

# Acton Burnell, Frodesley, Pitchford, Ruckley and Langley Parish Council

## Defibrillator Maintenance Policy

### Background

A defibrillator is a device which sends an electric pulse to the heart in order to restore a normal heart rhythm or restart the heart of a person in cardiac arrest. ABFPR&L currently has 4 Automated External Defibrillators (AEDs), these are devices which were designed to be installed in public places and have automated prompts which can be followed by untrained people to help restart the heart of a person in cardiac arrest more quickly than waiting for an ambulance, giving the patient a greater chance of survival.

### Defibrillator Maintenance Policy

1. The Council will nominate a person to be the guardian for each defibrillator.
2. Appropriate training will be offered to the guardian.
3. The guardian will refer to the appropriate manuals (held by the Clerk) to ensure the correct methods are followed for maintenance and care of the defibrillators.
4. The guardian will check the defibrillator unit and case following the manufacturers' instructions on a regular basis to ensure they are functioning correctly. These checks will be undertaken at least monthly, although fortnightly checks are preferred, if possible. Checks will also be made when prompted by The Circuit<sup>1</sup>.
5. If the guardian is unable to make their scheduled check, they will contact the Clerk to make alternative arrangements for the device to be checked.
6. All checks will be logged in the log book and returned to the Clerk to keep as an electronic record. Checks will also be registered on The Circuit.
7. The Clerk will keep a record of the expiry dates for the pads and batteries and order replacements in a timely manner to avoid a break in service.
8. The batteries will be replaced after the period recommended by the manufacturer or after repeated use, which reduces the batteries' lifespan; with the aim of replacing them before they fail. The Clerk will maintain a record of when the unit is deployed to assess whether the batteries may need to be replaced sooner.
9. The defibrillator units will be replaced when they have reached the end of lifespan, as recommended by the manufacturers<sup>2</sup>.
10. The Council will ensure that it has sufficient financial reserves to replace the defibrillator units, cases, pads and batteries, if necessary.
11. The Council will ensure that its insurance policy covers damage or theft of the defibrillators.
12. All units will be registered on The Circuit. Guardians will remove their defibrillator from service on The Circuit if it is out of order for any reason.

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<sup>1</sup> The Circuit is a national database of defibrillators with a self-service portal for managing defibrillator details and data. The portal enables those responsible for the units, to manage data for each defibrillator including regular service checks and deployment. It also enables defibrillators to be temporarily removed from service and to help source volunteer 'guardians' to manage checks temporarily to cover holidays or restricted access to defibrillators due to works etc. Removing a defibrillator from service will make it unavailable to the ambulance service when a 999 call is received. Link: [www.thecircuit.uk](http://www.thecircuit.uk).

<sup>2</sup> Usually after 10 years.

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13. In addition, if a unit it is out of service, a sign will be placed on the unit guiding people to the nearest alternative defibrillator and the Council will publicise through social media that the defibrillator is not currently available.
14. If the unit is deployed the guardian will check the unit as soon as possible to ensure that the unit is still in place and functioning correctly and replace the used pads. The guardian will perform a status check on The Circuit. The defibrillator will be cleaned according to the manufacturer's instructions.
15. Defibrillators will be marked with the name of the Parish and a contact number to ensure they may be returned if taken by the ambulance service after deployment.

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