

Midwestern State University  
Administrative Council  
January 21, 2014  
Meeting No. 14-02  
E-Meeting

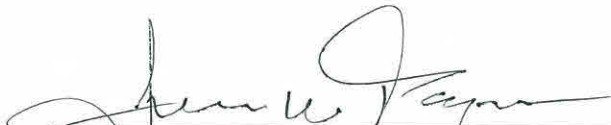
The Administrative Council met Tuesday, January 21, 2014, via e-mail.

**MSU Policy and Procedures Manual**

Changes and additions are outlined below. Items shown in the attachments recommended for deletion are shown with an overstrike (-); new wording is shown in **bold and underlined** format.

**Policy 4.194, Student Affairs & Enrollment Management, Public Access Defibrillation Program**

Mr. Owen asked that the Daniel Building be added to Section E. Location of Public Access AEDs. No other comments were received. The policy was recommended to be placed on the February Board of Regents agenda.



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Jesse W. Rogers, President



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Cindy Ashlock, Secretary

**4.194 Student Affairs & Enrollment Management  
PUBLIC ACCESS DEFIBRILLATION PROGRAM  
Date Adopted/Most Recent Revision: 11/04/2005**

A. Purpose

This policy provides guidance in the management or administration of a public access defibrillation program at Midwestern State University.

Sudden Cardiac Arrest is a malfunction of the heartbeat called ventricular fibrillation. Ventricular fibrillation causes ineffective blood circulation, and without prompt correction, death ensues. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator, delivered promptly after the onset of ventricular fibrillation.

An Automated External Defibrillator (AED) is used to treat ventricular fibrillation. It should only be applied to victims who:

1. are unconscious,
2. have no detectable pulse,
3. show no sign of circulation, or
4. are not breathing normally.

Once activated with the electrical pads applied, the AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

B. Program Coordinator

The program coordinator of the AED program is the ~~Dean of University Wellness~~ Director of Recreational Sports and **Wellness Center**. The program coordinator has ongoing responsibility for:

1. Selection of campus community members for CPR/AED training
2. Coordination of CPR/AED training
3. Distribution of CPR/AED trained employees list annually
4. Notifying local emergency medical services of the existence, locations, and type of AEDs acquired
5. Maintaining on file a specifications/technical information sheet for each approved public access AED model on campus
6. Communication with the medical advisor (see below) on issues related to Public Access Defibrillation/AED, including post-event reviews

C. Medical Control

~~The medical advisor~~ **Medical oversight** of the AED program is provided by the **Medical Director of the Vinson Health Center** ~~the University Physician~~. ~~The medical advisor~~ **Medical oversight** of the AED program ~~has consists of~~ ongoing responsibility for:

1. Providing medical direction for the use of AEDs
2. Writing a prescription for AEDs
3. Reviewing and approving guidelines for emergency procedures related to the use of AEDs and CPR
4. Evaluation of post-event review forms and digital files downloaded from the AED

D. Authorized AED users:

~~The AED should be used by individuals trained in CPR/AED.~~ Each building housing an AED will have individuals trained in CPR/AED, and who understand they are to respond if called to the scene of a medical problem. In emergency situations, such an individual may not always be available; Texas law provides protection to any person who in good faith administers emergency care, including using an automated external defibrillator.

E. Location of Public Access AEDs:

The AED will be in the buildings specified, or in possession of the University Police in the instance of AEDs designated for their use. The location inside each building is left to the discretion of the occupants of that building; however, the location should be accessible and prominent. The AED should be in a clearly marked cabinet and will be located in the following buildings:

1. ~~Outdoor Recreation Center~~ **Bruce and Graciela Redwine Student Wellness Center**
2. **D. L. Ligon Coliseum** ~~The Bruce and Graciela Redwine Student Wellness Center Group Fitness Room~~
3. Fain Fine Arts Center
4. Clark Student Center
5. Hardin Administration Building
6. University Police Vehicles (2)
7. Moffett Library
8. **Daniel Building**

Contracted and other community activities are not guaranteed access to the AEDs as part of standard rental contracts.

F. Maintenance

All AEDs will be maintained in a state of readiness.

1. The AED Program Coordinator will inform the campus community of any changes in the availability of AEDs.
2. The AED Program Coordinator will inform the building response teams of any changes in the availability of AEDs.
3. The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed.
4. Following use of an AED, the equipment shall be cleaned and/or decontaminated as required. If contamination includes body fluids, the equipment shall be disinfected.

**G. Routine maintenance**

Maintenance shall be done in accordance with the manufacturer's recommendations for daily, weekly, monthly and/or yearly inspections. When consumable items are near their expiration date, the AED program coordinator or designee shall be notified immediately.

**H. Training**

Employee response teams shall be volunteers trained in a recognized CPR/AED course, such as that offered by the American Heart Association. These teams should also be familiar with universal precautions, and be advised with regard to Hepatitis B immunization.

Trained volunteers will renew their training every two years.

**I. Medical Response Documentation**

An AED usage report will be filled out by a member of the volunteer CPR/AED response team, and submitted to the AED Program Coordinator by the end of the next working day following use of an AED. AED use information and any data recorded by the AED shall be submitted to the medical director within two working days following use of an AED.

**J. Post-event review**

Following each use of an AED, or following any event in which a CPR/AED volunteer response team member is summoned, there shall be a post event review to learn from the experience.

1. The AED Program Coordinator or designee shall conduct and document the post-event review.
2. All of the key participants in the event shall participate.
3. Actions shall be reviewed with identification of areas that went well and areas for improvement.
4. A summary of the review shall be maintained by the AED Program Coordinator.

**K. Annual review**

Once each calendar year, the AED Program Coordinator or designee shall conduct and document a review of the Public Access Defibrillation plan. This review shall address:

1. State of readiness
2. Location suitability
3. Training records
4. Equipment operation and maintenance records