Automated External Defibrillator (AED) Response Plan

Purpose
The automated external defibrillator (AED) is a small machine which allows any person to monitor an unconscious person's heart rhythm, and provide electrical stimulation if required in the first critical moments after a cardiac arrest. Use of the AED will not replace the care provided by emergency medical services, but it is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive. Upon arrival of the emergency medical services, the patient care is to be transferred to them, and responders should only assist in care as requested by the emergency medical services.

Response
When an individual appears to require emergency assistance of any kind, call an ambulance by dialing 000 (extra 0 from internal phone), or 112 (mobile). Have someone else (if possible) call security on Ext. 777 from a campus phone or from a mobile dial:

<table>
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<tr>
<th>Campus</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Gold Coast</td>
<td>5552 7777</td>
<td>Logan</td>
<td>3382 1717</td>
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<tr>
<td>Mt. Gravatt</td>
<td>3735 7777</td>
<td>Nathan</td>
<td>3735 7777</td>
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<tr>
<td>South Bank (QCA)</td>
<td>3735 6200</td>
<td>South Bank (QCGU)</td>
<td>3735 6363</td>
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</tbody>
</table>

If heart problems are suspected arrange for the AED to be collected from the nearest location.

AED Locations

**Gold Coast**
- G01 – Outside Security Office
- G09/G23 – Foyer
- G16 – Level 2 – Reception area
- G33 – Health Service (office hours only)
- G34 – Level 1 Foyer
- G40 – Two (2) located on Level 3
- G40 – Level 4 Foyer
- G51 – Smart Water
- GT2 – Room 1.05 (*marine vessel use*)

**Logan**
- L03 – Information Services Building (Foyer – near Security Office)

**Mt. Gravatt**
- M13 – Outside First Aid Room (Room 1.112)
- M30 – Aquatic Centre

**Nathan**
- N11 – Nathan Fitness Centre
- N12 – Health Service (office hours only)
- N13 – Outside Security Office

**South Bank**
- S01 – QCGU – Ticket sales area, QCGU foyer
- S03 – QCA (Wall space outside QCA Library)

**Bourke Street**
- 8 Bourke Street, Woolloongabba
Campus AED Coordinators

The Campus AED Coordinator is the primary liaison person. They are to be notified after any episode where an AED is used. They are responsible for maintaining and re-setting the AED.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Coordinator</th>
<th>Contact</th>
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</thead>
<tbody>
<tr>
<td>Gold Coast – G01, outside Security Office</td>
<td>Site Nurse</td>
<td>Ext 29309</td>
</tr>
<tr>
<td>Gold Coast – G09, outside First Aid Room (Room 1.01D)</td>
<td>Galia Akimova</td>
<td>Ext 27199</td>
</tr>
<tr>
<td>Gold Coast – G16, Level 2 Reception area</td>
<td>Rachael Gaven</td>
<td>Ext 29575</td>
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<tr>
<td>Gold Coast – G33, Health Service (Room 1.42)</td>
<td>Site Nurse</td>
<td>Ext 29309</td>
</tr>
<tr>
<td>Gold Coast – G34, Level 1 Foyer</td>
<td>Catherine Kilpatrick</td>
<td>Ext 28725</td>
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<tr>
<td>Gold Coast – G40, Level 3 (3.44 hallway)</td>
<td>Leeanne Kaire</td>
<td>Ext 80165</td>
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<tr>
<td>Gold Coast – G40, Level 3 (3.70 hallway)</td>
<td>Leeanne Kaire</td>
<td>Ext 80165</td>
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<tr>
<td>Gold Coast – G40, Level 4 Foyer</td>
<td>Jillian Boyce</td>
<td>Ext 80270</td>
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<tr>
<td>Gold Coast – G51 Smart Water (Room 1.12)</td>
<td>Jason van de Merwe</td>
<td>Ext 28949</td>
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<tr>
<td>Gold Coast – GT2, Room 1.05 (for marine vessel use)</td>
<td>Jody Kreuger</td>
<td>Ext 28532</td>
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<tr>
<td>Logan – L03 Foyer, near Security Office</td>
<td>John Bourke</td>
<td>Ext 23611</td>
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<tr>
<td>Mt. Gravatt – M13, outside First Aid Room (Room 1.112)</td>
<td>Stephen Vella</td>
<td>Ext 55616</td>
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<tr>
<td>Mt Gravatt – M30 Aquatic Centre</td>
<td>Ashley Gordon</td>
<td>Ext 55922</td>
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<tr>
<td>Nathan – N11 Nathan Fitness Centre</td>
<td>Simon Fleming</td>
<td>Ext 57918</td>
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<tr>
<td>Nathan – N12 Health Service (Room 1.05)</td>
<td>Site Nurse</td>
<td>Ext 57299</td>
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<tr>
<td>Nathan – N13 outside Security Office</td>
<td>Scott Byrnes</td>
<td>Ext 57488</td>
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<tr>
<td>South Bank (QCGU) – S01 Foyer/ticket sales area</td>
<td>Daniel Fossi</td>
<td>Ext 56360</td>
</tr>
<tr>
<td>South Bank (QCA) – S03 on wall outside QCA Library</td>
<td>Greg Hoy</td>
<td>Ext 56105</td>
</tr>
<tr>
<td>Bourke Street, Woolloongabba (8 Bourke Street)</td>
<td>Cathy Healy</td>
<td>Ext 53226</td>
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Precautionary Instructions

