

Automated Emergency Defibrillator (AED)  
**Policy & Procedures**

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This document is not a CPR or AED Training Manual

## 1. Introduction

1.1 This document provides details of the three Selling Parish Council fully automatic Automated External Defibrillators (AED) and arrangements for their ongoing maintenance and connection to [The Circuit](#) - the National Defibrillator Network.

1.2 It also acts as an AED reference for the owners of the properties where our three defibrillators are located and as a 'handover' document if necessary. We are grateful to the owners of Sandbanks Farm, Perry Wood, The Sondes at Selling, and the Headteacher of Selling Church of England Primary School for each hosting one of the three AEDs belonging to Selling Parish Council.

1.3 To give it its proper name, an automated external defibrillator is used to help those experiencing sudden cardiac arrest (SCA). It's a sophisticated, yet easy-to-use medical device that analyses the heart's rhythm.

1.4 A fully automatic AED delivers an electrical shock – called a defibrillation – without human intervention to help the heart re-establish an effective rhythm. This is the most sophisticated and reliable method of achieving a successful intervention in a sudden cardiac arrest.

1.5 The most essential thing to remember when a person goes into sudden cardiac arrest is to **start CPR immediately**. Ask someone else to ring 999 and ask for the location of the nearest AED. The 999 operators will direct you to the nearest AED and give you the code for the keypad on the cabinet housing the AED. **Do not delay in starting CPR and do not stop** until a member of the emergency services (or other person with CPR knowledge) takes over.

1.6 A fully automatic AED kept outdoors should be maintained at an ambient temperature and protected from weather. This means living in a suitable external cabinet with a heater. Each of our three AEDs are housed in such a temperature controlled secure cabinet.

1.7 The AED inside the cabinet should be accessible and visible in hours of darkness, which means a permanent 'always on' light inside the cabinet. The heater and light therefore require an electrical supply.

1.8 All three of Selling Parish Council's AEDs are fully automatic and are kept outdoors in a secure external cabinet with an electrical supply, heater and light. Each is accessible 24 hours a day, every day.

## 2. Why is it important to have AEDs in Selling?

2.1 Quite simply, established medical research proves that without rapid, effective intervention through CPR and / or AED nearly 95% of SCAs are fatal.

2.2 Most people who survive will have needed a shock from a defibrillator to correct a chaotic heart rhythm. The earlier that shock is given, the better the person's chance of survival.

2.3 Studies have shown that a shock given within 3 minutes of cardiac arrest provides the best chance of survival.

2.4 Selling has three AEDs and each is located in a public place, visible and available to any member of the public or emergency services 24 hours a day.

### 3. Location of the three AEDs in Selling

#### 3.1 On the wall of Selling Primary School, Selling Road ME13 9RQ



This AED is a **Powerheart G5** and features CPR guidance and automatic shock delivery without the need for manual input. The Powerheart G5 gives clear voice and text instructions during the defibrillation process, ensuring that even first-time users are able to operate it successfully.

Energy levels are customised based on an automatic analysis of each patient and shock levels are increased if more than one shock is required. The AED cabinet at the school holds both adult and child electrode pads.

### 3.2 On the wall of the Village Rooms at Sandbanks Farm opposite the Rose & Crown public house, Perry Wood ME13 9RY



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### 3.3 On the wall of The Sondes Village Shop and Tea Rooms, Selling Road, Selling ME13 9PL



The AED for this location is the **iPAD SP1 Fully Automatic Defibrillator**

iPad AEDs are widely used by the NHS, ambulance services, and other emergency services. This comes with dual adult and child electrode pads in-built so no

requirement to buy additional paediatric pads. There is a simple switch to select the adult or child setting. No pad changes or setting changes are required.

Audible instructions can always be heard in noisy environments. The iPAD SP1 has an ambient noise detector. In a noisy environment, the volume of the voice prompts will automatically increase up to 90 decibels. Verbal guidance will always be heard above high levels of background noise. This is important for this location, as there is more and varied traffic, including cars, vans, farming machinery and LGVs.



