



LUND
UNIVERSITY

DECISION

18 September 2014

Reg. no V 2014/814

Vice-Chancellor

Defibrillators

Background

Sudden cardiac arrest claims the lives of around 10 000 people in Sweden every year – 37 per cent of them are of working age.

The response time is an important factor in the outcome of a sudden cardiac arrest. After making an emergency call, it can take up to 20 minutes before an ambulance arrives. Therefore, it is always important to make the emergency call and **start CPR immediately**. With a defibrillator within reach and staff members who know how to use such equipment, the chances of survival increase considerably. A heart-safe workplace provides security for employees, students and visitors.

On the initiative of Lund University's Health and Safety Committee, a working group has drawn up a proposal for *organising (directives and instructions, see appendix) provision of defibrillators*. The proposal has been out for review at the faculties, administrative divisions and other units.

In brief, the proposal means that every workplace is to be within a heart-safe zone. A workplace is considered to be every place where permanent work and/or studies are carried out.

For Lund University, a heart-safe workplace means that:

- there are routines and preparedness for handling a cardiac arrest and calling the emergency number 112
- there is competency in cardiopulmonary resuscitation, both with and without a defibrillator, so that help can be given immediately
- all staff members know who is competent in cardiopulmonary resuscitation
- all staff members know where the defibrillators are
- treatment with the defibrillator can start **within three** minutes
- the defibrillator should be registered in the national defibrillator registry

Lund University has carried out a procurement of defibrillators. According to the agreement, training for 10 people per defibrillator is included.

Decision

The University has decided that all workplaces are to meet the requirements for a heart-safe workplace within a three-year period, at the latest by 31 December 2017, in accordance with the directives and instructions (see appendix) that Human Resources has drawn up.

The decision on this matter was made by the undersigned Deputy Vice-Chancellor in the presence of Head of Administration Susanne Kristensson, after a briefing by

Human Resources Consultant Elisabet Ekenstam. Occupational Hygienist Åsa Gustafson and Chief Security Officer Per Gustafson also participated in the processing of this matter.

Eva Wiberg

Elisabet Ekenstam
(Human Resources)

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18 September 2014

Defibrillators – directives and instructions

In accordance with the Vice-Chancellor's decision (18 September 2014, reg.no V 2014/814), it is to be made possible to classify every workplace as a heart-safe workplace. All workplaces are to meet the requirements of a heart-safe workplace at the latest by 31 December 2017.

For Lund University, a heart-safe workplace means that

- there are routines and preparedness for handling a cardiac arrest and calling the emergency number 112
- there is competency in cardiopulmonary resuscitation, both with and without a defibrillator, so that help can be given immediately
- all staff members know who is competent in cardiopulmonary resuscitation
- all staff members know where the defibrillators are
- treatment with the defibrillator can start **within three** minutes
- the defibrillator should be registered in the national defibrillator registry

A workplace is considered to be every place indoors where permanent work and/or studies are carried out. Joint acquisition of defibrillators can be done across faculties, departments, administrative or departmental divisions. If a cross-border acquisition is carried out between different units, an agreement is to be *reached* regarding who has *responsibility* for daily supervision and other matters relating to the defibrillator. The acquisition is to be paid for by the respective unit, and the costs are to be shared if it is a joint acquisition.

In accordance with the Vice-Chancellor's decision (18 December 2003, reg. no I F 79 6297/02), every fifteenth employee, but at least two people per department/equivalent, are to have first-aid training that includes CPR. The training is to be repeated every third year.

Each unit (see above) has responsibility for ensuring that all staff members know who is competent in CPR. Information on this, and where defibrillators are located, is to be easily accessible via notice boards or similar. The chief security officer and supplier of the defibrillator can assist in identifying suitable locations for the defibrillators. For each defibrillator at the workplace, there is to be a person responsible for regularly checking the defibrillator's status. When the apparatus needs servicing, the person responsible for the defibrillator is to contact the supplier to arrange it. The service part of the agreement also entails that the supplier is responsible for ensuring the product's function during the agreement period and covers replacement of electrodes, batteries and other consumables, and continuous software updates according to CPR guidelines.

Lund University has carried out a procurement of defibrillators. Information is available in Lupin under the procurement area "Working environment and healthcare".

The agreement applies to a type of defibrillator that can either be rented or purchased, and that includes a service agreement and training in cardiopulmonary resuscitation – defibrillation (CPR–D) – for a maximum of 10 people. We recommend that the employees who, in accordance with the Vice-Chancellor’s decision referred to above (reg. no I F 79 6297/02), have taken a first-aid course including CPR, also undertake defibrillator training, CPR–D. CPR–D training requires CPR training as a basis. The defibrillator provides self-instruction, but is to be seen as a complement to CPR, which is always to be started in all types of cardiac arrest. Refresher courses in CPR–D are to be held at the same intervals as the first-aid courses including CPR, i.e. after 3 years.

CPR-D training contains the following components:

- Description of the defibrillator
- What happens during a cardiac arrest?
- Exercises with training dummies and the defibrillator in various scenarios.

The aim of the course is that, after training, participants are to feel secure about how to assess the vital signs of the affected person, and how to carry out CPR efficiently and effectively, both with and without a defibrillator.

A defibrillator can be ordered in either Swedish or English language versions. It is not possible to change the language on the machine, as this is decided when ordering. Training takes place in conjunction with the delivery, and at a time agreed between the parties. The training can be given in Swedish and English, according to agreement.

After using the defibrillator, contact the supplier. Contact information is on the back of the defibrillator.