

Procuring an AED (Automated External Defibrillator)

Organizational units must designate an Automated External Defibrillator (AED) coordinator responsible for ensuring the specific procedures listed below are followed. For University facilities located outside of Seattle and King County, equivalent procedures must be followed. For assistance please call EH&S at 206.616.5530.

PRESCRIPTION & MEDICAL DIRECTION

Prior to procuring and placing an AED in service, obtain a prescription and medical direction from the [Public Health Department -- Seattle & King County](#). A prescription is required and the vendor may ask to see your prescription before they will accept the order. Medical direction (instruction on AED use) is provided by Public Health as part of the packet you will receive in the mail with your registration.

Exception: [Philips products](#) which have been approved by the Food and Drug Administration (FDA) to sell their AEDs without requiring a prescription.

PROCUREMENT PROCESS

AEDs may be purchased through any University approved order method, including Procard, and are available through the [Ariba Buying Portal](#). The prescription may be uploaded to the Ariba system if required by the supplier. Units are available through [WA State Department of Enterprise Services](#) at a discount of up to 30%.

REGISTRATION

Register your device at the [Public Health Department -- Seattle & King County](#). Enter "University of Washington" in the company field so that EH&S is able to periodically obtain an inventory of devices from Public Health to use in our oversight role.

TRAINING

Most AEDs are designed to be used by a typical bystander or layperson and may be installed in public areas such as building lobbies. However, any University employees likely to use an AED are expected to receive training on the use of defibrillators. See the [Seattle Campus First Aid/CPR training schedules](#). For those outside the Seattle area, training may be available from your local fire department, the AED vendor, the [American Red Cross](#), the [American Heart Association](#), and other agencies.

IMPLEMENTATION & MAINTENANCE

Establish a maintenance program for your AED(s). Check and maintain your device consistent with manufacturer's guidelines. Chest pads are coated with a gel that breaks down over time, typically between 18 and 30 months depending on manufacturer. The battery life is limited and batteries will need replacing every 2 to 5 years. Since the shelf life of replacement parts vary by manufacturer, these costs should be evaluated when selecting a device.

If used on a patient, the AED must be taken out of service until chest pads are replaced (the AED will make a chirping sound until the pads are replaced). The battery must be checked to ensure it still holds ample charge. **DO NOT REMOVE** the battery. This will erase all cardiac arrest data in the device. The unit may require decontamination if exposed to blood or other body fluids.

REPORTING AED USE

Whenever the AED is opened and applied to a person, contact the King County Community AED Program Manager at 206.263.8317 (alt: 206.296.4693). This is a critical step for you to take in assisting the Emergency Medical Services (EMS) system to improve medical care and treatment from sudden cardiac arrest, and thus increase chances of survival.

RECORDS

The AED coordinator must maintain the prescription (if required) medical direction, procurement paperwork, and maintenance records.

POLICY

The University policies regarding AEDs can be found in APS 10.12 which is available on the UW website at www.washington.edu/admin/rules/policies/APS/10.12.html.