1. Attach AED to casualties who are unresponsive, and not breathing;
2. AEDs are intended for use on adult casualties. If the casualty appears to be less than eight years old or appears to weigh less than 30 kg (66 lbs), do not use the AED;
3. It may not be safe to use AEDs in wet weather. If the casualty is lying in water or body fluids, move him or her to a relatively dry area; wipe the chest dry before attaching the AED;
4. If the casualty has a pacemaker (a lump under the skin about two inches long) or medication patch visible, avoid placing pads directly on top of this, if it is possible to do so and still maintain proper pad placement;
5. Ensure the casualty is not lying on or in contact with metal;
6. If the AED advises shock required, ensure no one is touching the casualty and stand clear.

Transfer of care

When emergency medical services arrive, care is to be transferred, along with the following details:

- Patient’s name, if known;
- Any known medical problems, medications or allergies;
- Time the casualty was found;
- Initial and current condition of casualty; and
- Number of shocks delivered and length of time AED used.
Defibrillation – Emergency Action Plan
Unconscious Collapse

Stop – Assess the situation and proceed calmly

**Danger**
Check for any surrounding danger. Secure safety of yourself, other people and the casualty.
- If safe, remove the casualty from danger (water, power, gas, etc.), ensuring the neck is supported;
- If not possible, secure the scene, notify Security and wait for appropriately trained people to make the area safe.

**Response**
Check responsiveness of casualty. Firmly grasp the casualty’s shoulders and ‘Talk and Touch’:
1. Can you hear me?
2. Open your eyes;
3. What’s your name?
4. Squeeze my hands.

If conscious, render first aid and call Security on Ext. 7777 for assistance if necessary.

**Send**
For help immediately if no response from casualty. Call an ambulance on 000 (or 112 from a mobile phone).

**Airway**
Check airway. Remove any airway blockage. If fluids are visible, carefully roll the casualty on his/her side, and clear the mouth:
- Clear airway by sweeping out solids with your/their fingers, and let fluids drain;
- If airway clear, leave casualty in position found, and proceed.

**Breathing**
Check breathing. Look, listen and feel for breathing. Place your ear over the casualty’s mouth and your hand on the lower part of the casualty’s chest. Look, listen and feel for signs of breathing for ten seconds:
- If breathing is present and appears normal, place casualty in recovery position. If unconscious, contact security and render first aid; or
- If not breathing, commence cardiopulmonary resuscitation (CPR).

