

# Post Event Procedures

## **Maryland Facility AED Report for Cardiac Arrests:**

### *WHEN DOES THE REPORT NOT NEED TO BE FILLED OUT?*

The report does not need to be filled out for non-cardiac related false alarms when the AED is retrieved but the pads are not applied. (Example: A customer feels ill and the AED is brought to the patient's side. The caregiver at the scene does not put the AED pads on the patient because the patient is not suspected of having a cardiac arrest.)

### *WHO SHOULD FILL OUT THE REPORT?*

The report form should be filled out immediately after an incident occurs at your facility by the main Facility Caregiver at the scene and the Facility AED Operator (if a different person). The main Facility Caregiver at the scene is defined as the facility employee who begins the resuscitation process prior to the Facility AED operator arriving. In some circumstances, the Facility Caregiver and the Facility AED Operator may be the same person. If the person initiating resuscitation is not a facility employee, then the Facility AED Operator should be the person who fills out the form. The facility is not responsible for tracking down bystanders who are active in the resuscitation process. However, the report form should accurately reflect that a bystander and not a facility employee initiated the CPR process. The Facility AED Coordinator should review the report and help clarify any questions that the caregiver may have concerning the report.

### *WHAT IS THE TIME FRAME FOR FILLING OUT THE REPORT & SENDING IT BACK TO MIEMSS?*

The report should be filled out immediately following the incident so that the information is still fresh in the mind of the main Facility Caregiver and the Facility AED Operator. If the caregiver has questions about the form, he/she will have 48 hours to consult with the Facility's AED Coordinator. The AED Coordinator is responsible for seeing that the report is returned to MIEMSS within 48 hours following the incident.

*This report should be filled out and placed in the appropriate mail box immediately following the event. Base should also notify coordinator that the event took place so that follow up can be done promptly (holidays and weekends)*

The AED can remain in service during this time period. As soon as possible the coordinator should download the information from the AED, review the Cardiac Arrest form, as required by the State of Maryland, and forward all appropriate information to MIEMSS. A copy of all information should be kept on file with the coordinator to include the following information:

- Maryland Public Access AED Cardiac Arrest Form
- Copy of the AED event information
- Copy of the Campus Police Report Number
- Any other information deemed important or needed based on event circumstances

Fax or express mail reports to:

(410)-706 – 4366 or MIEMSS; 635 West Pratt Street; Baltimore, MD 21201; Attention: Epidemiology/M-CAPD Study

AED Failure:

Any failure of the AED during attempted use must properly documented and notification made to the program coordinator. In addition to the documentation above an FDA MEDWatch form must completed and submitted to MIEMSS along with the Cardiac Arrest Form, and Event Information. The MEDWATCH Report is sent to the FDA. Forms are available for download from the MIEMSS website at:

[www.miemss.org](http://www.miemss.org)

AED Coordinator:

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