

## PONTESBURY PARISH COUNCIL



### **Defibrillator Maintenance Policy**

(September 2022)

#### 1. Background.

Pontesbury Parish Council is responsible for three (3) defibrillator units for use within parish. Following donations by Rea Valley Community First Responders, the Parish Council agreed to provide regular checks and maintenance for the continued preservation of the defibrillators. The three defibrillators are located:

- a. The Pavilion, Hall Bank, Pontesbury SY5 0RF
- b. Public toilets, School Green, Pontesbury SY5 0PS
- c. Cruckton Village Hall, Cruckmeole SY5 8JN

All three defibrillators are registered on The Circuit - the national defibrillator network which connects defibrillators to NHS ambulance services across the UK so that in those crucial moments after a cardiac arrest, they can be accessed quickly to help save lives

#### 2. Why Use a Defibrillator?

There are circumstances where the heart goes 'out of sync'. Defibrillators (also known as AEDs) are medical devices that help and support a rescue for a patient in Cardiac Arrest. They achieve this by applying a current of electricity across the heart to stop it, allowing it to reconfigure automatically. Defibrillators are not "Heart Re-starters". An automated external defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient and is able to treat them through defibrillation. The application of electrical therapy which seeks to stop the arrhythmia, allows the heart to re-establish an effective rhythm.

#### 3. Maintenance.

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

- a. A fortnightly visual check will be carried out by the Deputy Clerk to ensure the LED indicators are showing the correct readings.
  - i. Look in window of box to the defibrillator itself

- ii. **First Symbol:** The circle should be complete, if showing a cross then the defibrillator is not working
  - iii. **Second Symbol:** The battery symbol will show charge in thirds, when down to one third (1/3) contact Rea Valley First Responders.
  - iv. **Third Symbol:** The plug symbol should be completely black, if it is just an outline make contact with Rea Valley First Responders.
- b. The **batteries** will be checked after four years or repeated use. The electrode pad conditions should be checked every 3 months to ensure the use by date is not exceeded.
- c. The defibrillators **pads** have a 'shelf-life' and the date is printed on the back of the packet. This will also be checked by the Deputy Clerk. If the defibrillator is used these pads need to be replaced. Therefore, if used or the date is due to run out make contact with Rea Valley Community First Responders to replace the pads.
- d. There will be a pack with scissors (sealed) and a mask and flannel within the box. If the defibrillators are used, make contact with Rea Valley First Responders.
- e. Update The Circuit following the check.
- f. The following form will be used when checking each defibrillator:

Unit:			Location:				
Week No.	Battery Status	Pads Present/Intact	Accessory pack present	Storage Cabinet secure	Cabinet code visible	Comments/ Notes	Signature

4. Recording Checks

A record of the fortnightly and quarterly checks will be maintained by the Deputy Clerk. Electronic diary reminders will be set up for the pads and battery replacement dates. There will also be a record of usage/deployment (when/where). WMAS can assist with this data if required. Data is recorded nationally on the The Circuit. Following use, the unit is to be cleaned and replenished with new pads, masks and flannel. Rea Valley Community First Responders will be informed.

5. Insurance

Defibrillators are covered by the Parish Council insurance for damage and theft. The Parish Council is accountable for ongoing maintenance and

regular, recorded checks of the operation of all equipment, in line with best practice guidance from the manufacturer and details within this policy.

6. West Midlands Ambulance Service (WMAS) – The Circuit

All three defibrillators are registered on The Circuit. Any further defibrillators maintained by the Parish Council will be registered on The Circuit. Registration will help improve survival rates from cardiac rates, through sharing their locations. The Circuit portal enables those responsible for the defibrillators to manage data for each unit, including regular service checks and deployments. It also enables defibrillators to be temporarily removed from service and to help source volunteer ‘guardians’ to manage checks to cover holidays or restricted access due to works, etc. Removing a defibrillator from service will make it unavailable to the ambulance service when a 999 call is received.

Please note, ‘guardian’ details are subject to change and must be agreed in writing by the Clerk and Council will be notified.

7. Manufacturer, Location & Code Information

**Location: Porch - Defibrillator - The Pavilion, Pontesbury SY5 0RF**

Brand	CU-SP1	Serial no. GIR30T188
Availability	24/7	
Pads	bbe	Date due to be changed: August 2024
Ready	Indicating ready	Or when used
Access Code	C159X Access Codes to be written on outside of box	Location Code: AGA 918

**Location: Porch - Defibrillator – Cruckton Village Hall, Cruckmeole SY5 8JN**

Brand	CU-SP1	Serial no: GIR30T187
Availability	24/7	
Pads	bbe	Date due to be changed: August 2024
Ready	Indicating ready	Or when used
Access Code	C159X Access Codes to be written on outside of box	Location Code: AGA 898

**Location: Public Toilets Wall – Pontesbury SY5 0PS**

Brand	CU -SP1	Serial no: GLN36V0426
Availability	24/7	
Pads		Date due to be changed: August 2024
Ready	Indicating ready	Or when used
Access Code	C1 Access Codes to be written on outside of box	Location Code: 4263

8. Deployment

Should the defibrillator be used by the ambulance service, the Council contact will receive an email informing us that a defibrillator has been used and taken out of service on The Circuit. The information will identify which defibrillator.

The identified defibrillator will need to be checked and put back into position, replacing the pads & disposable items, checking the battery and then updating the status check on The Circuit to make it emergency ready again. In any queries arise from the notification the Council are advised to make contact with WMAS. Following use the units should also be thoroughly cleaned.

Cleaning the units involves:

- a. Washing hands
- b. Apply disposable gloves
- c. Inspect defibrillator for any damage, dirt or contamination.
- d. Remove defibrillator from protective cases, DO NOT REMOVE BATTERY.
- e. Clean all outside surfaces with disinfectant wipes, taking care to prevent fluid accessing ports or battery connections.
- f. Remove gloves and wash hands
- g. Inspect/test unit for readiness and put back in protective case and then return to cabinet.

The Pontesbury defibrillators are marked clearly with a Serial no. name of the Parish and contact number. In the event that the defibrillator is deployed, it will be removed from site by the ambulance service and having the correct information on the unit is therefore essential for tracking purposes.

The table below gives information that will be used to record deployment of any defibrillators in Pontesbury Parish:

Unit:		Location:				
Date of Deployment	Out of Svce Date	Date Returned to Svce	Checks / Replacements completed	Circuit Updated (Ready)	Comments	Authorised

9. Pontesbury Parish Council have provided delegated powers to the Deputy Clerk to carry out checks and order new stock for the defibrillators at required. All information to be reported to the following Council meeting.

Date of adoption: 26 September 2022

Date of review: September 2023