

CLIVE PARISH COUNCIL

DEFIBRILLATOR OPERATION & MANAGEMENT POLICY

Adopted June 2021

Reviewed: June 2022, 2023

Next Review: June 2024

History

Clive Parish Council is responsible for one Semi- Automatic Defibrillator (AED) for use within the Parish of Clive. There is also an advisory AED Working Group made up of 2 councillors plus local volunteers. Following recommendations from other Parish Councils, British Heart Foundation, and 'The Circuit', it was decided in February 2020 to make the AED accessible to all members of the public instead of using trained volunteers only. The Parish Council's AED was registered on the 'The Circuit' and subsequently relocated from the phone kiosk on High Street to the porch of Clive Village Hall in the summer of 2020. In May 2021, the Parish Council purchased a new AED unit (iPAD SP1) to replace the older, discontinued AED unit (Cardiac Science model). The old AED was decommissioned and disposed of, and 'The Circuit' was updated with the new AED details. There is also now an AED unit located at Clive CofE school, but this is managed by the primary school and the Parish Council has no responsibility for this asset.

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).

Maintenance of Defibrillator

Minimal, the unit self- tests daily, weekly and monthly. 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. The cabinet door should be checked to ensure it opens freely, and the code lock can be depressed easily. See [Care Instructions heading](#) for more detail on maintenance.

Records

A log of fortnightly and quarterly checks should be maintained and kept digitally by Parish Clerk. There should also be electronic diary reminders for pads and battery replacement. 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 other consumables (i.e. Starter Kits) will be held by members of the AED Working Group. Alternatively, if spares are not available, the units should be marked as 'out of service' on 'The Circuit' whilst replacements are sourced. The local ambulance service can often replenish consumables after they have deployed a defibrillator, or the supplier (MedUK Ltd/Wel Medical) can be contacted if supplies are needed urgently.

