

Kingswear Parish Council
Defibrillator Maintenance Policy
(October 2022)

1. Background.

Kingswear Parish Council is responsible for two defibrillator units for use within parish. The Parish Council agreed to provide regular checks and maintenance for the continued preservation of the defibrillators. The two defibrillators are in locked cabinets, and the locations and codes are as follows:

- a. Higher Contour Road, TQ6 0DE: C23479 - Defibrillator located in red telephone box just past 'The Bridge house' on the left as you drive toward Ridley Hill.
The Bridge (Located in red telephone box just past The Bridge house), Higher Contour Road, Kingswear, Devon, TQ6 0DE
- b. Raddicombe Drive, TQ5 0EZ C2589X - Defibrillator located in phone box which can be seen on your left as you enter Raddicombe Drive from Kingswear Road.
Public Telephone Box (On left as you enter Raddicombe Drive from Kingswear Road), Raddicombe Drive, Hillhead, Devon, TQ5 0EZ

The 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. Weekly checks are carried out by Cllr Gary Webber (Higher Contour Road) and Cllr Paul Burnell (Raddicombe Drive) and a WhatsApp message is sent confirming this.

a. A monthly visual check will be carried out by the Deputy Clerk to ensure the LED indicators are showing the correct readings.

- **Check for the green check () showing that the AED Plus is ready to use.**
- Verify that electrodes are within their expiration date. Date due to be changed: 18/3/2027
- Verify that batteries are within their expiration date. Date due to be changed: March 2031
- Verify that electrodes are pre-connected to the input connector.
- Verify that supplies are available for use (razor, mask, gloves, extra batteries).

Check the following	Pass	Fail
Is the unit clean, undamaged, free of excessive wear?		
Are there any cracks or loose parts in the housing?		
Verify electrodes are connected to the AED Plus and sealed in their package. Replace if expired		
Are all cables free of cracks, cuts and exposed or broken wires?		
Turn the AED Plus on and off and verify the green check indicates ready for use.		
Batteries within expiration date. Replace if expired		
Check for adequate supplies		

- 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 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 Community First Responders.
- e. Update The Circuit following the check.

4. Recording Checks

A record of the monthly 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). South Western Ambulance Service 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. 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. South Western Ambulance Service – The Circuit

All 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 & Information:

Location: Red telephone box - Defibrillator - **Higher Contour Road, TQ6 0DE**

Brand	Zoll AED Plus	X17A 891177
Availability	24/7	
Pads		Date due to be changed: 18/3/2027
Batteries		Date due to be changed: March 2031
Ready	Indicating ready	Or when used
		Call Sign DC0464

Location: Red telephone box - Defibrillator - **Raddicombe Drive, TQ5 0EZ**

Brand	Zoll AED Plus	X17D 915985
Availability	24/7	
Pads		Date due to be changed: 18/3/2027
Batteries		Date due to be changed: March 2031
Ready	Indicating ready	Or when used
		Call Sign DC0626

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 South Western Ambulance Service. Following use the units should also be thoroughly cleaned.

Cleaning the AED Plus

- Wash hands
- Apply disposable gloves
- After each use, clean and disinfect the AED Plus with a soft, damp cloth using 90% isopropyl alcohol, or soap and water, or chlorine bleach and water mixture (30 ml/liter water).
- Do not immerse any part of the AED Plus in water.
- Do not use ketones (MEK, acetone, etc.) to clean the AED Plus.
- Avoid using abrasives (e.g., paper towel) on the display window or IrDa port.
- Do not sterilize the AED Plus.

The Kingswear 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 Kingswear Parish:

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

9. Kingswear Parish Council has 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: October 2022 - Date of review: October 2023