

FERRIS STATE UNIVERSITY

Business Policy Letter 2005:09

AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDs)

SUBJECT: Automated External Defibrillators (AEDs)
PURPOSE: This policy provides for the procurement of AEDs at Ferris State University.
RELATED DOCUMENTS: [Safety Office Programs: AED Guidelines](#)

I. INTRODUCTION:

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest. The AED must only be applied to victims who are unconscious, without a pulse, and not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. The AED will charge to the appropriate energy level and advise the operator to deliver a shock. Use of the AED and CPR will continue as appropriate during the course of emergency care, until the patient resumes pulse and respiration and/or local Emergency Medical Services (EMS) paramedics arrive at the scene to assume responsibility for emergency care of the patient. AED manufacturer's recommendations regarding age and weight limits should be followed.

II. POLICY:

Any department or administrative unit of this University may, with appropriate approvals, purchase and/or use an AED; however, a standard AED model for purchases has been established by the AED Committee. In order to purchase, use, or maintain an AED, a department must meet the following requirements.

- A. Prior to purchase and/or placement of an AED, the department requesting to purchase an AED (hereinafter called "Owner Department") must submit a *Request to Purchase AED* (see Appendix A: *Safety Office Programs: AED Guidelines*) to the Campus AED Committee c/o the Safety Coordinator, PRK 150. This *Request* must address medical oversight, use, training, location, and maintenance of units.
- B. The Owner Department must ensure compliance with training requirements, as outlined in the *Safety Office Programs: AED Guidelines*.
- C. The Owner Department must comply with record-keeping and reporting requirements, as outlined in the *Safety Office Programs: AED Guidelines*.

III. RESPONSIBILITIES:

- A. The Vice President of Student Affairs, or his/her designee, will have primary responsibility for oversight of Ferris State University's AED program.

FERRIS STATE UNIVERSITY

Business Policy Letter 2005:09

- B. Campus AED Committee
1. The Campus AED Committee will be chaired by the Health Center Director and will be composed of the following members: Health Center Physician, Risk Manger, Rankin Center Director, Athletics Trainer, University Recreation Director, and Safety Coordinator.
 2. The AED Committee, working in conjunction with the Purchasing Office, will be responsible for selecting a standard AED model for University purchases.
 3. The AED Committee will review submittals of the *Request to Purchase AED*, provide assistance with *Request* preparation, and provide written approval to the requesting department or unit. Approval of the *Request* by the designated Health Center physician will also be required in order to satisfy Federal law requirements.
 4. The AED Committee will provide assistance to departmental and administrative units during the planning and implementation process, evaluate the effectiveness of the overall AED program, and oversee the AED reporting process.
- B. Owner Department --The University department or unit requesting to purchase an AED (hereinafter called the "Owner Department") must meet the following requirements:
1. Submit a *Request to Purchase AED* to the Campus AED Committee. (Administrative units already using AED's prior to the implementation of this policy shall submit a *Request to Purchase AED* within 60 days after the effective date of this policy). A department budget code for the purchase and/or maintenance of the AED must be included in the *Request*.
 2. Post visible signs at appropriate AED locations.
 3. Ensure compliance with all components of the *Safety Office Programs: AED Guidelines*).
 4. Submit an updated *Request* to the Campus AED Committee when any substantial change is made to the *Request* after initial implementation. Changes that would require an updated *Request* include, but are not limited to the following:
 - a. Removal of an AED from service temporarily or permanently
 - b. Change in placement location
 - c. Replacement of an AED with another unit
 5. Report to the Campus AED Committee any use of an AED on a person as specified in *Safety Office Programs: AED Guidelines*.

FERRIS STATE UNIVERSITY

Business Policy Letter 2005:09

IV. POLICY EXCEPTION:

The AED policy is not intended to cover educational training situations or medical personnel possessing certification/licensure for delivering emergency care.

Date: _____

Contact: Health Center Director