

West Dereham Parish Council

Defibrillator Policy

NB: This document is not a CPR or AED Training Manual.

INTRODUCTION

This document provides details of the West Dereham Parish Council (WDPC) Automated External Defibrillator (AED) installation and arrangements for its ongoing maintenance.

The AED was purchased by WDPC through donations and grant funding. WDPC have assumed responsibility for the AED, agreeing to fund its ongoing maintenance and its eventual replacement. The asset is included on the Parish Register for insurances purposes.

The AED is registered on The Circuit, the national defibrillator network which links the defibrillator to every ambulance service in the UK. On receipt of an appropriate '999' call, the security cabinet code lock will be released to the code requester by 911 who have access to the code through The Circuit.

WHAT AN AUTOMATED EXTERNAL DEFIBRILLATOR IS

An AED is a machine that is placed externally on the body and is used to give an electric shock when a person is in cardiac arrest i.e., when the heart suddenly stops pumping blood around the body.

THE PURPOSE OF AN AUTOMATED EXTERNAL DEFIBRILLATOR

AEDs are specifically designed to be used by members of the public as well as first responders in the event of a cardiac arrest. Early cardiopulmonary resuscitation CPR and defibrillation is essential for survival. Increasing awareness of the need for CPR and the placement of AEDs in public places helps reduce the time delay between cardiac arrest and shock, and increases the number of people able to respond to out-of-hospital cardiac arrest. It increases the chances of survival, by providing CPR and defibrillation before emergency services arrive on the scene.

AED INSTALLATION

The AED is installed outside of the West Dereham Village Hall, Church Road, King's Lynn, PE33 9RF. It is housed within a temperature controlled secure cabinet.

ACCESSING THE AED

Access to the cabinet is via a mechanical digital lock. When the AED is required in an emergency situation, the lock access code is provided by making a '999' call to the emergency services who will release the code to the requester. The parish clerk will receive an automated email if the ambulance service has sent someone to fetch the AED during an emergency.

AED PROCEDURES

The following procedures will be implemented and carried out by WDPC.

a) RECORD KEEPING

Records will be kept of:

- Emergency defibrillator deployments for audit and evaluation purposes
- Details of any untoward incidents or concerns that may affect the overall integrity of the system

b) AED MAINTENANCE

The Parish Council will routinely undertake AED appliance checks on a monthly basis in accordance with the AED manufacturer's instructions. Checks are logged and recorded on The Circuit. The parish clerk will purchase any additional/replacement items as required. Each monthly check will include the following:

- Ensuring the AED cabinet light is on (this ensures the AED heater is available)
- Confirming nothing was highlighted in the AED'S regular self-check
- Checking that one set of defibrillation electrodes are connected to the device
- Checking that the items usually stored within the cabinet are still there
 - Spare set of electrodes
 - Resuscitation kit containing two pairs of gloves and one safety razor
 - One pair of trauma shears
 - One towel
 - One facemask
- Lubricating the keypad with WD40 every couple of months to ensure the lock mechanism is kept clean and operates smoothly.

If faults are identified, the parish clerk will change the availability on The Circuit to 'unavailable' and arrange its repair.

c) REINSTATING THE AED AFTER DEPLOYMENT

This section provides guidance for the reinstatement of the AED after it has been deployed in an emergency situation. If the AED has been used in an emergency, these steps should be followed to prepare the AED for another use:

1. Wipe the AED and case all over thoroughly with an antibacterial wipe.
2. Once clean, check there is no obvious damage and check that the self-test indicator is showing okay, as per the manufacturer's instructions.
3. Check if any of the disposable items are missing or appear to have been used. If so, dispose of them safely and replace with new ones.
4. The defibrillator is now ready for use during another emergency and should be returned to where it is normally kept.

AED INFORMATION

LOCATION: Visible on the outer wall of the West Dereham Village Hall, Church Road,
King's Lynn, PE33 9RF.

BRAND: Mindray Automated External Defibrillator

MODEL: BeneHeart C1A

SERIAL NUMBER: AF1-28056908

ACCESS CODE: C159X