

<b>FLORIDA</b>	<b>OFFICIAL</b>
<b>POLYTECHNIC</b>	<b>UNIVERSITY</b>
<b>UNIVERSITY</b>	<b>POLICY</b>

<b>Subject/Title:</b> Automated External Defibrillator
<b>FPU Policy Number:</b> FPU-9.0055P
<input checked="" type="checkbox"/> <b>New Policy</b> <input type="checkbox"/> <b>Major Revision of Policy</b> <input type="checkbox"/> <b>Minor Technical Revision of Policy</b>
<b>Date First Adopted:</b> September 21, 2015
<b>Date Revised:</b>
<b>Responsible Division/Department:</b> Environmental Health & Safety
<b>Initiating Authority:</b> Ghazi Darkazalli, Executive Vice President of Academic Affairs and Provost

**A. APPLICABILITY/ACCOUNTABILITY:**

This policy applies University-wide and outlines the oversight for the Automated External Defibrillator (“AED”) placement, maintenance, and training.

**B. POLICY STATEMENT:**

The Director of Environmental Health and Safety/designee (“EH&S”) manages the purchase, placement and maintenance of AEDs for the University. EH&S maintains a current AED inventory list for the University and provides this list to the Department of Public Safety & Police. No purchases of AEDs can be made without the written authorization of the Director of EH&S/designee.

1. Training. The EH&S manages AED training sessions for University employees and maintains centralized AED training records.
2. Incident reporting. Following AED use or attempted use, the AED operator must complete an AED post-incident report and submit it to EH&S. EH&S will maintain the incident reports for evaluation and feedback.
3. Maintenance: EH&S ensures that the AEDs are in working condition and meet standards established by the Federal Food and Drug Administration. EH&S also:
  - a. maintains copies of user and service manuals for all AED models;
  - b. installs AEDs in accordance with the manufacturer’s recommendations, American Heart Association and ADA guidelines, as applicable;
  - c. inspects AEDs in accordance with written user and service manuals provided by the manufacturer and documents inspections;
  - d. maintains AEDs in accordance with all manufacturer recommendations including, but not limited to:
    - i. battery replacement;

- ii. replacement of expired pads or other perishable components;
- iii. replacement of any missing components;
- iv. updating software as applicable;
- v. removing any malfunctioning or non-compliant AED from use; posting as “Out of Service” and
- vi. testing AEDs per manufacturers recommendations.

4. Reporting AED Use. Any University employee may, at their discretion, provide voluntary assistance to victims of medical emergencies. Anyone using or attempting to use a University AED must report such use to EH&S on the AED Incident Report within one (1) business day.

POLICY APPROVAL	
Policy No.: FPU-9.0055P	
Initiating Authority	Date
Policies & Procedures Review Committee Chair	Date
President/Designee	Date
Approved by FPU BOT, if required	Date
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