

ELLESMERE TOWN COUNCIL



ELLESMERE TOWN COUNCIL DEFIBRILLATOR MAINTENANCE POLICY FEBRUARY 2025

Adopted by Council: Ellesmere Town Council:
On 7th February 2022.
Last reviewed on 3rd March 2025.

DEFIBRILLATOR MAINTENANCE POLICY

1. Background.

Ellesmere Town Council is responsible for three (3) defibrillator units for use within Ellesmere Urban. The Town Council provide regular checks and maintenance for the continued preservation of the defibrillators. The three defibrillators are located:

- a. Ellesmere Town Hall, SY12 0AL
- b. Cross Street Public Toilets, SY12 0AW
- c. Mereside Cottage, SY12 0PA

All three defibrillators are registered on The Circuit - the national defibrillator network which connects defibrillators to NHS ambulance services across the UK so that in those crucial moments after a cardiac arrest, they can be accessed quickly to help save lives

2. Why Use a Defibrillator?

There are circumstances where the heart goes 'out of sync'. Defibrillators (also known as AEDs) are medical devices that help and support a rescue for a patient in Cardiac Arrest. They achieve this by applying a current of electricity across the heart to stop it, allowing it to reconfigure automatically. Defibrillators are not "Heart Re-starters". An automated external defibrillator or AED is a portable electronic device that automatically diagnoses the potentially life-threatening cardiac arrhythmias of ventricular fibrillation and ventricular tachycardia in a patient and is able to treat them through defibrillation. The application of electrical therapy which seeks to stop the arrhythmia, allows the heart to re-establish an effective rhythm.

3. Maintenance.

Maintenance of defibrillators is minimal, the units self-test daily, weekly and monthly.

- a. A monthly visual check will be carried out by the Council officers to ensure the LED indicators are showing the correct readings.
 - i. Look in window of box to the defibrillator itself
 - ii. **First Symbol:** The circle should be complete, if showing a cross then the defibrillator is not working
 - iii. **Second Symbol:** The battery symbol will show charge in thirds, when down to one third (1/3) look to order a replacement battery.
- b. The **batteries** will be checked after four years or repeated use. The electrode pad conditions will be checked every month to ensure the use by date is not exceeded.

- c. The defibrillators **pads** have a 'shelf-life' and the date is printed on the back of the packet. This will also be checked by the Council officers. If the defibrillator is used these pads need to be replaced. West Midlands Ambulance Service should be contacted to arrange the collection or delivery of new pads.
- d. There will be a pack with scissors (sealed) and a mask and flannel within the box. If the defibrillator is used, contact the Town Clerk.
- e. Update The Circuit following the check.
- f. The defibrillator maintenance check form will be completed following during each check.

4. Recording Checks

A record of the monthly checks will be maintained and kept in the Town Council offices. Electronic diary reminders will be set up for the pads and battery replacement dates. There will also be a record of usage/deployment (when/where). WMAS can assist with this data if required. Data is recorded nationally on The Circuit. Following use, the unit is to be cleaned and replenished with new pads, masks and flannel.

5. Insurance

Defibrillators are covered by the Town Council insurance for damage and theft. The Town Council is accountable for ongoing maintenance and regular, recorded checks of the operation of all equipment, in line with best practice guidance from the manufacturer and details within this policy.

6. West Midlands Ambulance Service (WMAS) – The Circuit

All three defibrillators are registered on The Circuit. Any future defibrillators maintained by the Town Council will also be registered on The Circuit. Registration will help improve survival rates from cardiac rates, through sharing their locations. The Circuit portal enables those responsible for the defibrillators to manage data for each unit, including regular service checks and deployments. It also enables defibrillators to be temporarily removed from service and to help source volunteer 'guardians' to manage checks to cover holidays or restricted access due to works, etc. Removing a defibrillator from service will make it unavailable to the ambulance service when a 999 call is received.

7. Deployment

Should the defibrillator be used by the ambulance service, the Council contact will receive an email informing us that a defibrillator has been used and taken out of service on The Circuit. The information will identify which defibrillator.

The identified defibrillator will need to be checked and put back into position, replacing the pads & disposable items, checking the battery and then updating the status check on The Circuit to make it emergency ready again. If any queries arise from the notification the Council are advised to make contact with WMAS. Following use the units should also be thoroughly cleaned.

Cleaning the units involves:

- a. Washing hands
- b. Apply disposable gloves
- c. Inspect defibrillator for any damage, dirt or contamination.
- d. Remove defibrillator from protective cases, DO NOT REMOVE BATTERY.
- e. Clean all outside surfaces with disinfectant wipes, taking care to prevent fluid accessing ports or battery connections.
- f. Remove gloves and wash hands
- g. Inspect/test unit for readiness and put back in protective case and then return to cabinet.

The Ellesmere Town Council defibrillators are marked clearly with a Serial no. name of the Council and contact number. In the event that the defibrillator is deployed, it will be removed from site by the ambulance service and having the correct information on the unit is therefore essential for tracking purposes.

The table below gives information that will be used to record deployment of any defibrillators in Ellesmere Urban Parish:

Unit:			Location:			
Date of Deployment	Out of Service Date	Date Returned to Service	Checks / Replacements completed	Circuit Updated (Ready)	Comments	Authorised

Adopted on 7th February 2022.

Last reviewed on 6th February 2023.

To be reviewed every 2 years unless equipment is updated.