

Defibrillator Operation & Maintenance Policy

History

Wrockwardine Parish Council ('the Council') is responsible for four LIFEPAKCR Plus defibrillators. The "units", purchased in December 2018, are sited in heated, locked cabinets at the following points in the Parish:

- Admaston House – outside wall, old entrance
- Wrockwardine Village Hall – outside wall main entrance
- Allscott - telephone kiosk
- Charlton – outside garage wall August House

The units are registered with the West Midland Ambulance Service EOC CAD system and are linked to the national database "The Circuit".

General

Defibrillators are there to be used for someone in cardiac arrest. After a cardiac arrest, every minute without CPR (cardio pulmonary resuscitation) and defibrillation reduces someone's chance of survival by 10%. No formal training is necessary for using the defibrillators. On calling 999 the ambulance service directs the caller to the nearest defibrillator unit and gives them the access code. The defibrillator is a fully mobile unit and when opened, full spoken instructions are given. The patient cannot be hurt as the machine will not allow a shock if the heart is not in spasm.

Maintenance

Each unit should be:

- Labelled with the unit number.
- Labelled with the Council's contact details.

In the event of the unit being removed for use it can then be tracked through the Ambulance Service.

Each cabinet should be:

- Labelled with the unit number.
- Labelled with the Council's contact details.

Where the units are not often deployed, the manufacturer's recommendation states they should be inspected on a monthly basis to ensure the **OK** symbol is displayed in the readiness display window and the unit is "Emergency Ready". [one defibrillator from the four has been deployed in the 31 months since purchase and it is therefore ascertained that they are not "often deployed"]

The units perform an automatic self-test once a week and every time it is turned on. The electrode indicators briefly flash during the test. If the automatic self-test detects a condition that requires attention, the **OK** symbol in the readiness display will fade and one of the following symbols will appear:

- **CHARGE-PAK**
- **ATTENTION**

- **WRENCH**

These indicate there is a problem with the unit and it is not Emergency Ready.

The Circuit

The defibrillator units are registered on The Circuit which is a national database of defibrillators with an on-line self-service portal for managing details and data. The portal enables those responsible for the units to manage data for each unit including regular service checks and deployment (via the ambulance service). It also enables defibrillators to be temporarily removed from service where necessary, and make a unit unavailable to the ambulance service when a 999 call is received.

Monthly Inspection Procedure

1. Wipe down the cabinet with a dry cloth;
2. Spray GT85 (with PTFE) lubricant, penetrant and water displacer, on the keypad;
3. Use the keypad code to open the cabinet -there will be a piercing ring to acknowledge the cabinet is open;
4. Remove the green pin from the inside of the cabinet door and place it on the magnetic box on the floor of the cabinet – the ringing should cease;
5. Check the display on the readiness window of the unit;
6. If **OK** is displayed, clean around the seals and inside the cabinet, ensure the unit is hanging freely and that the written instructions are inside/check the keyring with the Council's information is attached to the unit case;
7. Remove the green pin from the magnetic box – the ringing will start – place it on the inside of the cabinet door and close the door, ensuring the handle is lifted and the door is securely locked – the ringing should cease;
8. Advise the Clerk that the unit is Emergency Ready;
9. The Clerk updates The Circuit accordingly.

When a message other than **OK** is displayed or, the display is blank:

1. Close the door and ensure it is locked securely;
2. Place an "Out of Service" sheet securely on the door and take a photograph of the cabinet and sign;
3. Advise the Clerk of the action taken as soon as possible and send the photograph of the cabinet and sign;
4. The Clerk updates The Circuit that the unit is not Emergency Ready thus removing the unit from service and making it unavailable to the ambulance service when a 999 call is received;
5. The Clerk makes the necessary arrangements to get the unit back to Emergency Ready as soon as possible and updates The Circuit accordingly.

Records

- A monthly log of each inspection is made (Appendix 1) and forwarded and kept by the Clerk.
- Where a volunteer is inspecting a unit monthly, the Clerk will visit that unit every three months, as per The Circuit's advice, and keep a log of these inspections (Appendix 2).

Maintenance

The CHARGE-PAK battery charger and the QUIK-PAK electrode packet have limited lifespans and should be replaced according to the manufacturer's guidance manual. The Clerk holds these details and is responsible for ensuring that replacements are purchased and installed in a timely manner and in accordance with the manufacturer's guidance manual.

Deployment

When a defibrillator unit has been used in an emergency situation, the Clerk will receive an email from The Circuit advising of its use and that the unit has been temporarily taken out of service on The Circuit. The following procedure should then be followed:

1. The Clerk should inspect the unit and follow the procedure to make it Emergency Ready again. This should include the following steps:
2. Wash hands;
3. Apply gloves (if available);
4. Remove the defibrillator from its soft protective case;
5. Inspect the defibrillator unit for any damage, dirt or contamination;
6. Clean all outside surfaces (including the protective case) with a damp sponge or cloth, do not clean with bleach, bleach dilution or phenolic compounds, taking care not to allow fluid to access ports or battery connection;
7. Replace the CHARGE-PAK battery charger;
8. Install a new QUIK-PAK electrode packet;
9. Close the lid and check that the OK symbol appears in the readiness display, indicating that the unit is Emergency Ready;
10. Dispose of the used electrode pads, any unused spare electrode pads and the battery charger as per the manufacturer's guidance manual;
11. If the defibrillator unit is missing from the cabinet or, there are any queries concerning its use, the Clerk should contact ambulance service;
12. The Clerk updates The Circuit when the unit is Emergency Ready.

Insurance

The defibrillators are covered under the Parish Insurance for damage and theft. The Parish Council is accountable for ongoing maintenance and regular, recorded checks of the operation of the units, in line with best practice guidance from the manufacturer and the detail in this policy.

WROCKWARDINE PARISH COUNCIL

Appendix 1

Wrockwardine Parish Council Monthly Defibrillator Checklist

Date: _____

| Instruction | Admaston House | Wrockwardine Village Hall | Allscot Phone Box | August House, Charlton | Initials |
|--|----------------|---------------------------|-------------------|------------------------|----------|
| Cabinet | | | | | |
| Check for damage or foreign substances. | | | | | |
| Wipe clean with a cloth | | | | | |
| Outside light illuminated | | | | | |
| Spray GT85 lubricant on keypad before accessing | | | | | |
| Defibrillator | | | | | |
| “OK” visible on readiness display | | | | | |
| Clean around door and unit edges with cloth | | | | | |
| Check instruction sheet is available | | | | | |
| Check Council details are attached to the carry case | | | | | |

Signature Log

| Initials | Print Full Name | Signature |
|----------|-----------------|-----------|
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Troubleshooting Log:

| Date/Time | Action Taken |
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Appendix 2

(This form is used by the Clerk only if monthly inspections are carried out by a volunteer)

Wrockwardine Parish Council 3 Monthly Defibrillator Checklist

Date: _____

| Instruction | Admaston House | Wrockwardine Village Hall | Allscot Phone Box | August House, Charlton |
|--|----------------|---------------------------|-------------------|------------------------|
| Cabinet | | | | |
| Check for damage or foreign substances. | | | | |
| Wipe clean with a cloth | | | | |
| Outside light illuminated | | | | |
| Spray GT85 lubricant on keypad before accessing | | | | |
| Defibrillator | | | | |
| "OK" visible on readiness display | | | | |
| Clean around door and unit edges with cloth | | | | |
| Check instruction sheet is available | | | | |
| Check Council details are attached to the carry case | | | | |

Signed _____ Print name: _____
Clerk & Responsible Finance Officer

Troubleshooting Log:

| Date/Time | Action Taken |
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