



U3A in Toowoomba Inc
7 Matthews Street
PO Box 404, Drayton North, Qld 4350

Phone 4687 7659

POLICY FOR USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Preamble

Following a request from a Swimming and Aqua Aerobics group, *U3A in Toowoomba Inc.* decided to purchase an AED defibrillator.

1. Purpose

This policy sets the guidelines for the use of the defibrillator.

2. Scope

The defibrillator will be securely located at the Harristown High School swimming pool complex.

It will be used to assist in the resuscitation of victims of sudden cardiac arrest at the Harristown High School swimming pool and at other U3A activities decided by the Management Committee from time to time.

It will not be allocated to any other activity while Swimming and Aqua Aerobics activities are under way.

3. Policy

U3A in Toowoomba Inc. is committed to conducting all U3A activities and events in a safe environment. Some activities involve physical exertion which may increase the risk of cardiac arrest. Other activities/events may attract large numbers of U3A members and the public together and, due to numbers present, increase the risk of an individual having a heart attack during the activity/event. Having an Automated External Defibrillator readily available to assist in resuscitation will enhance the safety of all participating in the activities and events.

In emergency situations such as a suspected cardiac arrest, always call 000 and ask for the ambulance service. The AED is a tool to assist in resuscitation. If a first aider is not confident in using the AED, do not use it.

4. Procedure

• Use of defibrillator at Swimming and Aqua Aerobics -

- Remove the AED from the locked cabinet at the beginning of the session.

USE OF AED

- To check the status of the AED, remove it from the black carry case and –

When the AED is OFF the indicator beside the green ON/OFF button should flash GREEN. If solid or flashing RED the AED requires service and must not be used.

With the AED OFF and the indicator is GREEN, press the CENTRE of the three black soft key buttons to the right of the screen. The screen will activate and indicate –

AED Status,
Battery Status,
Pads Status.

- The AED is ready for use.
- In the event of sudden collapse or injury, always call 000 and request and ambulance.
- Commence appropriate first aid procedures for the condition of the patient.
- If the patient is UNCONCIOUS and NON RESPONSIVE and NOT BREATHING, using the AED to assist in resuscitation is indicated. *Before using the AED ensure the patient is in a dry environment and ensure the safety of other people in the vicinity.*
- If the patient is conscious and responsive, is breathing, and has a detectable pulse, do not use the AED.
- If the first aider has any reservation or uncertainty about using the AED, do not use the AED.
- To use the AED follow these steps –
 1. Press ON Button
 2. Apply Pads and Follow AED Instructions
 3. If Instructed Press SHOCK Button.

- **Use of defibrillator at other venues –**

- To check the status of the AED, remove it from the black carry case and –

When the AED is OFF the indicator beside the green ON/OFF button should flash GREEN. If solid or flashing RED the AED requires service and must not be used.

With the AED OFF and the indicator is GREEN, press the CENTRE of the three black soft key buttons to the right of the screen. The screen will activate and indicate –

AED Status,
Battery Status,
Pads Status.

USE OF AED

- The AED is ready for use.
- In the event of sudden collapse or injury, always call 000 and request and ambulance.
- Commence appropriate first aid procedures for the condition of the patient.
- If the patient is UNCONCIOUS and NON RESPONSIVE and NOT BREATHING, using the AED to assist in resuscitation is indicated. *Before using the AED ensure the patient is in a dry environment and ensure the safety of other people in the vicinity.*
- If the patient is conscious and responsive, is breathing, and has a detectable pulse, do not use the AED.
- If the first aider has any reservation or uncertainty about using the AED, do not use the AED.

- To use the AED follow these steps –
 1. Press ON Button
 2. Apply Pads and Follow AED Instructions
 3. If Instructed Press SHOCK Button.

- **After using the AED**
 - With the AED OFF press the CENTRE of the three black soft key buttons to the right of the screen to check the Battery Status. Contact PRIORITY FIRST AID on 0431 176 566 and discuss the battery status and the need for a replacement battery.
 - Order replacement pads through U3A office.
 - Do not use the AED until replacement pad have been connected. NOTE any checks of the AED without the pads connected will have a RED light on the status indicator light.