

**SECTION 8: SPECIAL COMMODITY PROCEDURES**

**SUBJECT: AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

**POLICY:** Automated External Defibrillators (AED) require University of Washington department of Environmental Health and Safety (EH&S) approval prior to purchase. Departments should not purchase AEDs prior to receiving the appropriate approvals, and must continue to complete their post-purchase obligations with EH&S.

**PROCEDURE:**

Administrative Policy Statement (APS) 10.12 governs the purchase, management and use of AEDs at the University of Washington. APS 10.12 grants the AED Coordinating Committee the authority to oversee and monitor the University's purchase of AEDs, and compliance with RCW 70.54.310.

APS 10.12 requires that the department submit an application<sup>1</sup> for purchase of an AED to EH&S for review/approval, unless the AED will be serviced by a medical clinic or hospital or UWPD. This policy and related review requirements do not apply to operations and/or facilities wherein AEDs are used as part of normal medical equipment, including but not limited to: Hospitals, Clinics, and the Sports Medicine department of Intercollegiate Athletics. The application requires the following information:

- Justification for AED need—why the department cannot rely on UWPD or public safety departments and what activities make the department's facility subject to incidents where an AED is necessary.
- Names and availability of appropriately trained first aid responders
- Location where AED will be housed. This section includes access, instructional postings, security and equipment protection
- The name of the responsible AED coordinator, who will be responsible for maintenance and recordkeeping obligations
- Unit procedures for ongoing operation and maintenance

Upon approval, the organizational unit must:

- Purchase an AED compatible with UWPD or the public safety department
- Notify EH&S when the AED arrives for inventory purposes
- Request EH&S notify local emergency medical services organizations regarding the location of the AED
- Incorporate AED operation and maintenance plan, as well as AED coordinator information into the organization's Health and Safety Plan
- Make the AED available only after all notifications have been made and operation and maintenance plan is completed
- Notify EH&S that the unit has been made available for use

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<sup>1</sup> Available at: <http://www.ehs.washington.edu/forms/psu/UoW1051.pdf>

Finally, the department must agree to accept and implement all other ongoing responsibilities for AED usage, maintenance, recordkeeping and notifications as required by APS 10.12, EH&S, UPWD and/or the local public safety department.