

SOP 11.14 - Use of Automated External Defibrillators (AEDs) SOP

The new **11.14 - Use of Automated External Defibrillators (AEDs) SOP** replaces the existing 11.14 Use of Automated External Defibrillators (AEDs)

- Update of existing Sop 11.14 last changed in 2011
- Alignment with organisational responsibilities
- Updated support and guidance for volunteer brigades
- Old Sop related to use in EMR brigades
- Provides guidance for Associated records and data management.

NOTE – We have done our best to match the new SOP clauses with the old SOP however in some cases they do not match and the comparison is left blank.

Colour code

	Minor change in wording
	Small updates in the wording but the intent is the same as the old SOP
	Significant change or new procedure in the new SOP

	NEW SOP 11.14 Use of Automated External Defibrillators (AEDs)	OLD SOP 11.14 Use of Automated External Defibrillators (AEDs)
Objective	(1) To provide guidance to CFA members on the: <ol style="list-style-type: none"> Deployment of CFA associated Automated External Defibrillators (AEDs); Post-deployment actions; Maintenance of units; and Associated records and data management. 	To provide guidance to brigades with AEDs on the: <ul style="list-style-type: none"> • Deployment of an AED; • Post-deployment actions; and • Associated records and data management.
Scope	(2) This procedure applies to all CFA members. (3) This procedure does not include activities undertaken in accordance with the following SOPs 10.24 Emergency Medical Response (EMR) and <u>10.27 Fire Medical Response (FMR)</u> .	This Standard Operating Procedure applies to the operation of an AED by CFA Brigades. This does not apply to Emergency Medical Response qualified CFA Members at designated EMR brigades (refer to Interim Chief Officer's SOP 10.24 – <i>Emergency Medical Response (EMR)</i>).
Procedure	(4) To maintain organisational consistency, Brigades must only purchase or accept (including via donation) the appropriate AED brand/model as specified in Schedule 1.	

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	<p>(5) The purchase or acquisition of an AED does not mean that a brigade is a designated EMR or FMR brigade. Brigades acquiring AEDs will not be responded directly to EMR and FMR events by Triple Zero Victoria.</p>	<p>1. The purchase or acquisition of an AED does not mean that a brigade is a designated EMR brigade. Brigades acquiring AEDs will not be responded directly to medical emergencies by ESTA.</p>
	<p>(6) AEDs should be operated by, in order of preference:</p> <ol style="list-style-type: none"> a. A member trained in the use of an AED as part of a formal medical, paramedical, nursing or first aid qualification; or b. A member who has completed the appropriate AED operator awareness package, or where no appropriately trained members are immediately available; c. An untrained member. 	<p>2. AEDs should be operated by, in order of preference:</p> <ul style="list-style-type: none"> • A member trained in the use of an AED as part of a formal medical, paramedical, nursing or first aid qualification; or • A member that has completed the appropriate AED operator awareness package; or where no appropriately trained members are immediately available; or • An untrained member.
	<p>(7) The Brigade Captain (or delegate) is responsible for ensuring that the AED is properly maintained by members with suitable training in the use and care of AED equipment.</p> <ol style="list-style-type: none"> a. CFA approved AEDs perform daily self-tests to detect potential faults, however, AEDs must be manually checked at least monthly to ensure that they are ready for use. Refer to Schedule 1 for the CFA approved AED manufacturer’s manual. b. The Brigade Captain is responsible for ensuring that any maintenance issues or faults are reported to defibs@cfa.vic.gov.au. c. If an AED has not been maintained in accordance with CFA or manufacturer requirements, it should be removed from service. <p>Note – AED batteries should not be removed from the AED during maintenance checks unless advised by the manufacturer.</p>	<p>3. The OIC Brigade is responsible for ensuring that the AED is properly maintained by members with suitable training in the use and care of AED equipment.</p> <ol style="list-style-type: none"> 3.1. AEDs must be checked at least monthly, to ensure that it is ready for use. 3.2. The OIC Brigade is responsible for ensuring that any maintenance issues or faults are resolved, including the replacement of pads and batteries as necessary. 3.3. Where procedure 3.1 and 3.2 cannot be met, the AED must be withdrawn from service.
	<p>(8) Where AED deployment is required (the patient is unresponsive and not breathing normally):</p>	<p>4. Where AED deployment is required (the victim is unresponsive and not breathing normally):</p>

