

## Automated External Defibrillator (AED) Coordinator Guidelines

### Role of the AED Coordinator

The *AED Coordinator* is the primary liaison person for the allocated AED and is to ensure it is maintained in good working order and ready for use in a first aid emergency.

The role of the *AED Coordinator* includes:

- Post-use checking and resetting of this equipment including replacement of used AED components. The post-use check also includes cleaning and restoring the AED to working order ready again for use.
- Periodic checking of the allocated AED and associated equipment and facilities, e.g. carry equipment, AED alarmed cabinet, etc.

### AED Locations and Coordinators

Campus	Coordinator	Contact
<b>Gold Coast – G01</b> , outside Security Office	Site Nurse	Ext 29309
<b>Gold Coast – G09</b> , outside First Aid Room (Room 1.01D)	Galia Akimova	Ext 27199
<b>Gold Coast – G16</b> , Level 2 Reception area	Rachael Gaven	Ext 29575
<b>Gold Coast – G33</b> , Health Service (Room 1.42)	Site Nurse	Ext 29309
<b>Gold Coast – G34</b> , Level 1 Foyer	Catherine Kilpatrick	Ext 28725
<b>Gold Coast – G40</b> , Level 3 (3.44 hallway)	Leeanne Kaire	Ext 80165
<b>Gold Coast – G40</b> , Level 3 (3.70 hallway)	Leeanne Kaire	Ext 80165
<b>Gold Coast – G40</b> , Level 4 Foyer	Jillian Boyce	Ext 80270
<b>Gold Coast – G51</b> Smart Water (Room 1.12)	Jason van de Merwe	Ext 28949
<b>Gold Coast – GT2</b> , Room 1.05 (for marine vessel use)	Jody Kreuger	Ext 28532
<b>Logan – L03</b> Foyer, near Security Office	John Bourke	Ext 23611
<b>Mt. Gravatt – M13</b> , outside First Aid Room (Room 1.112)	Stephen Vella	Ext 55616
<b>Mt Gravatt – M30</b> Aquatic Centre	Ellen Thomson	Ext 55922
<b>Nathan – N11</b> Nathan Fitness Centre	Simon Fleming	Ext 57918
<b>Nathan – N12</b> Health Service (Room 1.05)	Site Nurse	Ext 57299
<b>Nathan – N13</b> outside Security Office	Scott Byrnes	Ext 57488
<b>Nathan – N79 – Level 1</b> outside teaching space (1.05A) on left	James Lin	Ext 54645
<b>South Bank (QCGU) – S01</b> Foyer/ticket sales area	Daniel Fossi	Ext 56360
<b>South Bank (QCA) – S03</b> on wall outside QCA Library	TBA	Ext 56105
<b>Bourke Street</b> , Woolloongabba (8 Bourke Street)	Cathy Healy	Ext 53226

## **AED Inventory**

• AED	• Administrators' Manual
• AED Response Plan	• Scissors x 1 pair
• Electrode pads x 1 set	• Disposable Gloves x 3 pairs
• Batteries within AED – 5 year life	• Gauze pads
• One inserted data card	• Razor x 1
• Mouth barrier device (face-mask)	

## **SCHEDULED ACTIVITIES of the AED Coordinator:**

### **1. Maintenance of the AED**

#### *Post –use procedure*

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

The incident must also be reported via [GSafe](#) as soon as practical after the event.

### **2. AED Monthly Check**

- Conduct battery check – *turn AED on, it will run self-check, turn off*. Record and sign checklist. If any faults/difficulties are experienced, contact supplier on 1800 605 555 and advise [firstaid@griffith.edu.au](mailto: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; and
- Ensure Griffith University AED Response Plan is current.
- Forward all completed periodic checklists to [firstaid@griffith.edu.au](mailto:firstaid@griffith.edu.au) at the end of each year.

### **3. AED Annual Check**

- Check the battery expiration date – see battery maintenance information below;
- 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;
- Replace 9 volt cabinet battery and dispose of carefully.
- Sign and date annual checklist and forward completed annual and monthly checklists on file and send a copy to the Health, Safety and Wellbeing team at [firstaid@griffith.edu.au](mailto:firstaid@griffith.edu.au) as completed.

## **AED Battery Maintenance**

*Every five years, a member of the Health, Safety and Wellbeing Team will:*

- Change batteries (Lithium 3 volt 123 x 10) and pads (purchase from supplier: Zoll 1800 605 555);
- After changing batteries, reset AED by pushing the green button in the rear battery section; and
- For further details on battery maintenance, refer to Page 18 of the Administrator's Guide (located with AED).

## Automatic External Defibrillator (AED) Periodic Checklist

Coordinator Name: \_\_\_\_\_ Location of AED (incl campus): \_\_\_\_\_

	Battery check	Clean AED	Electrode pads sealed	Mouth barrier (face mask)	Razor	Scissors	Gloves (3 pairs)	Gauze pads	Response Plan	9 volt Cabinet Battery replaced	Signature
Jan 20__										X	
Feb 20__										X	
Mar20__										X	
Apr 20__										X	
May 20__										X	
Jun 20__										X	
Jul 20__										X	
Aug 20__										X	
Sep 20__										X	
Oct 20__										X	
Nov 20__										X	
Dec 20__											

To be **completed** by **AED Coordinator monthly** 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](mailto:firstaid@griffith.edu.au)