

Automatic External Defibrillator (AED) Policy and Procedure

**Christ Lutheran Church
2959 Queen Ave.
Slayton, MN 56172
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In an Emergency

- 1. Check for responsiveness**
- 2. Call 911**
- 3. Get AED and bring to victim**
- 4. Turn on AED**
- 5. Follow verbal commands from AED**

Definitions:

Automatic External Defibrillator (AED): An AED is a device that is used during a sudden cardiac arrest that delivers an electric shock through the chest into the heart. The AED has the ability to analyze a person's heart rate to determine if they need an electric shock.

Sudden Cardiac Arrest (SCA): Normal function of the heart is caused by an electrical signal that contracts the heart and pumps blood through the body. In a SCA, these electrical signals malfunction and blood no longer pumps effectively through the body. This is called Ventricular Fibrillation and can be treated with an AED when used soon after onset of the SCA.

Purpose of AED:

An AED is a temporary lifesaving device that is intended for use prior to the arrival of Emergency Medical Services (EMS). The purpose of this policy and procedure is to help assure that church members understand:

- a. When to use the AED
- b. What their role is in an emergency situation
- c. How to check and maintain the AED

When to use the AED:

- a. Witness of sudden collapse
- b. Encounter an unconscious individual
- c. In either of these situations, bring the AED to the person. You may end up not using it, but the AED will analyze if a shock is needed.

Location of AED:

The AED at Christ Lutheran is stored in the Narthex right outside of the main office door. There is an AED sign above the AED machine.

Location of AED policy and Procedures:

The AED policy and Procedures can be found with the AED. An electronic copy is also posted on the Christ Lutheran website: christinslayton.lutheranweb.net

Roles and Responsibilities:

The following guideline should be followed in order to ensure that a person who has experienced a SCA, collapsed, or is found unconscious receives prompt emergency services.

- a. One person must call 911 to make sure that EMS is on the way as soon as possible. Provide them with the accurate address and phone number for the church, found at the top of page 1 of this policy. Stay on the phone with 911 until the dispatcher tells you to hang up. The person on the phone can stay near the person receiving aid, but DO NOT get in the way of those persons giving the aid.
- b. Another person should get the AED and bring to the area where the person receiving aid is located. A stethoscope is included in the AED pocket.
- c. Another person can do perimeter control, clearing a 10 foot perimeter around the victim. To assist with this, a sheet is available in the Usher's Closet which is located to the left of the AED storage shelf.
- d. Preferably, people who are certified in CPR are available to give aid to the victim. It's best if two people are there, one to operate the AED and one person to begin chest compressions. If no trained people are present, the AED will tell you each step to take.
- e. Another person should be responsible for recording time, major events, actions taken, and people involved in the emergency situation until EMS arrive. A small notebook and pen are available in the AED back pocket.
- f. Maintenance: The AED will be checked monthly by the Parish Nurse to make sure the batteries are still good (a green check will be visible on the outside of the AED), and the pads are not outdated. Documentation will be entered on the flow sheet located with the AED.
- g. Training will be offered yearly for people in the congregation during February, Heart Disease Month, and as requested. We want as many people trained as possible in the use of the AED in case it is needed.