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	<p>a. In accordance with current first aid guidelines, notify FireCom (or Triple Zero Victoria) immediately to request ambulance response and commence CPR immediately.</p> <p>b. Deploy the AED. To ensure safe use of the AED follow the instructions provided, stand clear when it is analysing, charging, and a shock is being delivered.</p> <p>c. CFA members deploying the AED at an incident should wear the following Personal Protective Clothing (PPC) wherever possible:</p> <ul style="list-style-type: none"> i. Nitrile gloves; ii. Respiratory protection (a mask); and iii. Eye protection. <p>d. Where possible, at least two CFA members should be present when an AED is deployed.</p> <p>e. When deployment of the AED is required, all CFA members should be aware of the potential for exposure to biological hazards and potentially traumatic events.</p>	<p>4.1. In accordance with current First Aid guidelines, notify VicFire (or triple zero '000') immediately to request ambulance response, and commence CPR immediately.</p> <p>4.2. Deploy the AED. To ensure safe use of the AED follow the instructions provided, stand clear when it is analysing, charging and the shock is being delivered.</p> <p>4.3. CFA members deploying the AED at an incident should wear the following PPC wherever possible:</p> <ul style="list-style-type: none"> o Nitrile gloves; and o Eye protection. <p>4.4. Where possible, at least two CFA members should be present when an AED is deployed.</p> <p>4.5. When deployment of the AED is required, all CFA members should be aware of the potential for exposure to biological and hazardous substances and traumatic situations.</p>
	<p>(9) AEDs on/in CFA property are to be recorded on the AED Tracking Register by contacting the email address defibs@cfa.vic.gov.au. Any AEDs that are not CFA approved will not be recorded or maintained by the Statewide Defibrillator Program (SDP).</p>	
	<p>(10) For Brigades that fall under the SDP program, consumables (e.g. AED pads and batteries) should only be sourced and received through the SDP.</p>	
<p>Publicly Accessible AEDs</p>	<p>(11) CFA approved AEDs listed in Schedule 1 may be installed in publicly accessible locations on CFA property. Prior to installing a publicly accessible AED on CFA property:</p> <ul style="list-style-type: none"> a. Responsibility (including maintenance) for the AED should be clearly identified and documented; b. Approval must be sought from the relevant District Assistant Chief Fire Officer (or delegate); and 	

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	<p>c. Notification must also be provided to the SDP via defibs@cfa.vic.gov.au.</p>	
	(12) CFA members must not service or maintain any publicly accessible AEDs not on CFA premises.	
	(13) CFA members must not service or maintain any publicly accessible AEDs on CFA premises that are owned by other parties or organisations.	
	(14) CFA members must not register any AED that is inside CFA property or a CFA vehicle with the Ambulance Victoria/GoodSAM Registry as publicly accessible.	
	(15) CFA members may only register an AED with Ambulance Victoria/GoodSAM Registry if the unit is mounted on the outside of the station, and is available to members of the public at all times.	
	(16) Prior to registering a publicly accessible AED with the Ambulance Victoria/GoodSAM Registry, approval must be provided by the SDP via defibs@cfa.vic.gov.au .	
Notifications	<p>(17) Where a brigade deploys an AED during an operational response to another incident, FireCom must be notified of the following (in addition to normal radio procedures):</p> <ol style="list-style-type: none"> a. Ambulance required (if not already advised). b. Medical situation reports as status changes to include the following details: <ol style="list-style-type: none"> i. Number of patients; ii. Gender and approximate age of patient(s); iii. Patient's condition, eg: <ul style="list-style-type: none"> • CPR in progress; • AED deployed; • Patient is conscious/unconscious. c. Patient handover to ambulance or other/higher medical authority. 	<p>5.1. Where a brigade deploys an AED during an operational response to another incident VicFire must be notified of the following (in addition to normal radio procedures):</p> <ol style="list-style-type: none"> 5.1.1. Ambulance required (if not already advised). 5.1.2. Medical situation reports as status changes to include the following details: <ul style="list-style-type: none"> • Number of patients; • Gender and approximate age of patient(s); • Patient's condition, eg: <ul style="list-style-type: none"> - CPR in progress; - AED deployed; - Patient is conscious/unconscious. 5.1.3. Patient handover to ambulance or doctor. <p>5.2. Where an AED is deployed on a CFA member,</p>