The unit has nothing to break or lose with a robust one-piece design and high quality construction. Makes saving someone's life as simple as possible.

The iPAD SP1 intelligently guides a rescuer at the pace at which they work. Large, clear illuminated instructions and calm voice prompts give guidance at every step.

Up to 15 hours of usage can be stored in the memory. Should the data be required by medical practitioners, the download process can be performed with a simple SD card. The device does not need to be sent away.

The iPAD uses the latest in defibrillation technology to ensure that the device works as quickly as possible. After a cycle of 2 minutes of CPR, the device can perform analysis and be ready for shock delivery in less than 5 seconds.

Importantly, the iPAD SP1 defibrillator is fully pad compatible with defibrillators carried on front line NHS Ambulances.

#### **4. Sudden Cardiac Arrest and the purpose of an AED**

4.1 Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction, causing a disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This is an erratic and ineffective electrical heart rhythm which causes complete cessation of the heart's normal function of pumping blood, and if untreated will result in sudden death.

4.2 As stated above, the most essential thing to remember when a person goes into sudden cardiac arrest is to **start CPR immediately**. Do not delay in starting CPR and do not stop until a member of the emergency services (or another person with CPR knowledge) takes over.

4.3 The most effective treatment for SCA is the administration of an electrical current to the heart by a defibrillator, delivered within a short space of time of the onset of VF. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator when to deliver a shock.

4.4 If connected to a patient, the device automatically acquires and analyses the electrocardiogram (ECG) of the patient for the presence of Ventricular Fibrillation or

Ventricular Tachycardia (also known as shockable rhythms). If a shockable rhythm is detected, the device automatically charges itself. Defibrillating shock is delivered when the SHOCK button is pressed.

## 5. Legal considerations

5.1 Selling Parish Council is the owner of the three AEDs, cabinets and all equipment held inside. The AEDs are listed on the Parish Council Asset Register as required for insurance purposes and maintained by the Clerk to the Council.

5.2 The Parish Council has agreed to provide funding for the maintenance of the AEDs, including the replacement of batteries, electrode pads and leads and other AED accessories as and when required.

5.3 The Clerk to Selling Parish Council has registered our three AEDs with [The Circuit](#), the National Defibrillator Network, as required by South East Coast Ambulance Service. The Circuit connects defibrillators to NHS ambulance services across the UK so that in those crucial moments after a sudden cardiac arrest, they can be accessed quickly to help save lives.

5.4 Currently, each of the 14 ambulance services across the UK have their own defibrillator database for their area. The Circuit brings this information together into one database. As defibrillators are registered on The Circuit, their location and status are instantly synchronised with the emergency services' systems ensuring that their information is always up to date.



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5.5 It is the responsibility of the Parish Council to ensure each AED is properly maintained and available for use. A record of monthly status checks will be kept for those purposes and kept updated by the Clerk on The Circuit as 'Primary Guardian' of the three AEDs. Every defibrillator has a Primary Guardian. These Guardians across the country work together on The Circuit so that all defibrillators in the UK are prepared and available to emergency services.

5.6 Supporting Guardians help Primary Guardians monitor and manage defibrillators. Councillors (as 'Supporting Guardians') perform monthly AED status checks at Sandbanks Farm and The Sondes. The Headteacher of the school (also as a 'Supporting Guardian' will continue to perform monthly checks on the AED located there. (See Appendix A).

5.7 At each monthly ordinary Parish Council meeting, the previous month's certified hard copy AED checklist will be presented to the Clerk and retained - to include details of any use of an AED or associated equipment. The Clerk will update The Circuit with the status of all three AEDs.

5.8 Details of all or any financial expenditure on AEDS and associated equipment are decided by the Parish Council and retained by the Clerk, as Responsible Financial Officer.

5.9 The likelihood of causing harm by performing CPR or using an AED is very small indeed. The Circuit reports that nobody in the UK has been prosecuted for administrating CPR or an AED. The Parish Council has public liability insurance cover.

