



## **Thurlaston Parish Council**

Website: [thurlaston-pc.gov.uk](http://thurlaston-pc.gov.uk)

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

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This document is not a CPR or AED Training Manual.  
Such information is available on the Parish Council  
website: [thurlaston-pc.gov.uk](http://thurlaston-pc.gov.uk)

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## 1. Introduction

This document provides details of the Thurlaston Parish Council (TPC) Automated External Defibrillator (AED) installation and arrangements for its ongoing maintenance.

It collates installation information (Appendix A) from various documents to provide historical information, and details of various agencies that have contributed to the installation and its ongoing maintenance.

This document acts as an AED reference for occasions when village support personnel change – for example when Parish Councillors retire at the end of their periods of office, or different volunteers become involved in providing AED support. In essence it is also a ‘handover’ document.

The AED is installed in a disused BT telephone kiosk located on Main Street, Thurlaston, Warwickshire, CV23 9JS.

The defibrillator is registered with West Midlands Ambulance Service (WMAS) under a Memorandum of Understanding. WMAS holds the security cabinet digital lock release code. On receipt of an appropriate ‘999’ call they will release the code to the requester.

The AED is well publicised in the village using ThurlastonNet, the Thurlaston Parish website, and the 2020 edition of the Thurlaston Chronicle. The AED was purchased in 2017 from village subscriptions and charitable funding.

The AED employed is a model iPad SP1-CU, manufactured by CU Medical Systems Inc, supplied in the UK by WEL Medical Ltd.

## 2. Purpose of an AED

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.

The most effective treatment for this condition 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.

Technically the iPad CU-SP1 is a semi-automated external defibrillator. 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.

## 3. The AED Installation

During 2020 Thurlaston Parish Council agreed to assume responsibility for the AED by undertaking to provide funding for its maintenance, and when required, its eventual replacement. The asset is included on the Parish Register for insurance purposes.

Day to day support for the maintenance of the AED is provided by a group of village volunteers who form a *Village Defib’ Group*. Member details are provided in Appendix B.

The AED is housed within a temperature controlled secure cabinet. Access to the cabinet is via a mechanical digital lock. When the AED is required in emergency situations the lock access code is

provided by making a '999' telephone call to Emergency Services (operated by WMAS – referenced in Appendix A).

The AED installation comprises the following components:

- IPAD CU-SP1 Automated External Defibrillator.
- Secure Cabinet, known as an Outdoor Defib Store fitted with a mechanical digital lock. The lock code is held by *Village Defib' Group*, the Parish Clerk, and WMAS. The code must not be put in the public domain.
- Telephone kiosk, which was purchased from BT complete with roof light and 240v mains supply for the AED cabinet. The cabinet contains a low power heater to ensure the AED temperature never falls below 8°C.
- Various IPAD accessories, such as replacement electrode pads.

Appendix A provides further details.

## 4. Procedures

The *Village Defib' Group* manages or oversees a number of support tasks on a voluntary basis as detailed below:

### (a) Record Keeping

Records will be kept of:

- Emergency defibrillator deployments for audit and evaluation purposes;
- Financial summary of expenditure;
- Details of any untoward incidents or concerns that may affect the overall integrity of the system.

At minimum a summary of the above should be provided annually to the Parish Clerk. The report should be made available for the Annual Village Meeting which is normally held during May.

### (b) AED Maintenance

As at 2020 the Group has the benefit of a professional healthcare practitioner who routinely undertakes AED appliance checks on a monthly basis in accordance with the AED manufacturer's instructions. Records are kept of such checks on a form as shown in Appendix C.

Each monthly check ensures at minimum that the AED has:

- One set of defibrillation electrodes connected to the device
- One spare set of Electrodes
- One Extension Cable
- One Resuscitation kit containing two pairs of gloves and one razor
- One pair of trauma shears
- One Towel
- One Facemask
- Check the AED cabinet light is on (this ensures the AED heater is available)

Procedures for purchasing consumables, such as electrodes and batteries, may be obtained by contacting the supplier - WEL Medical Ltd. Purchase orders should be placed via the Parish Clerk.

The cabinet manufacturer recommends that the keypad should be lubricated with WD40 every couple of months or so to ensure the lock mechanism is kept clean and operates smoothly.

### **(c) Reinstating the AED after deployment**

This section provides guidance for the reinstatement of the defibrillator after it has been deployed in an emergency situation. The guidance has been provided by WMAS.

The AED may be used by any member of the public or the Ambulance Service. They may therefore not be Thurlaston village residents or in attendance during an emergency. The AED may have been used outside the village.

WMAS has a real-time computer database for tracking AEDs and their current states – namely 'Available' or 'Unavailable'. WMAS has processes for ensuring that AEDs are reinstated after deployment. When an AED is deployed it is immediately recorded as 'Unavailable'. Once they know an AED has been reinstated back into its cabinet WMAS records this as being 'Available'.

Whenever WMAS receives a '999' call for the release of the AED then this will also automatically trigger an email alert to the relevant AED Guardian (see Section 7, Appendix B).

WMAS will track the use of the AED. They will normally be in attendance following a '999' cardiac arrest call. They will take control of the AED and use best endeavours to keep it safe, and typically take it back in their ambulance to the relevant receiving hospital for a particular patient. If necessary they will return the AED back to site, and liaise with the AED Guardian.

Before the AED is reinstated and made available for further use, it must be cleaned, tested, and consumables such as electrodes pads replaced. The Guardian, in conjunction with the *Village Defib Group*, will use best endeavours to ensure maximum AED availability.

A notice is displayed in the telephone kiosk which provides contact details of members of the *Village Defib Group*. In the first instance these contacts should be used if assistance is required.

The AED contains an SD memory card. This is not used<sup>1</sup>.

