



## Implementing an AED Program

If you are considering purchasing an Automated External Defibrillator (AED) for your premises and to enhance your first aid response, it is important that you consider the various elements to ensure a successful and responsive program.

### DO YOU NEED AN AED?

Currently in Australia, AED's are not mandatory. This means that there are no laws that enforce you must have an AED on your premise. AEDs are included in first aid training and form part of the DRSABCD steps to administering first aid to a person in need.

Your organisation can opt to purchase an AED to enhance your first aid kit / response and for the benefit of your staff, volunteers, members, and all visitors.



### HOW TO CHOOSE AN AED?

In Australia, there are various brands and models of AEDs to choose from. When selecting an AED, please consider:

- Available brands & models
- Your **budget** - packages range from approximately \$2,000 to \$3,000 – single unit purchase
- What **training** is included in the package
- What **accessories** are included in the package - eg storage cabinet, paediatric pads (1-8 years), etc
- Therapeutic Goods Administration (TGA) Approval Rating
- **IP Rating** - Dust & Water resistance measure – the higher the better
- **Fully Automatic** (machine delivers the shock) v Semi-Automatic (rescuer press button for shock)
- **CPR** Feedback capabilities
- What is the **cost & timeframes** for replacement pads and batteries

## IMPLEMENTATION



### Location

For your venue, you need to assess three key issues specific to your requirements:

**VISIBILITY** – The unit must be displayed visible to all users & visitors of the venue including signage

**SECURITY** – The unit should be secure and safe from theft & vandalism

**ACCESSIBILITY** – The unit must be easily accessible in the event of a real-life event within 2-3 mins

You may consider placing the AED at a designated first aid station, near a reception desk, entrance hallway, etc. If your organisation has multiple premises, consider choosing a consistent location for ease of access.

If you require an AED to be available 24/7 and by all users in and around your premises, you can investigate enhanced security options to house your AED. They include security cabinets, some of which are linked to a security company and include photograph and video capabilities.

For sporting and community venues, consider speaking to your local Council and other user groups for support and consideration if the machine can be retained at the venue all year round for all user groups.



## Communication

It is important that you communicate that your venue has an AED! You must consider communicating the availability of the unit to all individuals who use your premises (staff, volunteers, user groups, etc) and to neighbouring venues (eg businesses, homes, sporting fields, etc).

Ensure you communicate the days and times it is available as this varies from premises to premises.



## Policy & Procedures

It is vital that the AED becomes part of the operations of any venue. Ensure that the AED is incorporated to your Policy & Procedures including:

- First Aid Policies
- Fire Evacuation Plans - take the AED to any assembly point
- Risk Assessments
- Staff & Volunteer Induction Programs
- Training



## Signage

Signage inside and outside the premises is vital to communicate where the machine is. Most AED packages come with signage but consider purchasing additional signage depending on the size and vicinity of your venue. (eg directional signage, stickers on windows, etc). You can also liaise with Council for directional signage in Parks, public spaces, etc.



Ensure you use the Internationally Recognised Green AED Signage!



## Training

AEDs have been designed to be picked up and used by anyone without any formal training. Training is important to provide confidence in how and when to use the equipment. AED training can be accessed:

- As part of your AED purchase - normally non-accredited sessions
- On request through various providers - normally non-accredited sessions
- HLTAID001 – Cardiopulmonary Resuscitation Accredited First Aid Course
- HLTAID003 – Apply First Aid Accredited First Aid Course

The Australian Resuscitation Council recommends HLTAID001 be completed every 12 months and HLTAID003 every 3 years.

## MAINTENANCE

It is critical that your AED is always ready to use! Please ensure:

- You set up & maintain the unit to the manufacturer's requirements
- The battery is ALWAYS inserted – AEDs have own power source without the need for installation or hardwiring
- Electrode Pads are ALWAYS inserted
- AED Indicator shows that the machine is working - green light flashing or green tick displayed
  - Check machine & contact provider if indicator turns to red flashing light or red X
- All AEDs do regular self-checks – Daily, weekly and monthly and will let you know of any errors
- Develop a maintenance program to do regular recorded checks that the machine is operational
  - eg visual check once a week and record/monitor expiry dates pads and batteries
- If you use the AED, ensure you REPLACE the electrode pads on the machine. They are for ONE (1) use only. Contact your provider for replacement equipment.