

Policy on the Governance of the Defibrillators Adopted by Colgate PC on 11th September 2017.

(reviewed September 2018, reviewed on 8th Nov. 2020, Reviewed Feb 22.Updated 9th May 22)

Colgate PC own four defibrillator housed in heated and alarmed cabinets located at four different locations in the parish-Colgate and Faygate Village Halls, Garage on Faygate Lane and Kilnwood Vale school. All cabinets are unlocked at all times. The units are all linked to The Circuit, a national database which can be accessed by the emergency services. The PC check the defibrillators monthly.

Faygate Garage and Colgate Village Hall -Cardiac Science models

The defibrillator units installed at Colgate Village Hall and Faygate Garage are the property and responsibility of Colgate Parish Council. The units were installed on 12th July 2017.

CLlr Crosdil will check unit at Colgate Village Hall and CLlr Finnegan to check defibrillator in Faygate Lane .

Faults

All faults must be reported to the clerk who will ensure new parts or repair of the unit.

A user's guide will be available at both sites. A master copy will be held by the clerk and chair

In case of any queries with the equipment the contact number is Cardiac Science 0161926000. Press 1 for new pads,2 for technical support.

Replacement of battery and pads costs to be included in the budget.

Details

The units were installed on 12th July 2017.

Electrodes expire on 28th July 2019-renewed 2019. New electrodes required 2021. New electrodes install Dec 2021 expires 2024.

Battery installed 11th May 2017(batteries have 4 years warranty-new battery replaced Faygate unit under warranty 25th Jan 21. (2025 out of warranty)

New Battery replaced Colgate Jan 22(2026 out of warranty)

Battery manufactured 17th August 2016.

The unit is guaranteed for 8 years from 20th May 2015 (2023)

The clerk and Chair must be advised when the unit has been used in a rescue so the necessary arrangements can be made to reboot the unit and replaced the pads.

The ambulance service will be advised by the Clerk of the position of the AED units within the Parish via the circuit website.

Training was given to members of the Parish Council and the community. -2017 by the supplier.

Details of the location of the units has been advertised on the noticeboards and website and newsletter to raise awareness.

Cases can be disconnected from the mains by a key switch. This is only to be used if the alarm won't turn off and is faulty. The defibrillator is totally run by battery. The keys are held at Colgate Village Hall in entrance hall securer box and Faygate garage. The clerk also holds a key.

Heart Sine Defibrillators-KWV school and Faygate VH- model SAM 360P

The defibrillator located at Kilnwood Vale school and Faygate Village Hall are an asset of the Parish Council.

Cabinets fitted April 2022 by Buchanan. Guaranteed for 10 years. Refer back to Sussex Heart charity for guaranteed details. Both cabinets and defibs were supplied by the charity.

Defibs connected to battery on 2nd May 2022 by clerk

Shelf life of battery/pads is 4 years. Renew due 2029 or after use. Sussex Heart Charity will replace the first pad -Pak free.

Cllr Finnegan to carry out monthly checks on the defibrillators located at Faygate Village hall and Kilnwood Vale School.

School defib details

Pad Pak Lot number A4503

Pad Pak Expire 1/12/25

Defib Serial number 21E91072229I21

Faygate VH

Pad Pak Lot number J0921

Pad Pak Expire 1/11/25

Defib Serial no 21E91055611G21

Details of the location of the units has been advertised on the noticeboards and website and minutes to raise awareness. All defibs are registered with National Circuit website which is accessed by emergency services.

Training was offered in 2022 and the school and 17 members of the public took up the offer.

The school hold a remote control for the cabinet. Cllr Finnegan holds the other.

Monthly checks included:

Cardiac Science Models

The alarm can be overridden by pressing a button on the right-hand side of the box to avoid the alarm sounding when checking the unit.

The following areas must be checked:

- Check the colour of the Rescues Ready indicator Green –no action

Red- seek advice from the clerk

- Check battery for adequate supply to perform a rescue-open lid, check battery indicator. If red replace battery/advise clerk. Replace lid
- Check the voice prompts work and display is readable-open lid, listen for voice prompts, close lid. Ensure Rescue Ready indicator returns to green
- Check the defibrillator pads are ready for use and service beep sounds. -open lid, check expiry date of pads and that the pack is in good condition.
Open lid and ensure the defibrillator pad indicator is lit.
Ensure the expiration date is visible through the window of the lid.
Ensure the Rescue Ready indicator is green and close lid. Check the LED work-open lid, ensure all indicator lights illuminate, close lid.
- Remove unit from case and ensure scissors, razor etc.... are in the case.
- Check button work-open lid, within 15 seconds press the soft buttons and shock button in turn. Buttons should illuminate. Close lid
- Check AED case is in good condition.

Heart Sine Models

- Monthly- check the defib is showing a green light. If the light is red, please contact the Clerk.
- Ensure the green tab is intact.
- Check the AED prep/ready kit is present.
- Turn unit on and then off to ensure it is in working order.