

<p>ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>AD NO: 10.07 DATE: September 10, 2024 SUBJECT: Health Care Services TITLE: Automated External Defibrillator Program FOR PUBLIC RELEASE: Yes</p>
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- I. Reference: Anne Arundel County Risk Management Division policy RMCA-1.0; Code of Maryland Annotated Regulations (COMAR) 30.06; AD 01.03
- II. Applicable To: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To provide for the safety, health and security of all employees, incarcerated individuals and the general public by committing to preventing or substantially decreasing the chance for all types of incidents, occupational illnesses, and diseases.
- IV. Policy:
- A. The Department of Detention Facilities shall comply with the requirements set forth in Anne Arundel County Risk Management Division policy RMCA-1.0 (Appendix 1).
  - B. The Captains shall be designated as the AED Coordinators at their assigned facilities.
  - C. All AEDs shall be maintained with a Rescue Kit containing the following minimum supplemental equipment:
    - 1. two (2) sets of adult pads;
    - 2. one (1) Rescue Kit to include:
      - a. one (1) barrier device;
      - b. one (1) safety razor; and
      - c. one (1) pair of disposable gloves.
  - D. Qualified Health Care Professionals (QHCP), designated by the Health Service Administrator (H.S.A.), shall be familiar with the manufacturer's guidelines for maintenance, inspection and repair of all AEDs at their designated facility.
  - E. The AED Coordinator shall be responsible for coordinating AED equipment repairs.

- F. The Training Director shall be responsible for compliance with the training requirements in accordance with RMCA-1.0, section VI.
  - G. The Training Director shall be responsible for contacting Anne Arundel County's Risk Management Division annually in January to receive any updates or changes to safety regulations related to the County's AED Program.
- V. Procedure:
- A. The QHCP shall conduct daily safety inspections of all AEDs in their designated facilities and document their findings on the AED Daily Safety Inspection Record (Appendix 2). The QHCP shall submit the completed form to the Compliance Officer monthly for review.
  - B. The AED Coordinator shall;
    - 1. ensure monthly safety inspections of all AEDs in their designated facility are conducted and documented as directed by the Anne Arundel County AED Program.
    - 2. ensure required personnel are in place and trained as required.
    - 3. perform follow up action after a use event. This shall include ensuring all required reports are submitted within one (1) business day of an AED use event, excluding weekends and holidays.
  - C. The H.S.A. shall submit completed AED Daily Safety Inspection to the Compliance Office monthly.
  - D. The AED Coordinator shall maintain electronic copies of the Monthly Safety Inspection Records.
  - E. Whenever an AED is used and/or AED pads are applied to a person, the AED Operator or AED Coordinator shall complete the AED Post Use Google Form. This form must be completed within one (1) business day of an AED use event, excluding weekends and holidays. A link to the form can be found using: K:\Public\Document Templates\.
  - F. Any observed or suspected adverse events with the equipment should be reported to the FDA using FDA Form 3500B (Appendix 3) and Anne Arundel County's Risk Management Division.
  - G. The AED Coordinator shall submit all original reports to the Compliance Office.

Should a Directive, Post Order or other publication become unenforceable or require modification to address operational changes or needs, employees shall document their recommendation and forward it for consideration through their Chain of Command.

This directive shall be reviewed at least annually and revised as necessary.



Christopher Klein  
Superintendent

Rescinds: AD 10.07 dated December 1, 2003  
AD 10.07 dated August 24, 2011

Appendix 1 – Anne Arundel County Risk Management Division policy RMCA-1.0  
Appendix 2 – AED Daily Safety Inspection Record  
Appendix 3 – FDA Incident Form