**CPR**
Begin CPR to victims who are unresponsive and not breathing. Commence 30 chest compressions, followed by two breaths. Continue CPR 30:2 process until casualty revives, or advanced medical help arrives and assumes responsibility.
- Endeavour to get closed AED (Defibrillator) brought to the incident location as soon as possible. If possible, have someone else open and set up AED ready for use whilst First Aid Officer (FAO) commences CPR.
- CPR should be continued until the AED is attached.

**Defibrillation**
If there is no response, and no breathing, and it is SAFE to do so, turn on the AED and follow the prompts.
Maintenance of the AED

Post-use procedure. The AED Coordinator will:

• Replace used electrode pads, batteries, razors, gloves and other used items;
• Inspect unused supplies for damage or check expiry dates and replace items as needed;
• Remove and re-insert battery into the AED to complete a battery test;
• Clean the AED, if needed; and
• Call ZOLL on 1800 605 555 for replacement pads and batteries.

The incident must also be reported via GSafe as soon as practical after the event.

AED Inventory

• AED;
• Administrators’ Manual;
• One set of electrode pads;
• Batteries within AED – 5 year life;
• One inserted data card;
• Mouth barrier device (face-mask);
• One razor;
• One pair of scissors;
• Disposable Gloves (3 pairs);
• Gauze pads; and
• AED Response Plan.

Training

AED training is now included in annual CPR re-certification training which is required by all nominated First Aid Officers.

AED Periodic Checks

AED Coordinator will:

• Conduct battery check – turn on, it will run self-check, turn off. Record and sign checklist. If any faults/difficulties are experienced contact supplier on 0411 724 747 and advise via email to firstaid@griffith.edu.au or by phoning Ext. 58510;
• Check electrode pads are sealed and AED is clean and free of obvious damage;
• Check consumables – razor, scissors, gloves, gauze, mouth barrier;
• Ensure Griffith University AED Response Plan is current.

AED Annual Check

(To be performed by a Griffith Health, Safety and Wellbeing Team member annually)

• Check battery expiration date – see administrators manual (Page 18);
• Verify electrodes are sealed, in date and connected – see administrators manual (Page 21);
• Check AED and cabinet are clean and free from obvious damage, and cabinet alarm is functioning;
• Sign and date annual checklist and keep completed annual and periodic checklists on file within the Health, Safety and Wellbeing area of OHRM. AED Coordinators are to forward completed checklists to firstaid@griffith.edu.au at the end of each year.

Battery Maintenance

• Change batteries (Lithium 3 volt 123 x 10) and pads (purchase through supplier – 1800 605 555) every five years – see administrators manual (Page 18).
• After changing batteries, reset the AED by pushing the green button in the rear battery section.

AEDs are designed for use by everyone, and should be accessible to all staff and students on campus.
## Automatic External Defibrillator (AED) Periodic Checklist

To be completed by AED Coordinator periodically and after use. Please tick (✓) if okay, or note explanation if item requires replacement.

For replacement batteries, data cards and/or electrode pads, contact: Zoll on 1800 605 555 and report to firstaid@griffith.edu.au.

<table>
<thead>
<tr>
<th>Date and sign</th>
<th>Battery check</th>
<th>Clean AED</th>
<th>Electrode pads sealed</th>
<th>Mouth barrier (face mask)</th>
<th>Razor</th>
<th>Scissors</th>
<th>Gloves (3 pairs)</th>
<th>Gauze pads</th>
<th>Response Plan</th>
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## Automatic External Defibrillator (AED) Annual Checklist

To be **completed** annually by **Griffith Health, Safety and Wellbeing team**. Please tick (✓) if okay, or note explanation if item requires replacement.

<table>
<thead>
<tr>
<th>Location</th>
<th>Check battery expiration – see Administration Manual (Page 18)</th>
<th>Clean AED and cabinet. Is cabinet alarm functioning?</th>
<th>Check for green ✓</th>
<th>Verify electrodes are within expiration date and sealed in their package</th>
<th>Check electrodes are connected to input connector. Check cables are free from cracks and cuts</th>
<th>Check supplies are available and clean: razor, mask, gloves, scissors</th>
<th>Check for obvious damage/ cracks</th>
<th>Comments</th>
<th>Date and sign</th>
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