

DEFIBRILLATOR OPERATION & MAINTENANCE POLICY

1. History

Adderley Parish Council purchased a Defibrillators for use within the Parish of Adderley and beyond, if required, in August 2015.

2. General

There are circumstances where the heart goes 'out of sync'. Being a four chambered muscular pump, it gets an electrical signal which contracts the muscles in order. Fibrillation occurs when the muscles are in a spasm which affects the flow of blood. Defibrillators give a shock to the heart in order to stop the spasms. Sometimes the heart has stopped and in this condition the machine will not allow a shock as the heart is not in spasm. When stopped the heart needs cardiac massage (CPR).

3. Maintenance

Minimal, an LED screen displays a black circle if all is well, and a battery level with three segments showing. A fortnightly visual check should be made to ensure the LED indicators are showing the correct readings. The batteries will require a check after four years or repeated use. The electrode pad condition should be checked every 3 months to ensure the use by date is not exceeded.

4. Records

A log of checks should be maintained and kept in the cabinet. There should be a record of unit usage/deployment (when/where). The Ambulance service can assist with this data if required. This will provide statistics for both the Parish and WMAS. Data is recorded using a national database called 'The Circuit'. The unit should be wiped down and replenished after use. Spare pads and shaving kits will be held by the Parish Clerk or alternatively, if spares are not made available, the units should be made 'out of service' whilst replacements are sourced.

5. Insurance

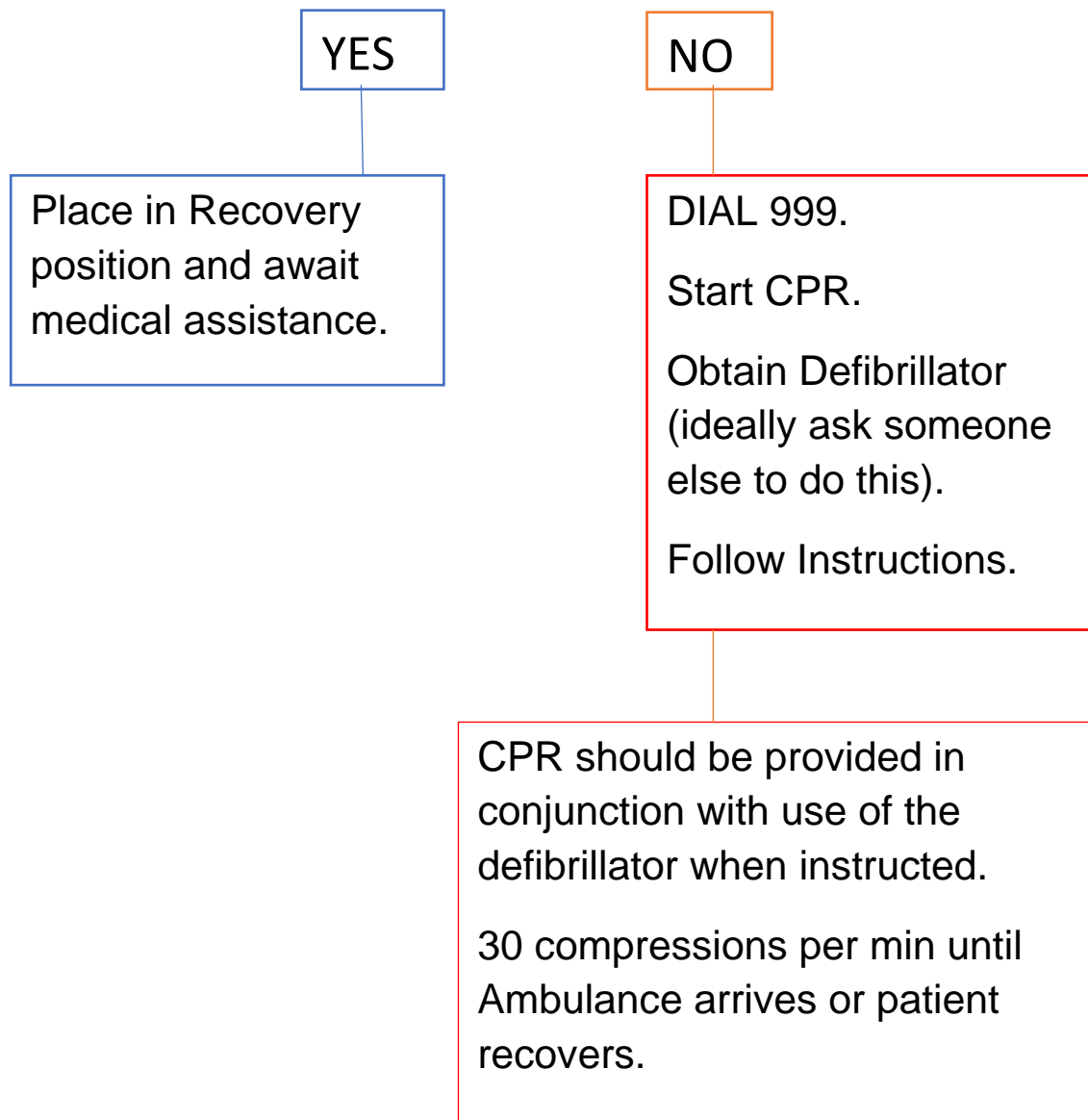
Defibrillators are covered under Parish Insurance for damage and theft. The Parish is accountable for ongoing maintenance and regular, recorded checks of the operation of all equipment.

