

# La Plata Police Department – General Order

	Title: <b>Automatic Electronic Defibrillators</b>		Order #: <b>637</b>	
	Effective Date: April 1, 2015	Review Date:		
	<input checked="" type="checkbox"/> New		<input type="checkbox"/> Amends	
Approved by: <b>Chief Carl Schinner</b>			CALEA 5 <sup>th</sup> Edition	
CALEA Standard:				Pages: 4

**01 DEVICE:** An Automatic External Defibrillator (AED) is an advanced medical device used by first responders and emergency medical services to deliver an electric shock through the chest wall of the heart. The AED has built-in computers which allow the device to determine if the patient’s heart rhythm is “shockable” or not. Early access, CPR and defibrillation are key factors in saving victims of cardiac arrest.

The La Plata Police Department is licensed through the Maryland Institute for Emergency Medical Services System (MIEMSS), and has three units.

Guidelines are established as set forth by the Medical Director of the Charles County Fire Department AED Program and Maryland Medical Protocols of MIEMSS.

As first responders, officers may in some instances respond to medical emergencies and arrive before any other form of advanced medical life support. The Department is committed to those who live, work and travel in La Plata by providing this greater level of pre-hospital cardiac care, and offering support to local Fire and EMS Services.

**02 DEFINITIONS:**

- A. AED: Automatic External Defibrillator.
  
- B. Agency AED Coordinator: A sworn La Plata officer who operates within this policy. The Agency AED Coordinator will be trained as a lay person provider in accordance with standards set forth by the Charles County Fire Department AED Program Coordinator and/or the Maryland Facility AED Program, an approved training program of MIEMSS.
  
- C. BLS Provider: Basic Life Support providers include all first responding emergency personnel, whether in hospital or out-of-hospital, and usually those persons associated with Fire/EMS organizations and law enforcement personnel.
  
- D. ALS Providers: Advanced Life Support providers include many first responding emergency personnel, whether in hospital or out-of-hospital, who have more advanced medical training, experience and certifications and usually include paramedics, nurses or physicians.

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E. MIEMSS: Maryland Institute for Emergency Medical Services Systems, the state agency that will implement the new law and authorize facilities meeting the necessary requirements to participate in the AED program.

**03 ADMINISTRATIVE PROCEDURES:** The purpose of this policy is to establish guidelines, responsibilities and limitations in the use of the AED by employees of the La Plata Police Department who are either sworn or civilian.

**04 TRANSPORTATION:** Sworn officers who are assigned or possess an Agency AED while on patrol shall safeguard the unit from potential damage. The suggested method of transportation of the AED is to secure the unit by seatbelt or by placing the unit on the floorboard of the patrol vehicle. If the AED is maintained at a fixed facility, the unit shall be visible and accessible for immediate use.

**05 MAINTENANCE:** The AED will be visually inspected for readiness at the start of each shift by the operator. An “OK” in black letters displayed on the LCD screen located on the screen of the unit indicates readiness. A red wrench or red battery symbol display indicates service required and will appear if a problem with the unit exists. If a problem code is displayed, place the unit out-of-service by completing an Administrative Report and contact the Agency AED Coordinator. **The Unit, when possible, will be given directly to the AED Coordinator. If the AED Coordinator is not available, the Unit shall be left with Administrative Services (after hours place the Unit outside the Administrative Services’ door).** The AED will remain out-of-service until a replacement can be obtained or the unit serviced. .

**06 DEPLOYMENT PROTOCOL:** Agency care givers shall deploy the AED utilizing the specific guidelines and training provided.

**NOTE:** Cardiac arrest secondary to trauma is not treated according to this protocol. In trauma situations, transport should be rapid with CPR by BLS/ALS providers.

## **07 REPORTING PROCEDURES:**

- A. Whenever an AED unit is used, the user will adhere to the following documentation procedures.
- B. Complete the appropriate incident report (Death Report, AED Deployment with Save).
- C. In every case, a Maryland Facility AED Report for Cardiac Arrest Form (contained with each AED Unit) will be completed by the care giver and forwarded to the Agency AED Coordinator before the end of the care giver’s tour-of-duty. The Coordinator will then notify the AED Coordinator for the

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Charles County Fire Department, who will facilitate the completion of the report. The report will then be forwarded to MIEMSS within 48 hours of the incident. This report is required even if no shock was delivered by the unit.

1. The Data Report generated from the AED memory will be attached to the Maryland Facility AED Report for Cardiac Arrest Form; and,
2. In the event of an AED malfunction, the AED Coordinator will complete a mandatory FDA medical products reporting form and submit it to the FDA.

## **08 REPORT DISTRIBUTION:**

- A.** A copy of the Maryland Facility AED Report Form for Cardiac Arrest will be left with the receiving emergency room hospital staff by the officer.
- B.** The original of this form and a copy of the Incident Report of Death, if applicable, will be forwarded to the Agency AED Coordinator.
- C.** The Agency AED Coordinator will forward a copy of the Maryland Facility AED Report Form for Cardiac Arrest and a copy of the AED data download to the Agency AED Sponsoring Medical Director as well as the County AED Coordinator and MIEMSS.

**09 TRAINING:** The Administrative Services Division Commander or his/her designee will be responsible for the yearly CPR and AED training/re-certification of all sworn and selected civilian staff.

**10 DOWNLOADING AED DATA:** When the AED is utilized on a patient, normally the unit will stay with the patient during the initial treatment and transport to a medical facility. Once an officer recovers the unit, it is his/her responsibility to return the AED to the Agency AED Coordinator for proper downloading.

## **11 REQUIRED EQUIPMENT:**

- A.** The following listed items will be kept with the AED at all times:
  1. 2 sets of defibrillator chest pads;
  2. 2 pocket face mask;
  3. 1 absorbent towel;
  4. Disposable gloves;

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5. 2 safety razors (for shaving patient's chest if necessary, for proper pad contact);
  6. 5-4x4 gauze pads; and,
  7. Maryland Facility AED Report for Cardiac Arrest Form.
- B.** A ready-to-use AED should be kept in a closed, intact case with no visible signs of damage which would interfere with its use. It is the responsibility of the Agency AED Coordinator to maintain surplus supplies and ensure the policies and procedures established herein are followed by Agency personnel.

## **12 QUALITY ASSURANCE:**

- A.** Documentation of all necessary equipment maintenance, repairs and inspection is required. Additionally, documentation of all authorized AED user personnel must be maintained. For quality purposes, the following records must be maintained:
1. A log showing the dates of performance and manufacturer recommended maintenance, as well as the company performing the maintenance;
  2. Repairs performed on the AED, as well as the date and the company that performed the repair;
  3. Documentation of all personnel authorized to operate AEDs, including dates of initial training and subsequent required refresher training, as well as current recognition from a MIEMSS- approved AED training program;
  4. Documentation showing the name, address, and telephone number of the sponsoring physician and verification between the physician meets required qualifications;
  5. Complete Maryland Facility AED Report for Cardiac Arrest Form for each incident requiring AED deployment; and,
  6. Mandatory FDA medical products reporting form in the event of an AED malfunction.
- B.** When an AED is utilized, it will be the responsibility of the Agency AED Coordinator to contact the AED Coordinator with the Charles County Fire Department. The sponsoring physician will conduct a quality review in accordance with the quality review procedures set forth by the facility AED Program.