

Chapter: Internal Reporting and Incident Response	Effective Date: 2/15/16
Title: Automated External Defibrillators	Page: 1 of 2
ACA: 4-JCF-4C-59	Replaces: GAP.07.11, 1/1/16
Statutes: Health and Safety Code, Chapter 779	

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) medical director establishes procedures for inspection, maintenance, and staff training regarding the use of automated external defibrillators (AEDs).

(b) **Applicability.**

This policy applies to:

- (1) TJJD-operated residential facilities;
- (2) district offices designated to have an AED; and
- (3) Central Office.

(c) **General Provisions.**

- (1) AEDs are used only as part of the Cardiac Chain of Survival process.
- (2) Procedures for authorization, training, and use of AEDs within TJJD are under the oversight and authority of the TJJD medical director.
- (3) AEDs must be readily accessible to staff, but at no time may an AED be accessible to TJJD 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) Each site with an AED must designate at least one staff member to monitor and maintain the AED(s) at that site.
- (6) Each site must notify the local emergency medical service (EMS) upon acquisition of the first AED at the site.

(d) **Training.**

- (1) The TJJD CPR training program, which includes AED training, must be approved by the TJJD medical director and the Texas Department of State Health Services as required by Texas Health and Safety Code, Chapter 779.
- (2) Only staff members who have successfully completed the TJJD CPR training program are authorized to use TJJD-provided AEDs.

(e) **Procedures.**

(1) **Monitoring at Residential Facilities.**

The staff member designated to monitor and maintain the AED(s) at each residential facility:

- (A) checks the AED(s) daily to ensure the green battery light is blinking;
- (B) checks the AED pads monthly to ensure they have not expired;

- (C) documents daily and monthly checks on the AED Checklist, HLS-805, and maintains completed forms locally in accordance with the records retention schedule;
- (D) ensures two sets of AED pads are maintained on site to ensure one set of back-up pads is immediately available if one set is used or has expired; and
- (E) ensures any sharp objects (e.g., scissors, disposable razors) stored in the AED case are accounted for in accordance with TJJJ tool control procedures.

(2) **Monitoring at District Offices and Central Office.**

The staff member designated to monitor and maintain the AED(s) at a district office or at Central Office:

- (A) checks the AED(s) each workday to ensure the green battery light is blinking;
- (B) checks the AED pads monthly to ensure they have not expired;
- (C) documents daily and monthly checks on the HLS-805 and maintains completed forms locally in accordance with the records retention schedule; and
- (D) ensures two sets of AED pads are maintained on site to ensure one set of back-up pads is immediately available if one set is used or has expired.

(3) **Reporting.**

After an incident involving use of an AED, the chief local administrator or designee submits the appropriate Initial Report of Serious Incident form, [CCF-350](#), [-351](#), or [-352](#), as required by [GAP.07.03](#) and includes at least the following information:

- (A) name and any other identifying information of the person involved in the incident;
 - (B) date, time, and location of the incident;
 - (C) description of the care provided on site;
 - (D) names and titles of people notified; and
 - (E) the person's condition when he/she left the site.
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