talks to the user, instructing them in what to do. All university first aiders are given AED training as part of their first aid training. Instruction manual for 861304 ABU Heart Start FRX defibrillators Philips [AED instruction manual](#).

4. Emergency response procedure

Summary

1. Standard first aider response
2. First aider summons (or requests colleague to summon) an ambulance
3. First aid and basic life support given by first aider
4. University first aider applies AED if waiting for ambulance to attend
5. [Accident form](#) completed after the incident and submitted to the Health and Safety Office

In case of an emergency, a university first aider should be summoned. The first aider should make an assessment of the casualty and if appropriate summon an ambulance or, if available, ask another person to do this whilst commencing basic life support or first aid as appropriate.

To summon an ambulance and university first aider

Call (0131) 455 4444 (Security Control available 24/7) giving precise details of the location – building, floor and room number.

Response by university first aider

On being called to assist in a cardiac arrest emergency, the university first aider should make their way to the location as quickly as possible, collecting or summoning an AED from the nearest location to them. If the first aider is located at some distance from the equipment, they may call Security Control to determine whether they will be able to attend with a mobile unit or dispatch a second person to collect an AED from one of the fixed locations. They should attend to the casualty as trained, using any other persons to call for help and to keep the area clear.

A university first aider can ask for assistance from a passer-by who is on the scene or ask for other first aiders to attend. A non-qualified person is not expected to provide basic life support such as CPR. This should be carried out by first aiders only, however if there is no first aider, a passer-by who is first on the scene should never be discouraged from having a go.

5. Reporting of incidents

Once the incident is over, a University [accident form](#) must be completed and the Health & Safety Office notified at the earliest opportunity. Completed forms should be emailed to the Health & Safety Office (health&safetyoffice@napier.ac.uk).

6. Disposal of clinical waste

Any clinical waste (pads, tissues, gloves, disposable razors) arising from an incident should be collected and sealed in a yellow clinical waste bag, available in the campus [first aid rooms](#). Disposal of the yellow bags in first aid rooms is managed by Property & Facilities.

7. Access to buildings in an emergency

The buildings where AEDs are located at present are open to all during normal office hours. Out of office hours, certain buildings are accessible via University card. Others are open until late into the evening. Security have 24/7 access to all buildings (0131 455 4444).

8. Counselling

The University Counselling Service is available for university first aiders and other University members who may have been affected by involvement in a cardiac arrest emergency. In addition, Health & Safety can provide details of other services and agencies such as Occupational Health and the Scottish Ambulance Service if required.

9. Maintenance of AEDs

The AEDs are checked on a monthly basis by the Health & Safety Team. Property & Facilities will also carry out a 6 monthly maintenance check of the storage boxes and contents. The checks are to ensure the equipment is in the correct location, is secure, that the equipment display is indicating it is ready for use (green flashing light) and that the accessories in the case are all present and correct.

The AEDs have the facility to highlight when the batteries are running low or there are other problems. There is therefore no routine replacement of batteries or pads required, unless they are out with shelf life which are marked on battery and pads. The Health & Safety Office will order replacements and get them changed over.

If an AED is taken out of use for any reason, Health & Safety must be notified in order that they may inform local first aiders and other relevant persons and initiate a replacement.

10. Operation

For the most effective response, defibrillators should be used in conjunction with cardiopulmonary resuscitation (CPR).

In the first instance, call a university first aider. They will attend and deal with the casualty.

If no university first aiders were available, an untrained member of the public could then use the defibrillator. It should be noted that we would not prevent an untrained person from having a go at using an AED and trying to do CPR. The defibrillators accurately assess and monitor a person's heart rhythm and will not discharge a shock to a person if the person does not need one.

If a person is faced with someone suspected of suffering a cardiac arrest, the following steps should be taken:

- a) Assess the person, open their airway and check for breathing.
- b) Checking for breathing is very important – you can provide this information to the 999/112 telephonists which guarantees an appropriate paramedic alert.
- c) Send someone else to fetch the nearest defibrillator.
- d) Start CPR. Once the defibrillator arrives, follow the instructions given to you by the defibrillator. It will need one person to maintain CPR and one person to operate the defibrillator.
- e) Send someone to the front entrance of the building to meet the ambulance.