

STANDARD OPERATING PROCEDURE

Zoll Plus Automated External Defibrillator (AED)

This document contains information about how to operate a Zoll Plus AED unit. It also advises on how to maintain the unit, including a checklist and instructions on how to change pads and batteries.



1. INTRODUCTION

An **Automated External Defibrillator (AED)** is to be used on a suspected sudden cardiac arrest (SCA) victim when they exhibit the SCA symptoms as taught during first aid training.

Responders should consider their own safety and the safety of others prior to using an AED. Responder should only proceed with operation of the AED when it is safe to do so.

2. WARNINGS

2.1 Training

Formal training in the operation of AEDs is recommended but not required.

First Aid courses including Apply First Aid (HLTAID003) include core knowledge requirements for AED use.

2.2 Training Safety Precautions

Before using an AED, the operator must be confident that they can follow the AED instructions for use.

Check for danger before touching the victim.

Wear protective gloves such as disposable latex or nitrile examination gloves.

Use the provided resuscitation mask when giving Cardiopulmonary Resuscitation (CPR). Dry the victim's chest if it is wet.

Do not use if the victim is:

- Lying in water; or
- Conscious; or
- Breathing; or
- Has a detectable pulse or other signs of circulation.

3. PREPARATION

Turn on the AED and press the self-test button.

Using the scissors provided cut any clothing off the victim's chest area.

If necessary, use the alcohol wipe provided to clean the victim's chest.

4. OPERATION

Place the pad on the victim's chest as per the instructions on the pad and follow the prompts and instructions from the AED.

After use the AED must be tagged Out of Service until the pad is replaced.

5. MAINTENANCE

Replace pads after each use.

Replace pads after five years from date of installation.

Replace batteries after five years from date of installation. [Battery Recycling](#).

6. TROUBLE SHOOTING

Carry out the self-test procedure before use.

Refer to AED operator's guide.

7. REFERENCES

Zoll Plus AED Procedure (see page 2)

1 MAINTENANCE & INSPECTION CHECKLIST

Regular inspections and proper care will keep the AED unit in optimum working condition.
Follow the below maintenance checklist to ensure that your AED is ready when you need it.

- The AED unit is clean, undamaged, and free of excessive wear.
- The green status indicator shows the AED passed its most recent self-test
This will also indicate that batteries are still active.
- The AED cabinet or case has no cracks, loose parts or is broken in anyway.
- The AED pads are present, sealed in their package, and within their expiration date.
- All cables are free of cracks, cuts, and exposed or broken wires.
- The AED is stored in a safe, visible, easily accessible location at a temperature that falls within the AED manufacturer's suggested temperature range (0° to 50°C)



2 HOW TO REPLACE BATTERIES

Step 1: Remove from cabinet, flip the unit over and remove the back cover.
Do this by pushing a 10-cent coin into the 2 slots at the base, one at a time, then use the coin to lift open the back cover.



Step 2: Place the unit so that the handle is facing away from you. Then remove the existing batteries and dispose of them.



Step 3: Insert the new 10 x Lithium 123A batteries in the order shown below:

1. Start from the Left side, inserting the first 4 batteries top to bottom.
2. Then the right side, inserting the next 4 batteries top to bottom.
3. Lastly, insert the middle 2 batteries top to bottom.



Step 4: Once all batteries have been inserted in the correct order (step 3), the defib will immediately start a self-test and advise what defib pads are connected.
The defib will advise what to do next.



Step 5: Follow the prompts to press the Blue Button, to confirm new batteries.
The Defib will ask “**if new batteries, press button.**”



Step 6: Put the back cover on the defib and press down to click into place. Turn the defib over and check for the Green Tick in the front window.
Green tick will confirm the defib is ready for use.



3 HOW TO REPLACE PADS

Step 1: Remove from cabinet, then remove the top lid.

Lift to open – Beneath the yellow tag push the lid up to come off.



Step 2: Remove old pads.

Hold down the Defibrillator with one hand (where the pictures are) so that the Defib is stable, then with the other hand grab the lead and pull up.



Step 3: Insert new pads.

1. Pictures on the new pads face down (pictures on pads face pictures on defib).
2. Yellow tab which has the expiry date should be facing towards the handle.
3. Plug the lead into the port (can only fit one way).



Step 4: Place lid back on.

1. Put the back of the lid on first.
2. Tilt the other end of the lid up slightly and thread the yellow expiry tab through the top of the lid.
3. Make sure the pads are tucked under the lid and push the lid down to click it into place.

