Perranarworthal
PARISH COUNCIL

DEFIBRILLATOR POLICY

1 Location

Perranarworthal Parish Council is responsible for the three defibrillators in the parish located at the Information Centre (bus shelter) in the centre of the village, the Perranwell Centre and Perranarworthal Cricket Club.

Details of the defibrillators are included on the national register, known as The Circuit', which is a national database of defibrillators run by the British Heart Foundation with a self-service portal for managing data about each defibrillator. The portal enables those responsible for the units to manage data for each defibrillator including regular service checks and deployment. It also enables defibrillators to be temporarily removed from service and to help source volunteer 'guardians' to manage checks temporarily to cover holidays or restricted access to defibrillators due to works etc. Removing a defibrillator from service will make it unavailable to the ambulance service when a 999 call is received.

Modern defibrillators are very reliable electronically and all of ours are housed in purpose-designed cabinets which have thermostatically controlled heaters to protect them from frost and excessive humidity in winter. Given the rarity of frosts in Cornwall, the heaters are seldom triggered into action. The cabinets also have sound alarms when opened.

The defibrillators will be covered under the parish council's insurance for damage and theft.

2 Maintenance

Maintenance is minimal as the units self-test daily, weekly and monthly.

An LED screen on each defibrillator will display its condition. A quarterly visual check should be made, as suggested by The Circuit, to ensure the LED indicators are showing the correct readings.

The cabinet door should be checked to ensure it opens freely, and the code lock, if used, can be depressed easily. The defibrillator cabinets in our parish will remain unlocked for ease of access.

This policy was approved by the parish council on 29.11.23.

The defibrillators pads have a ‘shelf-life’ and the date is printed on the back of the packet. The pads do not require regular checks, but should be replaced on their expiry date.

The batteries are combined with the pads and the pack requires replacement after a single use. The battery life is 3-4 years and must be replaced on their expiry date, even if not used.

The defibrillator is stored within a lockable, external cabinet, designed to protect the defibrillator during cold, wet weather. The cabinet contains a heater. The heater should be checked regularly to ensure that it is in working order. Electricity supply for the heaters is provided, free of charge, by the owner of the site where the defibrillator is located.

If a fault occurs, immediate service support should be sought and the defibrillator taken ‘out of service’ via The Circuit database.

An instruction manual on use of defibrillators is available on the website.

3 Deployment

If the defibrillator is used by the ambulance service, the Clerk (or their agent) should receive an email informing the owner that the defibrillator has been used and taken out of service on The Circuit. This will require replacement of the battery pad pack before it can be used again.

The Clerk (or their agent) will need to check the defibrillator, restore into position and perform a status check on The Circuit to make it Emergency Ready.

If the Clerk (or their agent) is unable to locate your defibrillator, or have a query regarding your defibrillator being deployed, the local Ambulance Service should be contacted for assistance.

Defibrillators should be marked clearly with a unit number, parish council name and contact number. In the event that a defibrillator is deployed, it may be removed from the site by the ambulance service, and the information is therefore essential for tracking purposes and ensuring the AED is returned to the parish.

Following deployment, if the pads have been opened and the machine used this will require replacement of the battery pad pack before it can be used again. The new battery pad pack is slotted into the machine and the green light starts to flash indicating it is fit for use.

4 Records

The parish council will be accountable for ongoing maintenance and regular, recorded checks of the operation of all equipment, in line with best practice guidance from the manufacturer and the detail herein.

The parish council is responsible for ensuring that each defibrillator is properly maintained and available for use.

All defibrillators are recorded on the national database (The Circuit, operated by the British Heart Foundation), which distributes reminders for the inspection and maintenance of each defibrillator. The Circuit website is easy to use and quick to update the details.

The Clerk (or their agent) must act in accordance with these reminders and submit the results of their inspections to The Circuit, which will issue email receipts of these notifications. These receipts must be retained by the Clerk (or their agent).

The checks include seeing that the cabinet has not been tampered with and whether the flashing green light which indicates battery condition on the AED is flashing green every 10 seconds.

The Circuit will also send a reminder a month before battery replacement is due. This is a simple task and does not require any specialist medical or electrical knowledge.