

SOP 7.02 – Automated External Defibrillators (AED)

Section 7 – Gear and Equipment Requirements

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Effective Date – 10 December 2020

Review Date – 10 December 2022

Electronically Controlled Document

Purpose

To describe the procedure to be followed by applicable agency personnel involved in the usage and maintenance of automated external defibrillators (AEDs).

Scope

This standard operating procedure (SOP) applies to all Life Saving Victoria (LSV) personnel (i.e., paid staff, officers and volunteer members) where engaged in operating and maintaining AEDs.

Policy Statement

LSV requires all members to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating AEDs.

Responsibilities

Lifesaving volunteers, lifeguards, local operations officers, duty officers (among others).

Definitions

Name	Definition
AED	Automated External Defibrillators
LSV	Life Saving Victoria

Procedure

Start-of-day Checks

- Check all equipment is fully operational (self-test + miscellaneous equipment check, and check expiry dates on pads and battery).

Start-of-day Checks

- Repeat above checks.
- Notify club/service officers if replacement oxygen/consumables are required.



Deployment

All Lifesaving clubs and services are to always maintain an operational AED. Due to the nature of cardiac arrest and the importance of ‘time to first shock’, it is necessary that the AED is located with other first response equipment (e.g., on/in rescue vehicle) or at a common and accessible location (e.g., patrol tent).

Equipment

An AED kit must contain the minimum according to the Gear Inspection and Audit Requirements.

Notifications

The club captain/club director of lifesaving operations as well as LSVComms are to be notified following any use of a club defibrillator.

Reference	
Related Documents	Guidelines from the defibrillator manufacturer
	LSV Gear and Inspection Audit Guide
	SLSA Policy 1.06 - Gear & Equipment

Review	
Date of Issue	10 December 2020
Date Effective	26 December 2020
Date to be Reviewed	1 July 2022
Date to Cease	10 December 2022

Authority
The Life Saving Operations Council Executive has approved this SOP under section 8.3.6(e) of the Life Saving Victoria By-laws, 2019.

