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## AED After Use Checklist

- **Replace Pads**

Pads are single use. Spare pads may be attached to AED for use as main pads. If no spare pads are available, new pads will need to be ordered. Supplier information is available at [www.heart-safe.ca](http://www.heart-safe.ca).

- **Order new Pads**

Ideally, all AEDs should have 2 sets of pads – 1 set attached to device, 1 set as backup. ○ Replace accessories that were used Razor, towel, mask, CPR barrier device etc. may need to be replaced. ○ Complete monthly inspection form on [www.heart-safe.ca](http://www.heart-safe.ca) Can be completed sooner than due date for monthly inspection, in order to ensure functionality. Inspect AED for dirt, damage, or debris.

- **Complete Sudden Cardiac Arrest Report Form on [www.heart-safe.ca](http://www.heart-safe.ca)**

A representative of Heart Safe/The Public Access to Defibrillation Program will follow up with you to provide support and assistance.

- **Submit invoice for new pads to [PAD@emergencyhealthservices.ca](mailto:PAD@emergencyhealthservices.ca) for reimbursement**

When a representative reaches out after the Sudden Cardiac Arrest Report has been submitted, they will provide instructions on how to be reimbursed for replacement pads.

- **Consult AED User Manual and run as self-diagnostic as necessary**

Devices will run daily, weekly, and monthly self-checks, but a manual diagnostic can be done. Details on how to do this, as well as troubleshooting issues if they do arise, can be found in the User Manual. Review after-use manufacturer recommendations in User Manual.

Note: Monthly inspection and Sudden Cardiac Arrest Report forms need to be filled out by AED coordinator, even if they were not present at emergency event. Details that will need to be filled out are:

- ✓ Which device was used
- ✓ Time of event
- ✓ Patient gender and rough estimate of age
- ✓ If CPR was done
- ✓ If the AED was brought to the patient
- ✓ If the AED was applied to the patient
- ✓ If shocks were delivered and how many shocks were delivered