

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: October 1, 2014
Topic: 5. Public Relations	Replaces: New
Subject: 6. Public Access Defibrillation (PAD) Program	
Policy No. G.5.6	Page 1 of 4

POLICY

The purpose of this program is to have an Automated External Defibrillator (AED) located wherever people are gathered to improve the chances of survival for those who may suffer from a sudden cardiac arrest. Combined with Cardio-Pulmonary Resuscitation (CPR), the use of an AED may increase the likelihood of saving a person's life by 75% or more over CPR alone. The Public Access Defibrillation (PAD) program places AEDs in public buildings and sporting venues and provides CPR-AED training throughout the DSB.

The Public Access Defibrillation (PAD) Program is administered by Manitoulin-Sudbury District Services Board (DSB), Emergency Medical Services (EMS) Department.

There are several methods to become a participant of the PAD Program such as Heart and Stroke Foundation initiatives, an "Opt In" initiative, and redeployment of surplus AEDs.

Heart and Stroke Foundation initiatives historically occur on an annual basis and participation criteria is set by the Heart and Stroke Foundation.

The "Opt In" initiative is considered by organizations that do not meet the criteria as set by the Heart and Stroke Foundation. The organization can Opt In to the PAD program by self-funding the purchase of the AED and initial training and receive the ongoing support for the AED as laid out in, and for the duration of the PAD Program Terms and Conditions.

Occasionally, the DSB receives funding to replace aging units. **Surplus** AEDs that have been replaced and are still in good working order (initially the lifespan of an AED was estimated to be 5-7 years, **but** evidence shows they are still functioning well at 10 years and may go beyond that threshold), can be redeployed to host sites that do not meet the current restrictive criteria for receiving a funded AED and cannot afford to "Opt In" as described above. There is no defined end of the Terms and Conditions agreement except that an AED not in good working order is cause for termination of the agreement.

DSB Assets and Infrastructure will be provided AEDs for DSB owned facilities and training as determined by Department Heads.

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: October 1, 2014
Topic: 5. Public Relations	Replaces: New
Subject: 6. Public Access Defibrillation (PAD) Program	
Policy No. G.5.6	Page 2 of 4

PROCEDURE

Coordination

Overall coordination of the program includes:

1. Oversight of the participation/implementation process outlined below,
2. Oversight of community training initiatives (see Training below),
3. Reporting of successful AED use to the Heart and Stroke Foundation of Ontario,
4. Monitoring of maintenance and resupply requests by/from host sites,
5. Ordering and delivery of replacement supplies to host sites,
6. Upgrading of AED software when required,
7. Arrangement for repairs on malfunctioning AEDs and supplying of a spare unit when required,
8. Downloading of data from AEDs when utilized and the resupplying of replacement electropads, and
9. Monitoring budget forecasts.

Methods of Participation

1. Heart and Stoke Foundation (HSF) Initiatives:
 - a. HSF notifies Delivery Partner (DSB) of pending new round of AED allocations including funding parameters, important dates/deadlines,
 - b. HSF calls for online applications via direct contact with the Municipalities and public agencies/organizations. DSB has no oversight over this step,
 - c. Online applications close,
 - d. Based upon the known deadlines and email reminder from HSF, the PAD program provider “triages” applications (exclude for geographic errors, etc.) and has the ability to add applicants online at the [ODAI Portal](#).
 - e. HSF short lists applicants according to their criteria,

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: October 1, 2014
Topic: 5. Public Relations	Replaces: New
Subject: 6. Public Access Defibrillation (PAD) Program	
Policy No. G.5.6	Page 3 of 4

- f. The PAD program provider prioritizes the short list sites if there are more sites than AEDs available on the ODAI online portal,
- g. HSF finalizes the prioritized list,
- h. The PAD program provider manages deployment as indicated on the ODAI portal. Historically, there are approximately 10 new implementations per year.

2. Opt-In:

- a. The organization/site contacts the DSB representative indicating their desire to participate in the PAD program,
- b. The DSB will obtain a quote from the AED vendor in the name of the sponsoring organization,
- c. The organization self-funds the purchase of the AED and accessories
- d. Initial training is provided by the DSB on a cost recovery basis.
- e. The organization can then join the program

3. Surplus Redeployment:

- a. The organization/site contacts the DSB representative indicating their desire to participate in the PAD program,
- b. The DSB will keep a wait list of sites that desire AEDs but do not qualify for HSF funding and do not have the resources to "Opt In" as described above,
- c. Each site will be reviewed by the DSB on a case-by-case basis for eligibility and if approved, and an AED is available, it will be awarded to the site.
- d. Training will be provided to the host site on a cost recovery basis.

Training

Although according to legislation, AED training is not required to use an AED, it has been shown that proper training can improve outcomes for persons suffering sudden cardiac arrest. In all circumstances, the DSB provides initial training on a cost recovery basis. Ongoing training may be provided at intervals of not less than three years, upon request of the host, for up to 12 people at no cost. The training will be:

**Manitoulin-Sudbury District Services Board
POLICY & PROCEDURES MANUAL**

Section: G. Emergency Medical Services	Effective Date: October 1, 2014
Topic: 5. Public Relations	Replaces: New
Subject: 6. Public Access Defibrillation (PAD) Program	
Policy No. G.5.6	Page 4 of 4

1. Coordinated by the EMS Department,
2. Delivered by the DSB Community Placement Officer, Contract Staff or EMS Personnel when appropriate,
3. Training will be a full Level “C” CPR-AED course including Adult, Child and Infant CPR, the use of the AED and Cardiovascular Disease and prevention,
4. Duration is approximately four hours and includes, theory, practical skills and a quiz.

Implementation

1. AEDs need to be purchased from HSF approved vendors listed in current HSF/PAD Provider contract, currently we use AED4Life/Berrn Consulting),
 - a. DSB purchases funded AEDs, or
 - b. Organizations/Sites purchase “Opt In” AEDs.
 - c. Excluding those receiving a redeployed AED.
2. Contracts/Terms and Conditions with PAD community program locations are drafted/signed (template on file),
3. Assemble AEDs ensuring appropriate quantities of expendable supplies.
4. Arranges/provides training and deliver AEDs.
5. Document training (rosters for internal use, training agencies and HSF)
6. Document additions to internal spreadsheet called the PAD Program Complete Data Source spreadsheet including details on contacts, addresses, locations within facilities,
7. Ensure the DSB website listing AED locations is updated,
8. Notify Central Ambulance Communications Centre (CACC) of addresses of AED sites and locations within the facilities,
9. If HSF funded, document deployment on the ODAI Portal by completing the balance of required information,
10. If HSF funded, Invoice HSF for AEDs and training costs as outlined in current HSF/PAD Provider contract
11. If an “Opt In” or “redeployment”, invoice the host site for training (cost recovery).