

MANAGEMENT MEMO

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ISSUING AGENCY:	DEPARTMENT OF GENERAL SERVICES

SUBJECT:
POLICIES AND PROCEDURES FOR AUTOMATED EXTERNAL DEFIBRILLATORS (AED) IN STATE-OWNED AND LEASED FACILITIES

REFERENCES:
 CALIFORNIA CODE OF REGULATIONS, TITLE 22, DIVISION 9, CHAPTER 1.8
 CALIFORNIA CIVIL CODE, SECTION 1714.2, 1714.21
 HEALTH AND SAFETY CODE, DIVISION 2.5, SECTION 1797.196

Purpose The purpose of this Management Memo is to establish new statewide policies and procedures regarding the implementation and usage of automated external defibrillators (AED) in state-owned and leased facilities. This Management Memo was developed by the California Emergency Medical Services Authority in cooperation with the Department of General Services.

Background According to the American Heart Association, an individual goes into cardiac arrest in the United States every two minutes. Of these, an estimated 250,000 Americans die each year. In California, 42 percent of all deaths are attributed to heart disease; many caused by sudden cardiac arrest. Most cardiac arrests are caused by ventricular fibrillation (abnormal heart rhythms). The only effective treatments are cardiopulmonary resuscitation and defibrillation. Wide use of defibrillators could save as many as 40,000 lives nationally each year. Successful public access defibrillation programs ensure that cardiac arrest victims receive early life-saving care.

Policy Statement The use of AEDs may be implemented to the maximum extent possible in State-owned and leased buildings.

Procedures or Action Required Implementation of an AED program shall consist of the following:

- Determine the need and ensure the sustainability for an AED program. The program would include, but not be limited to, the type and number of AED units, cabinets, and supplies needed. Supplies would include personal protective equipment, such as disposable gloves, pocket masks, razors, trainers, and AED software to review each use.
- Select and purchase the AED units using the California Multiple Awards Schedules (CMAS) vendor list.

**Procedures or
Action
Required
(continued)**

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- Obtain from a licensed California physician a prescription issued to the State agency prior to using the AED unit. This prescription would allow trained individuals to use the AED units. (Agencies looking for a California licensed physician as their AED medical director may check their local Emergency Medical Services (EMS) agency or their local medical society.)
 - Develop a written emergency response plan. The plan would include activation of EMS and notification of the local EMS agency and the physician who issued the prescription and has oversight on the use of the AED unit.
 - Notify tenants of the location of the AED units in the building.
 - Determine minimum number of personnel to be trained. Ensure initial training and continued retraining on the use of the AED unit and CPR.
 - Ensure the AED units are maintained and regularly tested, according to the guidelines set forth by the manufacturer, American Heart Association, American Red Cross, and other applicable State and federal authorities.
 - Notify the local EMS agency on the type of AED unit acquired and the location of each unit. For a list of local EMS agencies in your area, click on the following website:
http://www.emsa.ca.gov/ems_lems/lemsa.asp.

Please refer to Attachment 1 to view the AED regulations.

Resources

For information on layperson AED regulations:
<http://www.emsa.ca.gov/legislation/regs1.8.pdf>

For information on California statutes pertaining to AEDs:
http://www.emsa.ca.gov/legislation/1.8_AED.doc

American Heart Association:
<http://www.americanheart.org>

American Red Cross:
<http://www.redcross.org>

STATE ADMINISTRATIVE MANUAL

Contact

For further information about AEDs, please contact the following:

- Emergency Medical Services Authority (916) 322-4336.
 - Department of General Services, Health and Safety Unit (916) 376-5287.
 - Department of General Services, Procurement Division, CMAS Unit (916) 375-4363.
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Signature

Original SAM Management Memo signed by Will Bush, Interim Director

Will Bush
Interim Director

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2 **§ 100035. Internal Emergency Response System.**

3 "Internal Emergency Response System" means a plan of action which utilizes
4 responders within a facility to activate the "9-1-1" emergency system, and which
5 provides for the access, coordination, and management of immediate medical
6 care to seriously ill or injured individuals.

7 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
8 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
9 Section 1714.21, Civil Code.

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11 **§ 100036. Prescribing Physician.**

12 "Prescribing physician" means a physician and surgeon, licensed in California,
13 who issues a written order for the use of the automated external defibrillator to
14 authorized individual(s).

15 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
16 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
17 Section 1714.21, Civil Code.

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19 **Article 2. General Training Provisions**

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21 **§ 100037. Application and Scope.**

22 (a) Any physician and surgeon licensed in California may authorize an individual
23 to apply and operate an AED on an unconscious person who has no signs of
24 circulation only if that authorized individual has been successfully trained
25 according to the standards prescribed by this chapter.

26 (b) The training standards prescribed by this chapter shall not apply to licensed,
27 certified or other prehospital emergency medical care personnel as defined by
28 Section 1797.189 of the Health and Safety Code.

29 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
30 Reference: Sections 1797.5, 1797.189, 1797.190, and 1797.196, Health and
31 Safety Code. Section 1714.21, Civil Code.