Insurance

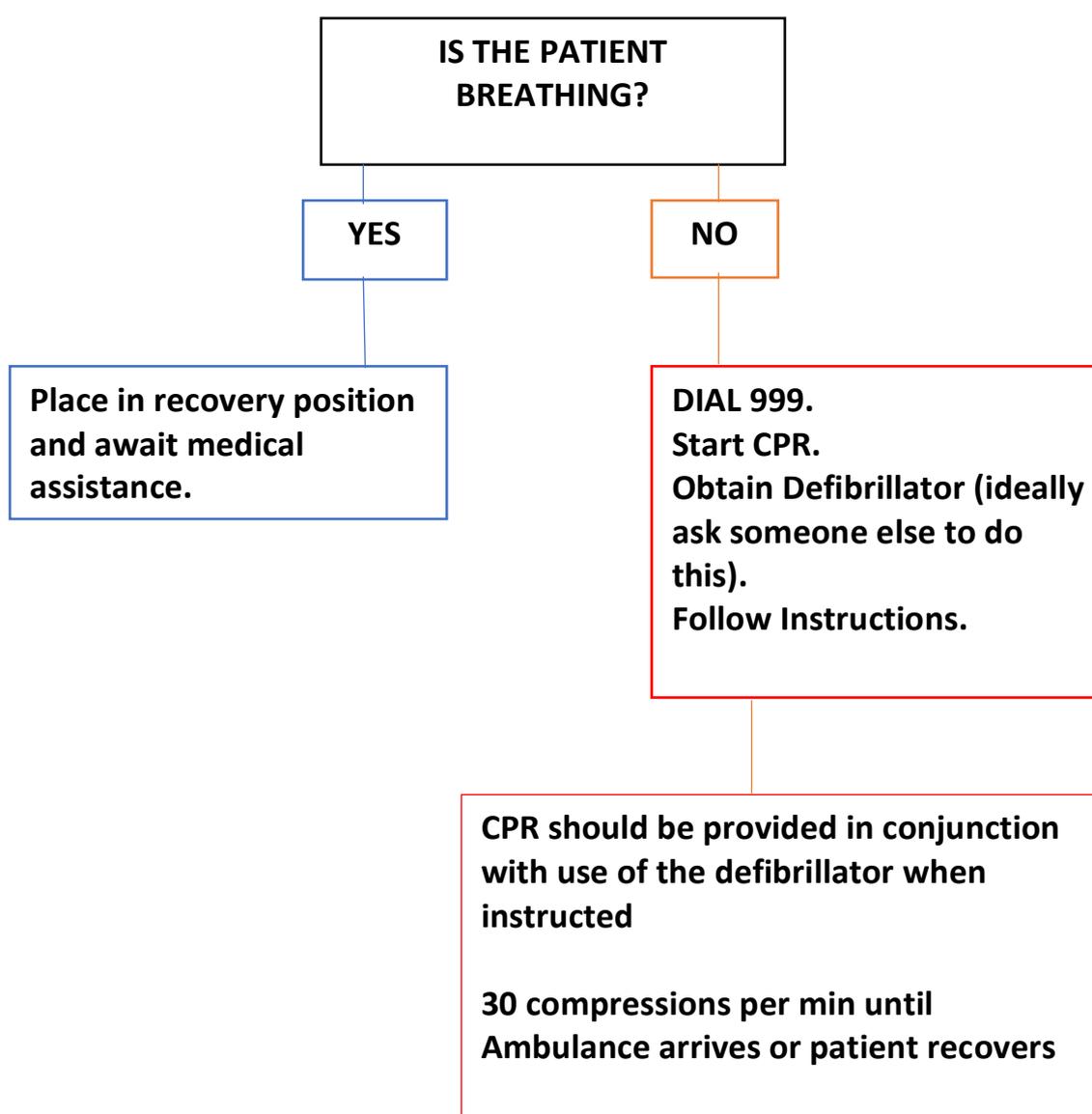
The community defibrillator and cabinet are covered under the Parish Council's insurance for damage and theft. The Parish Council is accountable for ongoing maintenance and regular, recorded

checks of the operation of all equipment, in line with best practice guidance from the manufacturer and the detail herein. Although the AED is located at the Village Hall, the Village Hall Management Committee has no responsibility for this asset.

Operation

First dial 999. Control will advise of the closest defibrillator location and will provide the access 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. It will take electronic readings from the heart and decide whether a shock is appropriate, at which point CPR should be paused. Ideally, CPR will continue in conjunction with use of the defibrillator until the ambulance arrives. For every minute CPR is not carried out, chances of survival drop by 10%.



West Midlands Ambulance Service - 'The Circuit'

Registering any Parish Council 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.

[Visit 'The Circuit' for more information.](#)

Best Practice Guidance

According to the manufacturer of the iPad SP1 defibrillator currently in situ in the Parish of Clive, the recommended life span of a defibrillator is currently 10 years, and the battery life is approximately 4 years. This can vary based on the number of deployments (usage). *Refer to [Care Instructions heading](#) below for more details.

An instruction manual for the defibrillator is held by the members of the AED Working Group, and the clerk has a digital copy for reference.

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 Clive Village Hall Management Committee, where the defibrillator is located. A hook is provided inside the cabinet for the defibrillator to be hung, preventing it from sitting directly on top of the heater.

Service

Refer to [Care Instructions heading](#) for troubleshooting advice.

For faults, immediate service support should be sought and the defibrillators taken 'out of service' via 'The Circuit' database. The AED Working Group, the Clerk, and wider Parish Council should be alerted immediately, and where possible, public notified via social media, noticeboards and Parish Council website.

