

University of Galway Colleges, Schools, Disciplines and Sections Local Cardiac Arrest Response Plan

Heads of Schools, Colleges, Disciplines and Sections must ensure that adequate local arrangements are in place to ensure a prompt, co-ordinated response to a cardiac emergency as part of their occupational first aid arrangements. The following are the key measures:

- Ensure that there are sufficient local First Aid Responders (FARs) (and other staff where appropriate) trained in AED use; **Person responsible: Head of Unit**
- Ensure that there is a local plan in place to respond to a cardiac emergency, setting out the different roles and required actions, as follows; **Person responsible: Head of Unit**
 - In the event of discovering/witnessing someone collapse (the "casualty"), local staff member, student or other to call the Cardiac ambulance (Red Card) and nearest First Aid Responders (FARs). Ensure that the location is safe before approaching the casualty. **Person responsible: All personnel**
 - If the casualty is not responsive:-
 - Call for help – ensure Cardiac ambulance called (Red Card), ensure at least 2 FARs called, send for AED, get help from Bystander(s)
Person responsible: All personnel
 - Get the AED (on opening AED cabinet door audible alarm will sound). Familiarise yourself with all the AED locations now.
Person responsible: All personnel
 - FAR to carryout CPR and use AED in accordance with training:
Person responsible: Trained First Aid Responder

Other local Personnel/Bystanders can assist by:

- Directing cardiac ambulance to location of casualty
Person responsible: Other local Personnel/Bystanders
- Managing other bystanders
Person responsible: Other local Personnel/Bystanders
- Ensure that all staff and others are aware of the location(s) of the nearest AED(s), and what they can do in the event of such an emergency. **Person responsible: Head of Unit**
- After treatment the First Aid Responder completes the Cardiac First Response Report (PHECC)
Person responsible: Trained First Aider Responder