

# Policy on the Governance of the Defibrillators Adopted by Colgate PC on 11<sup>th</sup> September 2017.(to be reviewed September 2018)

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 12<sup>th</sup> July 2017.

## Maintenance

Each unit will be checked by the councillors (Cllr Crosdil) –Colgate and the clerk to check Faygate unit.

The alarm can be over ridden 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.

## 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 will equate to £70 per year to be included in the budget.

## **Details**

The units were installed on 12<sup>th</sup> July 2017.

Electrodes expire on 28<sup>th</sup> July 2019

Battery installed 11<sup>th</sup> May 2017

Battery manufactured 17<sup>th</sup> August 2016.

The unit is guaranteed for 8 years from 20<sup>th</sup> May 2015 (2023)

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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.

Training was given to members of the Parish Council and the community.

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 by John Sired for Colgate Village Hall and Rob Lawlor for Faygate garage. The clerk also holds a key.