For service contact:

MedUK Group Ltd
Address: 42 Duchess Drive, Bridgnorth, WV16 4JD
Email: office@meduk.co.uk
Phone: 01952 373999

For replacements/spares contact MedUK as above, or alternatively:

WEL Medical Limited
Address: 1 Chancerygate Way, Farnborough, GU14 8FF
Email: enquiries@welmedical.com
Phone: 01252 344007

Deployment

If the defibrillator is used by the ambulance service, you should 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 it 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, Parish Council name and contact number. In the event that it is deployed, it may be removed from the site by the ambulance service, and this is therefore essential for tracking purposes, and ensuring the AED is returned to the Parish.

Following deployment, checks need to take place to ensure that the defibrillator has been replaced properly and that the battery is working, replacement pads are present and in date, and other the deposable 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), but do not remove battery.
5. Clean all outside surfaces with a disinfectant wipe, taking 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

Defibrillator Details

UNIT:	No.1
BRAND:	CU Medical Systems / iPAD
MODEL:	SP1 (Semi-automatic)
ACCESS TYPE:	Public
ACCESS HOURS:	24x7x365
LOCATION ADDRESS:	Clive Village Hall, 2-3 Jubilee Street, Clive, SY4 3JN
SITUATED:	Front porch of Clive Village Hall, on wall to the right of the steps
SERIAL NUMBER:	G1S35P387
CABINET LOCKED:	Yes
CABINET ACCESS CODE:	C1276Z
MANUFACTURER:	Wel Medical
SUPPLIER:	MedUK Group Ltd
UNIT MANUFACTURE DATE:	21.10.2020
BATTERY	GS290865
MANUFACTURE DATE:	July 2020
PAD USE BY DATE:	01.08.2023
PAEDIATRIC PADS:	Pads suitable for both adults and children
SHAVING KIT:	Yes (part of Starter kits)

Care Instructions

The Parish Council-owned defibrillator is an Intelligent Public Access Defibrillator (IPAD) CU-AED SP1. The following care instructions have been provided by WEL Medical as manufacturers of the unit.



SP1 - LCD Display Icons



The 'Circle of Life' determines the current operation status of the defibrillator. If the iPad SP1 picks up any errors during its self testing routines, the circle will change to an 'X'. At this point, the 'I' button on the device will turn red and flash. Pressing the 'I' button will tell you the current fault.

If you see a circle, your defibrillator is operating correctly.



The current battery power will be displayed as bars, similar to how mobile phones work.

- A full battery will display all three segments.
- A half-charged battery will display two segments.
- A quarter full battery will display one segment.

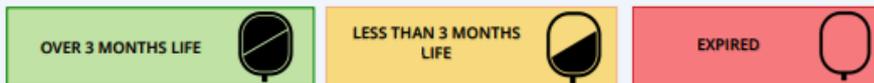
A flat or near flat battery will display no segments. At this point the machine will warn you that the battery is low by turning the 'circle of life' from a circle to a cross.

It is highly recommended you change the battery when the AED alerts you of 'Low Battery' status. This is when the 'I' button starts flashing red, accompanied by a flat battery icon. By pressing the 'I' button, it will audibly say "Low Battery—Replace with a new one".

You will have up to 15 shocks from this point.

Note: SP1 batteries are expected to last a minimum of four years or 200 shocks, if cared for correctly. Guides for this can be seen in the manufacturers manual supplied with each SP1.

All SP1 pads have an expiry date on them and this is reflected within the LCD as segments. When the pads have three months or less worth of life left in them, only the bottom segment will show. When the pads have expired, no segments will show.



SP1 - LCD Troubleshooting

	Screen is displaying all icons, each icon solid and easy to see.
	Icons on the screen are faded and difficult to see.
	Icons completely missing.
	If a black cross is displayed then the machine has developed a fault.

We advise you look at your AED weekly/daily shift check!

This is to ensure your AED is always in a life-saving condition, and allows you to keep tabs on battery and pad life.

However, sometimes faults can develop. The iPad SP1 typically will only present four types of faults, which can be visible on the left hand side.