### **(d) Management of AED Faults**

The appliance has a number of self-testing routines for determining the operational status of the defibrillator. If such tests continually fail and the AED is in a permanent alarm state then the following actions must be undertaken by the relevant member of the *Village Defib Group*:

- Contact the supplier (WEL Medical) to arrange a repair;
- Contact Emergency Services to advise them that the AED is not in working order and/or been returned to the manufacturer;
- Inform the Parish Clerk;
- Alert villagers to the issue using ThurlastonNet & website.

When the AED is back in operational use:

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<sup>1</sup>The SD card records the ECG during the time when electrodes are attached to the patient. However WMAS policy is not to use this during emergency attendances. It will not be removed from the AED. However if the receiving hospital wishes to see the ECG recording for a particular patient this can be undertaken, and WMAS will take responsibility. They will return to site and remove the SD card. If they remove an SD card they will automatically leave a 'clean' replacement in the AED which is ready for use.

- Inform Emergency Services that it is back at its normal location and available for deployment;
- Inform the Parish Clerk with a summary of the actions taken and the likely cost, if known;
- Inform villagers.

#### **(e) Telephone Kiosk Maintenance**

Undertake checks on the integrity of the telephone kiosk, its cleaning, and mains supply. This should be undertaken at minimum on a monthly basis.

Note that when TPC took ownership of the kiosk it was also offered for a minimum of seven years a free 240v mains supply for kiosk roof light and power to the AED cabinet. This agreement is due for review on 17<sup>th</sup> April 2024. TPC holds paper and digital copies of the BT agreement (Appendix A).

#### **(f) AED User Training**

Since the installation of the AED a member of the *Village Defib' Group* has provided basic and refresher Cardiopulmonary Resuscitation (CPR) training to residents in the Village Hall. These include a demonstration of an AED. Such events are arranged as and when possible.

However information on CPR and the AED are available on the Parish Council website at [thurlaston-pc.gov.uk](http://thurlaston-pc.gov.uk). This website also provides details of CPR training using a website link to the British Heart Foundation. BHF information includes both written material and videos.

## **5. Legal Issues**

This guidance is provided primarily for members of Thurlaston Parish Council. Information is based on material published by the Resuscitation Council UK in April 2018 (Appendix A).

*For the management of people suffering sudden cardiac arrest (SCA):*

*CPR and the use of an automated external defibrillator (AED) can significantly increase survival chances in these circumstances if performed promptly. AEDs are often provided in public places and can be safely used by untrained members of the public while waiting for an ambulance.*

*The likelihood of causing harm by performing CPR or using an AED is very small indeed. Nevertheless, there has been some concern that should an attempt to resuscitate someone having a suspected SCA result in harm, a legal claim could be brought against the rescuer. To date, there has been no reported successful claim to this effect.*

The Resuscitation Council (UK) states that to minimise liability risks we should follow good practice. From a Parish Council perspective the following are of particular relevance:

- Keep training and associated support material up to date;
- Keep equipment well maintained in accordance with the manufacturer's recommendations;
- Ensure TPC public liability insurance covers the use of an AED for resuscitation<sup>2</sup>.

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<sup>2</sup> This has been confirmed in writing by Came & Company (Local Council Insurers) in their correspondence dated 8<sup>th</sup> October 2020. They explain the Parish Council's policy automatically provides loss and damage cover up to £5,000 (as well as Public Liability cover of £10m) for defibrillators.

## 6. Appendix A:References

Please note certain documents are controlled and not available to the public.

Enquiries regarding access should, in the first instance, be made to the Parish Clerk.

Document name	Thurlaston Parish Council file reference
1. West Midlands Ambulance Service agreement	WM_service_service_contract(21Sep2017).pdf
2. IPAD AED user manual	IPAD_SP1_user_manual_v1.pdf See also website <a href="https://www.ipad-aed.com/">https://www.ipad-aed.com/</a>
3. BT kiosk transfer contract	BT_kiosk_contract(12Apr2017).pdf
4. BT 240v power supply agreement	BT_kiosk_mains_supply_agreement.pdf
5. AED Cabinet & Kiosk Electrical Installation	AED_cabinet_&_kiosk_electrical_installation(Oct2020).pdf
6. <i>AED Guide</i> -pub' by Resuscitation Council (UK)	AED_Guide_01-08-17.pdf
7. <i>Cardiopulmonary resuscitation, automated defibrillators and the law</i> – pub by Resuscitation Council UK (2018)	CPR_AEDS_and_the_law.pdf
8. Thurlaston AED training document (pub in Thurlaston Chronicle Aug 2020)	Thurlaston_Village_AED_June2020.pdf

## 7. Appendix B: Village Defib' Group members

Members (as at 2020)	Email address
Shirley Hall (AED WMAS Guardian)	shirleyhall66@icloud.com
Mary Cook	blanaidcook@aol.com
Parish Council affiliations:	
Sylvia Jacques (Parish Clerk)	parish.clerk@thurlaston-pc.gov.uk
Keith Boardman (Parish Councillor)	keith.boardman7@gmail.com
WMAS:	
WM Community Response Manager	Andy Jeynes (07896 175 337)



## 8. Appendix C: AED Operator's Checklist

AED Location: Telephone Kiosk, Main Street, Thurlaston, Warwickshire. AED Type: CU-SP1 (IPAD) Serial Number: G 104 9C0076

Task Monthly	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												
Check location sign above AED												
Remarks / Issues:												
Corrective Actions:												
Inspected by:												

If the AED shows a fault or there is a cabinet mains supply failure it must be reported to the Parish Clerk, Thurlaston Parish Council:

Tel: 07785 936 740 or e-mail [parish.clerk@thurlaston-pc.gov.uk](mailto:parish.clerk@thurlaston-pc.gov.uk)