AED Checklist

Philips On Site

Weekly and Monthly Reports

AED Unit

Location: _____

Site Coordinator: _____

AED Model: _____

AED Serial # _____

Biomed # _____

NOTES:

The Cardiac Safe Community PAD Program will collect this booklet once a year.

Attached to this booklet is an envelope where your monthly data retrieval printouts should be placed.

Please ensure that you write the month, and sign each sheet.

Report any problems **IMMEDIATELY** to the Central East Prehospital Care Program at:
1-866-503-2233

If you have any questions, please call Kim Wilkinson at 905-433-4370 or email at kwilkinson@cepcp.ca.

In Case of AED Use:

1) Follow the instructions from the Red folder in the AED cabinet.
2) Contact the CEPCP at your earliest convenience.
3) Information from the AED will be downloaded by a CEPCP representative or Bio-Medical engineer.
4) The AED **must not to be removed** from the building by the paramedics.

Weekly AED Unit Checklist

Checklist		
CHECK AED TO ENSURE OPERATIONAL	If the indicator light**,** located above the "ON" button is flashing "***green***", the AED is ready to use. No additional action is required.	
AED NOT OPERATIONAL	If the indicator light located above the "ON" button is flashing ***"red" - contact the CEPCP immediately.***	

#	Week of:	Signature	#	Week of:	Signature
1.			27.		
2.			28.		
3.			29.		
4.			30.		
5.			31.		
6.			32.		
7.			33.		
8.			34.		
9.			35.		
10.			36.		
11.			37.		
12.			38.		
13.			39.		
14.			40.		
15.			41.		
16.			42.		
17.			43.		
18.			44.		
19.			45.		
20.			46.		
21.			47.		
22.			48.		
23.			49.		
24.			50.		
25.			51.		
26.			52.		

If the <u>Self-test fails</u>, report the problem IMMEDIATELY to the Central East Prehospital Care Program at 1-866-503-2233

Monthly AED Unit Checklist

Response Case Checklist	Operational Status Required/Comments	Corrective Actions
Door alarms when opened (visual and audible)	☐ **Yes** ☐ **No**	
Signals monitoring company when AED is removed	☐ **Yes** ☐ **No** ☐ **N/A**	
Cardiac Safe Community Red Folder contents: • Emergency contacts • Post Defibrillation Procedure • 10 CIS Booklets	☐ **Yes** ☐ **No**	

Checklist	Operational Status	Corrective Actions Required/Comments
Defibrillator Unit Clean, no spills, clear of objects on top, casing intact	☐ **Yes** ☐ **No**	
Cables and Connectors a) Inspect for cracks, broken wire, or damage b) Connectors secure and are not damaged	☐ **Yes** ☐ **No**	
AED Unit Supplies a) Two sets of pads in sealed packages within expiration date b) Hand towel c) Scissors d) Razor e) Spare battery f) Barrier device with one way valve g) 2 sets of gloves	☐ **Yes** ☐ **No**	
AED Batteries a) verify non-rechargeable (long storage life) battery is inserted and within expiration date b) verify that system ready indication indicates READY	☐ **Yes** ☐ **No**	

Print name, date and sign below (once/ month)	Print name, date and sign below (once/ month)
1.	2.
3.	4.
5.	6.
7	8.
9.	10.
11.	12.

Philips On Site – Computer Software Program

1. Slide latch at the top edge of the defibrillator to the side and remove the pad cartridge. The HS1 may tell you to insert the pad cartridge. Do not reinsert the cartridge.

2. Line up the infrared port of the HS1 and the computer to within 30 inches (76 cm)

3. After ~30 seconds, press and hold the blue button until it beeps 3 times (it will beep once at ~2 seconds and then twice ~2 seconds later).

4. Release the blue button. The HS1 voice prompt will announce "administration".

5. Press the blue button again for less than 1 second and release. The HS1 will announce "mode 1". You now have 30 seconds to connect.

6. Open the computer software program and click 'load device data' (top left corner of toolbar).

7. Choose the 'Heartstart HS1/FRX'.

8. Save and print the data.