Icons found in the **GREEN** box is what you should expect to see on your defibrillator. This means it is operational. You may see the battery indicator go down to two icons, or the pad icon to lose the top half segment. This is normal behaviour and it's the AED telling you that the life of your consumables has reduced. Sometimes the battery may be blank, with a X. This means your battery is empty. This is not considered a fault.

Icons found in the **AMBER** box suggests there is a LCD issue. **The AED is still working and can be used during an emergency situation.** If you do develop an LCD issue, we shall replace or fix your unit, free of charge.

Icons found in the **RED** box suggests your defibrillator has come across a fault, either internally or because it's detected a low battery. These types of faults are usually accompanied by a flashing red 'I' button.

Give us a call immediately if you ever receive icons found in the **RED** box.

Our helpline is: 03333 444 789

WINTER CARE



Most AED's use Lithium technology, a high energy storing battery that is designed to last a long period of time. Although these batteries are stable and reliable, Lithium battery technology does have some flaws which can impact the performance of the devices they are used in.

Specifically, with the AED's, these batteries can *lose charge* when exposed to cold temperatures over an extended period of time.

This can give the appearance that the battery has run flat, even though the day before the battery was full.

**Typical operating standards for AED's is: 0°C ~ 43°C
(32°F ~ 109°F)**



If you suspect your battery may have been exposed to cold during the night, and your AED is no longer functioning, bring it inside. Allow the battery to warm up - this may take a few hours. Once warmed back up within operational temperatures the AED should re-operate. When the battery is warmed up, it regains any charge it previously lost - however, repeated exposure can result in your battery's life degrading over time.

HOW TO CARE FOR MY AED

Protecting your AED during colder periods is imperative to ensure it is always operational and ready during rescue events. Here are some do's and don'ts for looking after a AED.

DON'Ts	DO's
Do not leave your AED inside a car during cold nights. Cars do not protect against the cold!	Bring in your AED every night and put it in an easy to grab place, where it is warm and dry. Do this if you keep your AED in a vehicle.
Do not store your AED outside in an indoor cabinet.	Outdoor AEDs should be stored in a waterproof, heated cabinet.
Do not leave your AED unattended for prolonged periods of time.	It's imperative you check your AED as often as you can, a minimum of once a week. This will allow you to monitor your AED's condition. If you have an outdoor cabinet, check that your heater is working by placing your hand on the heater during a cold night. It should be warm. Keep all moving parts of your cabinet well oiled and lubricated. Water can seep into moving parts and then freeze, causing it to seize up.



What you need to know about Defibrillators CPR Guide

Refer to Appendix 1.0 of this policy for the full 'What you need to Know about Defibrillators and CPR' guide.

Maintenance/Service Record

The below is a record of defibrillator maintenance/service. This includes a record of any replacement parts/spares. This must be updated monthly by the Parish Clerk as part of this policy.

Unit:	No.1				
Location:	Village hall porch				
FAULT / ISSUE	CIRCUIT UPDATE (OUT OF SERVICE)	REPAIR / ACTION	CIRCUIT UPDATE (EMERGENCY READY)	COMMENTS	AUTHORISED
31.08.2022 Urgent Field Safety Notice issued re. potential software fault leading certain models of iPad to show full battery when not in fact full.	N/A	Clerk checked guidance in FSN and Cllr Goldwyn followed steps to check model serial number and interrogated device to check which software version PC AED is. Confirmed PC AED software is later version than the one with the fault, so no further action required.	N/A	No action required.	L. Bardsley 31.08.2022
Pads due to expire summer 2023	N/A	Current adult/child pads due to expire on 01.08.2023.	N/A	On June agenda for PC to agree to purchase new pads asap.	L. Bardsley 09.06.2023
AED battery replacement (to diarise for Spring/ Summer 2024)	N/A	Battery manufactured July 2020 so battery condition to be monitored carefully, and diarise replacement before July 2024.	N/A	AED battery life is approx. 4 years.	L. Bardsley 09.06.2023