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		Chief Officer's SOP 14.06 – <i>Notifications of Injuries and Fatalities</i> must be followed
	<p>(18) Where an AED is deployed on a CFA member, Chief Officer's SOP 14.06 – Notifications of Injuries and Fatalities must be followed.</p> <p>Note: private patient information should not be shared in radio communications.</p>	
Post Incident Actions	(19) Where a brigade deploys an AED, the District Duty Officer (DDO)/State Duty Officer (SDO) should be advised.	<p>6. Post Incident Actions</p> <p>6.1. Where a brigade deploys an AED, the RDO must be advised.</p> <p>6.2. The AED Operator shall complete a Patient Care Record (PCR) (Schedule 1 – also available on the intranet and Brigades Online) for each patient. A copy of the PCR is to be provided to the CFA EMR Coordinator at HQ (Schedule 2).</p> <p>6.3. A brigade deploying an AED shall ensure that the defibrillator's electrocardiogram (ECG) data is provided to the CFA EMR Coordinator at CFA Headquarters as soon as practical after the event in accordance with Schedule 2. Contact the EMR Coordinator if assistance is required (Schedule 2).</p> <p>6.4. All patient information is to be kept private and confidential.</p> <p>6.5. When an AED has been deployed the brigade should request CIS support in accordance with Chief Officer's SOP 14.02 – <i>Critical Incident Stress – Activation of</i>.</p>
	(20) Where a brigade deploys an AED, contact defibs@cfa.vic.gov.au for further advice regarding the removal of data from the used AED and Patient Care Record (PCR) creation.	
	(21) All patient information is to be kept private and confidential in accordance with CFA's Privacy Policy.	
	(22) When an AED has been deployed, the brigade should consider requesting wellbeing services (signal 2-7 via FireCom) in accordance with Chief Officer's SOP 14.02 Welfare Services – Activation Of.	
Safety Note	<p>(23) CFA members should consider weather, environmental and safety implications when using the equipment. For example, when deploying the AED:</p> <ul style="list-style-type: none"> a. In wet conditions; b. In an explosive environment where there is the presence of flammable materials; 	

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	c. On or near conductive materials (e.g. metal).	
Environmental Notes	NIL	Brigades must make local arrangements for the appropriate disposal of infectious materials, for example, with the local hospital or the attending Ambulance.

Section 4- Definitions

(25) Commonly defined terms are located in the CFA centralised glossary. Document-specific definitions are listed below.

(26) Statewide Defibrillator Program (SDP): CFA Headquarters manages all CFA-approved AEDs located on CFA appliances, in stations and on external CFA property walls (public access AEDs). The SDP program does not record, manage or maintain any non-CFA approved AEDs associated with CFA property. The SDP supplies consumables and advice relating to the AEDs managed via this program.

Section 5- Related Documents

(27) Standard Order 11: Health and Safety

Schedule 1:

CFA Approved AED:	Manufacturer Documentation
Philips HeartStart FRx	Philips HeartStart FRx Owners Manual