6. Operation

First dial 999. Control will advise of the closest defibrillator location and provide and a code. Cabinets should be clearly marked with a unit/location number that can be supplied to the Emergency Services Operator if the caller is already at the location.

CPR should be conducted from the moment the patient stops breathing and should work in conjunction with the defibrillator. The unit is semi-automatic and will tell the operator what and when to do (or not to do) resuscitation techniques. Ideally, CPR will continue in conjunction with use of the defibrillator until the ambulance arrives.

IS THE PATIENT
BREATHING?



7. West Midlands Ambulance Service - 'The Circuit'

Registering any Parish owned defibrillators on 'The Circuit' will help improve survival rates from cardiac arrest, through sharing their location. The Circuit is a national database of defibrillators with a self-service portal for managing defibrillator details and data. 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.

8. Deployment

If the defibrillator is used by the ambulance service, you will receive an email informing you that your defibrillator has been used and taken out of service on The Circuit. You will need to check your defibrillator, put back into position and perform a status check on The Circuit to make it Emergency Ready. If you're unable to locate your defibrillator, or have a query regarding your defibrillator being deployed, you will be required to contact your local Ambulance Service for assistance.

Defibrillators should be marked clearly with a unit number, name of the Parish and contact number. In the event that it is deployed, it will be removed from site by the ambulance service, and this is therefore essential for tracking purposes.

Following deployment, checks need to take place to ensure that the defibrillator has been replaced properly and that the battery is working, the pads are in date and the disposable items are present. The defibrillator should also be cleaned in accordance with the manufacturer's instructions.

In general terms, this should include the following steps;

1. Wash hands
2. Apply gloves (if available)
3. Inspect defibrillator for any damage, dirt or contamination
4. Remove defibrillator from protective case (if not done so already), do not remove battery.
5. Clean all outside surfaces with a disinfectant wipe, take care not to allow fluid to access ports or battery connections
6. Remove gloves and wash hands
7. Inspect/test unit for readiness and put back in protective case and then return to cabinet

The Clerk will maintain a record of Defibrillator deployment.

9. Fortnightly Log

Below is an example of the Check Log. This must be updated by one of the Guardians as part of this policy. The Clerk must report annually to Full Council that regular checks and maintenance is taking place in line with the detail herein.

Unit:							
Location:							
WEEK NUMBER	BATTERY STATUS	PADS PRESENT / INTACT	SPARES PRESENT / INTACT	ACCESSORY PACK PRESENT / INTACT	STORAGE CABINET SECURE / INTACT	COMMENTS	AUTHORISED

This policy was adopted by Adderley Parish Council on 7th May 2025