Fortnightly Log

Below is a record of fortnightly checks. This must be updated at least fortnightly by members of the AED Working Group and provided to the Parish Clerk 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:	No.1						
Location:	Village hall porch						
WEEK NUMBER/DATE	BATTERY STATUS	PADS PRESENT / INTACT / IN DATE	SPARES PRESENT / INTACT	ACCESSORY PACK PRESENT / INTACT	STORAGE CABINET SECURE / INTACT/HEATER WORKING	COMMENTS	AUTHORISED
29/07/2021	FULL	Y	Y	Y	Y	NONE	
12/08/2021	FULL	Y	Y	Y	Y	NONE	
26/08/2021	FULL	Y	Y	Y	Y	NONE	
08/09/2021	FULL	Y	Y	Y	Y	NONE	
23/09/2021	FULL	Y	Y	Y	Y	NONE	
06/10/2021	FULL	Y	Y	Y	Y	CABINET FOUND OPEN AND UNLOCKED.	
22/10/2021	FULL	Y	Y	Y	Y	GOOD WORKING ORDER	
03/11/2021	FULL	Y	Y	Y	Y	None	
18/11/2021	FULL	Y	Y	Y	Y	None	
02/12/2021	FULL	Y	Y	Y	Y	None	
13/12/2021	FULL	Y	Y	Y	Y	Everything in order.	
13/01/2022	FULL	Y	Y	Y	Y	None	
27/02/2022	FULL	Y	Y	Y	Y	NONE	
10/02/2022	FULL	Y	Y	Y	Y	NONE	
28/02/2022	FULL	Y	Y	Y	Y	NONE	
10/03/2022	FULL	Y	Y	Y	Y	NONE	
26/03/2022	FULL	Y	Y	Y	Y	NONE	
13/04/2022	FULL	Y	Y	Y	Y	NONE	
21/04/2022	FULL	Y	Y	Y	Y	NONE	
26/04/2022	FULL	Y	Y	Y	Y	NONE	
05.05.2022	FULL	Y	Y	Y	Y	NONE	
19.05.2022	FULL	Y	Y	Y	Y	NONE	
06.06.2022	FULL	Y	Y	Y	Y	NONE	
16.06.2022	FULL	Y	Y	Y	Y	NONE	
29.06.2022	FULL	Y	Y	Y	Y	NONE	
14.07.2022	FULL	Y	Y	Y	Y	NONE	
29.07.2022	FULL	Y	Y	Y	Y	NONE	
25.08.2022	FULL	Y	Y	Y	Y	NONE	
08.09.2022	FULL	Y	Y	Y	Y	NONE	
24.09.2022	FULL	Y	Y	Y	Y	NONE	
20.10.2022	FULL	Y	Y	Y	Y	NONE	

03.11.2022	FULL	Y	Y	Y	Y	NONE	
18.11.2022	FULL	Y	Y	Y	Y	NONE	
15.12.2022	FULL	Y	Y	Y	Y	NONE	
08.01.2023	FULL	Y	Y	Y	Y	NONE	
21.01.2023	FULL	Y	Y	Y	Y	NONE	
26.01.2023	FULL	Y	Y	Y	Y	NONE	
08.02.2023	FULL	Y	Y	Y	Y	NONE	
22.02.2023	FULL	Y	Y	Y	Y	NONE	
09.03.2023	FULL	Y	Y	Y	Y	Heater is working properly	
06.04.2023	FULL	Y	Y	Y	Y	None	
12.04.2023	FULL	Y	Y	Y	Y	None	
20.04.2023	FULL	Y	Y	Y	Y	None	
04.05.2023	FULL	Y	Y	Y	Y	None	
18.05.2023	FULL	Y	Y	Y	Y	None	
31.05.2023	FULL	Y	Y	Y	Y	None	
14.06.2023	FULL	Y	Y	Y	Y	Pads need to be replaced	