

Chapter: Internal Reporting and Incident Response	Effective Date: 1/1/19
Title: Automated External Defibrillators	Page: 1 of 3
Statutes: Health and Safety Code, Chapter 779	Replaces: GAP.07.11, 2/15/16
References: 2010 ADA Standards for Accessible Design, Standard 308.3.1	

(a) **Policy.**

- (1) Automated external defibrillators (AEDs) are available in TJJJ facilities and offices. AED training is provided to all staff members located at residential facilities and to certain other staff members.
- (2) The TJJJ medical director approves the AED training program and procedures for inspection, maintenance, replacement, and use of AEDs and related supplies.

(b) **Applicability.**

- (1) This policy applies to:
 - (A) TJJJ-operated residential facilities;
 - (B) district offices that have a TJJJ-owned AED; and
 - (C) Central Office.
- (2) Although this policy does not apply to district offices without a TJJJ-owned AED, parole officers at those offices are required to complete TJJJ's CPR and AED training programs.

(c) **Definitions.**

In this policy, chief local administrator means:

- (1) the superintendent, for institutions and halfway houses;
- (2) the regional parole supervisor or designee, for district offices; or
- (3) the medical director or designee, for Central Office.

(d) **General Provisions.**

- (1) AEDs are used only as part of the Cardiac Chain of Survival.
- (2) If any staff member receives a recall notice or service bulletin for an AED, he/she must immediately notify the medical director or designee.
- (3) If an AED has been taken out of service for any reason, the chief local administrator must immediately notify the medical director or designee.
- (4) The following items must be stored in or attached to the AED case:
 - (A) scissors;
 - (B) razor;
 - (C) CPR mask or barrier;
 - (D) small towel or large gauze pads; and
 - (E) extra set of AED pads.
- (5) Each facility or office must have one extra AED battery on site.
- (6) The chief local administrator ensures the local emergency medical service (EMS) is notified in writing of the existence, location, and type of AED(s) at the site, as required by [Section 779.005, Health and Safety Code](#). A copy of the notification must be maintained locally.

(e) Training.

- (1) The AED training program must be approved by the Texas Department of State Health Services, as required by [Section 779.002, Health and Safety Code](#), and by the TJJJ medical director.
- (2) Only staff members who have successfully completed TJJJ's CPR and AED training programs are authorized to use TJJJ-provided AEDs.
 - (A) At residential facilities, all staff members are required to successfully complete the CPR and AED training programs.
 - (B) At district offices, all parole officers are required to successfully complete the CPR and AED training programs. Others may choose to complete the training.
 - (C) At Central Office, licensed medical staff members are required to successfully complete the CPR and AED training programs. Other staff members may choose to complete the training.

(f) Required Number of AEDs.

- (1) The table below shows the minimum number of AEDs required for each facility or office.

Facility/Office Type	Minimum Number of AEDs
Institution with a sports team	Four (One AED must be present in the team vehicle when the team is traveling)
Institution without a sports team	Three
Halfway house	One
District office	One
Central Office	One

- (2) A facility or office may have fewer AEDs than the required number only with approval from the medical director.

(g) Location and Placement.

- (1) The chief local administrator determines the placement of the AED(s) within the facility or office and notifies the medical director of the location.
- (2) The medical director or designee maintains a master list of each AED owned by TJJJ. The list contains the following information for each AED:
 - (A) facility/office;
 - (B) location within the facility/office;
 - (C) make, model, and serial number; and
 - (D) date of purchase.
- (3) AEDs must be readily accessible to staff, but at no time may an AED be accessible to youth.
- (4) The AED must be stored in a protective case. The storage area must be kept free from water, dirt, extreme cold (i.e., less than 32°F), and extreme heat (i.e., over 100°F).

- (5) AEDs located in Central Office, district offices, and any areas of residential facilities accessible to the public must be placed:
 - (A) at least 15 inches and no more than 48 inches above the floor (measured from the handle on the case); and
 - (B) in a location with no obstructions on the ground or on the wall under the case.

(h) **Replacement.**

- (1) Each AED must be replaced within 10 years after purchase.
- (2) An AED must be replaced immediately if it is damaged and cannot be repaired.
- (3) The chief local administrator or designee ensures the timely replacement of the AEDs at his/her location and notifies the medical director or designee to update the master inventory when a new AED is received.

(i) **Inspection Procedures.**

- (1) The chief local administrator designates at least one staff member to monitor and maintain the AED(s) at that site.
- (2) The designated staff member:
 - (A) checks the AED(s) at least once daily (at residential facilities) or each workday (at district offices) to ensure:
 - (i) the "ready" light is blinking; and
 - (ii) the required items are present in or near the AED case;

Note: At Central Office, the designated staff member checks the "ready" light daily and checks weekly that the required items are present.

- (B) documents the checks on the [AED Checklist, HLS-805](#);
 - (C) records the expiration date of the installed AED pads on the HLS-805;
 - (D) notifies the chief local administrator or designee if the pads have expired and notes the date of the notification on the HLS-805; and

Note: Pads must be ordered before the expiration date or after use. Pads are not reusable.
 - (E) presses the information button and follows the audible instructions if the "ready" light is off or if the AED gives any kind of alert.
- (3) The chief local administrator or designee ensures a requisition for new AED pads is submitted at least two months before the installed pads expire.

(j) **Reporting.**

After an incident involving use of an AED, the chief local administrator or designee reports the incident as required by [GAP.07.03](#).