5.10 The Parish Council can minimise any prospect of legal action by maintaining its AEDs according to the manufacturer's instruction and handbook and by promoting the steps for CPR set out by BHF and the Resuscitation Council UK. These are at Appendix B.

## **6. Routine for checking status**

6.1 Use the monthly status check list at Appendix A. You will also need the unique code for the AED cabinet keypad to carry out monthly status checks. The code is kept by the Clerk. We must all protect this code and under no circumstances give the code to anyone outside of the Parish Council.

6.2 Our defibrillators perform regular self-checks, so if everything is ok it will be indicated on a small LED screen, or by a green light on the front of the device. Check the rest of the defibrillator for any obvious signs of damage or use since you last checked it.

6.3 Check to see if the items that are usually stored with it are still there; these include a safety razor, scissors, and a face shield for use during CPR.

6.4 Check the expiry date on the sticky pads. If they are out of date, we will need to replace them. You will probably have to open the defibrillator case to do this.

6.5 When you open the case, the defibrillator may switch on automatically and begin to give instructions. This is normal and can be ignored when you are just carrying out a check. Once you close the case the defibrillator will switch off automatically. Avoid turning on the defibrillator needlessly as this can reduce the battery life. Then return the defibrillator to the cabinet, close the door and ensure it is locked.

## 7. Training

7.1 The **most important thing is to perform CPR if someone is unresponsive**. British Heart Foundation (BHF) offer an excellent training video [learn CPR in 15 minutes](#)

7.2 If you're on your own, don't interrupt the CPR to go and get a defibrillator. Put your mobile phone speaker on and talk to the 999 operators. If it's possible, send someone else to find one. When you call 999, the operator can tell you if there's a public access defibrillator nearby.

**7.3 You do not need training to use a defibrillator**. Although they can vary, they all function in broadly the same way. Our AEDs give clear, spoken instructions and will not deliver a shock unless it is needed. If you would like to have a look at how to use a device, please see this British Heart Foundation video [how to use a defibrillator](#).

7.4 The Parish Council will regularly promote the BHF video *Learn CPR in 15 minutes* on its web site and Facebook Page to increase awareness and knowledge across our village communities. We also have the option, subject to a resolution of course, to 'buy in' face to face training on CPR and how to use an AED.

## APPENDIX A – Monthly AED Status Checklist

Tasks	JAN	FEB	MAR	APR	MAY	JUNE	JUL	AUG	SEPT	OCT	NOV	DEC
Check battery status indicator												
Check cabinet light												
Check spare adult/child electrode pads are sealed and in date												
Check face mask present												
Check disposal gloves are present												
Check scissors are present												
Check razor is present												
Check towel is present <i>(school only)</i>												
Check location sign above AED												
Remarks / Issues												
Corrective Actions												
Status check carried out by:												

## **APPENDIX B - The steps you need to take to do CPR (Resuscitation Council UK)**

Before you approach the person who has collapsed, check your surroundings for danger.

**1. Shout for help.** Shake them gently.

**2. Look and listen for signs of normal breathing.**

- Look for the rise and fall of their chest.

**3. Call 999.**

- Put the phone on loudspeaker and tell them you are with someone who is not breathing.

**4. Fetch a defibrillator if you can.**

- The ambulance call handler will tell you where the nearest automated external defibrillator (AED) is. If someone is with you, ask them to fetch it and bring it back. Do not leave the person if you are on your own.

**5. Start chest compressions:**

- interlock your fingers
- place your hands in the centre of the chest
- push down hard and then release twice per second, and don't stop. The ambulance call handler will help you.

**6. If you have a defibrillator, switch it on and follow the instructions.**

- A defibrillator will tell you exactly what to do. Visit our [defibrillator page](#) for more information about them.

**7. Continue CPR until:**

- the AED asks you to pause while it reanalyses and gives another shock if needed
- a paramedic arrives and tells you what to do
- the person shows signs of life.