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33 **Article 3. AED Training Program Requirements**

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35 **§ 100038. Required Hours and Topics.**

36 (a) The AED training component shall comply with the American Heart
37 Association or American Red Cross standards. The course shall consist of not
38 less than four hours, which shall include the following topics and skills:

- 39 (1) basic CPR skills
40 (2) proper use, maintenance and periodic inspection of the AED;
41 (3) the importance of:
42 (A) CPR,
43 (B) defibrillation,
44 (C) advanced life support,
45 (D) adequate airway care, and
46 (E) internal emergency response system, if applicable;

- 1 (4) overview of the local EMS system, including 9-1-1 access, and interaction
- 2 with EMS personnel;
- 3 (5) assessment of an unconscious patient, to include evaluation of airway,
- 4 breathing and circulation, to determine if cardiac arrest has occurred and the
- 5 appropriateness of applying and activating an AED;
- 6 (6) information relating to defibrillator safety precautions to enable the individual
- 7 to administer shock without jeopardizing the safety of the patient or the
- 8 authorized individual or other nearby persons to include, but not be limited to;
- 9 (A) age and weight restrictions for use of the AED,
- 10 (B) presence of water or liquid on or around the victim,
- 11 (C) presence of transdermal medications, and
- 12 (D) implantable pacemakers or automatic implantable cardioverter-defibrillators;
- 13 (7) recognition that an electrical shock has been delivered to the patient and that
- 14 the defibrillator is no longer charged;
- 15 (8) rapid, accurate assessment of the patient's post-shock status to determine if
- 16 further activation of the AED is necessary; and,
- 17 (9) authorized individual's responsibility for continuation of care, such as the
- 18 repeated shocks if necessary, and/or accompaniment to the hospital, if indicated,
- 19 or until the arrival of more medically qualified personnel.

20 (b) The required hours for an AED training program can be reduced by no more

21 than two hours for students who can show they have been certified in a basic

22 CPR course in the past year and demonstrate to a qualified CPR instructor that

23 they are proficient in the current techniques of CPR.

24 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.

25 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.

26 Section 1714.21, Civil Code.

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28 **§ 100039. Medical Director Requirements**

29 Any AED training course for non-licensed or non-certified personnel shall have a

30 physician medical director who:

- 31 (a) Meets the qualifications of a prescribing physician.
- 32 (b) Shall approve a process to ensure instructors are properly qualified to the
- 33 AED instructor standards established by the American Heart Association or the
- 34 American Red Cross and ensure that instructors are trained to the course
- 35 content.
- 36 (c) Shall ensure that all courses meet the requirements of this chapter.
- 37 (d) May also serve as the "prescribing physician."

38 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.

39 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.

40 Section 1714.21, Civil Code.

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42 **§ 100040. Testing.**

43 In order for an individual to be authorized to use the AED, the individual shall

44 pass a written and skills examination, which tests the ability to assess and

45 manage the specified conditions prescribed in Section 100038.

1 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
2 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
3 Section 1714.21, Civil Code.

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5 **§ 100041. Written Validation.**

6 The prescribing physician shall issue to the authorized individual a written
7 validation or other documented proof of the authorized individual's ability to use
8 an AED. The requirements for a "Written Validation" and "Prescription for Use"
9 can both be satisfied by the issuance of a written certification card from an AED
10 training program. The prescribing physician's signature shall be on file with the
11 AED training program authorizing the issuance of the written certification card
12 upon successful completion of the required training.

13 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.
14 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.
15 Section 1714.21, Civil Code.

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17 **Article 4. Operational AED Service Provider/Vendor Requirements**

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19 **§100042. Operational Requirements.**

20 (a) An AED Service Provider shall ensure their internal AED programs include all
21 of the following:

22 (1) Development of an Internal Emergency Response System which complies
23 with the regulations contained in this Chapter.

24 (2) Notification of the local EMS agency of the existence, location and type of
25 AED at the time it is acquired.

26 (3) That all applicable local EMS policies and procedures are followed.

27 (4) That expected AED users complete a training course in CPR and AED use
28 that complies with requirements of this chapter and the standards of the
29 American Heart Association or the American Red Cross.

30 (5) That the defibrillator is maintained and regularly tested according to the
31 operation and maintenance guidelines set forth by the manufacturer, and
32 according to any applicable rules and regulations set forth by the governmental
33 authority under the federal Food and Drug Administration and any other
34 applicable state and federal authority.

35 (6) That the defibrillator is checked for readiness after each use and at least once
36 every 30 days if the AED has not been used in the previous 30 days. Records of
37 these periodic checks shall be maintained.

38 (7) That a mechanism exists to ensure that any person, either an employee or
39 agent of the AED service provider, or member of the general public who renders
40 emergency care or treatment on a person in cardiac arrest by using the service
41 provider's AED activates the emergency medical services system as soon as
42 possible, and reports any use of the AED to the local EMS agency.

43 (8) That there is involvement of a California licensed physician and surgeon in
44 developing an Internal Emergency Response System and to ensure compliance
45 with these regulations and requirements for training, notification and
46 maintenance.

1 (9) That a mechanism exists that will assure the continued competency of the
2 authorized individuals in the AED Service Provider's employ to include periodic
3 training and skills proficiency demonstrations.

4 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.

5 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.

6 Section 1714.21, Civil Code.

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8 **§100043. AED Vendor Requirements**

9 Any AED vendor who sells an AED to an AED Service Provider shall notify the

10 AED Service Provider, at the time of purchase, both orally and in writing of the

11 AED Service Provider's responsibility to comply with the regulations contained in

12 this Chapter.

13 Note: Authority cited: Sections 1797.107 and 1797.190, Health and Safety Code.

14 Reference: Sections 1797.5, 1797.190, and 1797.196, Health and Safety Code.

15 Section 1714.21, Civil Code.