

# **CYCU Automated External Defibrillator (AED) Management Guidelines**

Approved by Meeting of Health Services and Dietary Committee at 1<sup>st</sup> semester of 2023 on January 9, 2024

- Article 1. To improve the success rate of emergency response for cases of sudden cardiac arrest on campus, Chung Yuan Christian University (hereinafter referred to as "the University") has installed Automated External Defibrillators (AEDs) on campus. These guidelines are established in accordance with the Ministry of Health and Welfare's "Emergency Medical Care and Rescue Act" and the "Management of Essential Emergency Equipment in Public Areas."
- Article 2. The AED mentioned in these guidelines refers to a device registered and approved by the central health authority, with a permit for import or manufacture, which includes computer-automated heart rhythm analysis and defibrillation capabilities
- Article 3. The AED administrator for the University is assigned by the Health Service Division. This individual must complete AED-related training and undergo retraining every two years. The individual's records must be entered into the central health authority's designated database (hereinafter referred to as the "database"). The same procedure applies in the case of personnel changes.
- Article 4. Locations with an AED must have a designated property custodian from their respective departments. The custodian must complete CPR (Cardiopulmonary Resuscitation) and AED training conducted by the Health Services Division. The custodian must immediately notify the Health Services Division in cases where the AED is activated, damaged, or stolen.
- Article 5. The AEDs are equipped with an automatic alert system that notifies the security office, campus safety center, and Health Services Division in sequence. During office hours, the Health Services Division will respond; outside office hours, the security office and campus safety center will assist on-site, and report to the Health Services Division on the next working day. AEDs should not be activated in non-emergency situations.
- Article 6. After each use, one-time AED supplies must be replaced immediately to ensure readiness for future emergencies. A usage record form must be completed, and AED electronic data uploaded to the database within seven days after the emergency.
- Article 7. The Health Services Division must conduct monthly inspections of AED cases, equipment, batteries, pads, alert systems, and one-time supplies. Verify functionality, completeness and expiration dates of the AEDs. A record of these inspections must be kept for two years for audit purposes, with a budget allocated annually for maintenance.
- Article 8. A map of AED locations on campus and other educational resources will be available on the Health Services Division 's website. The University will hold regular CPR and AED training sessions each semester to enhance emergency response skills among faculty, staff, and students.
- Article 9. These guidelines, having been approved by the Health Services and Dietary Committee, are submitted to the principal for approval and promulgation, with the same process followed for any future amendments.