



Peterlee Town Council Automated External Defibrillator Policy

iPAD
Intelligent Public Access Defibrillator



EXPLANATORY NOTE

This document sets out Peterlee Town Council's policy for the use of automated external defibrillators (AEDs) hosted by Peterlee Town Council. AEDs are medical devices used to treat people who have suffered from a sudden cardiac arrest by providing a high-energy shock to restore the heart's normal rhythm. Around 20 members of PTC staff are trained in the use of the AEDs held at the Helford Road Pavilion community and sports facility and at Shotton Hall.

Revised February 2020

Contents

1. Purpose and Scope.....	3
2. Aim	3
3. Supervision of Defibrillators.....	4
4. Training and Authorisation	4
5. User and Casualty Safety.....	4
6. Routine Maintenance and Safety Checks.....	5
Appendix 1: List of Authorised AED Users and First Aiders – Helford Road Pavilion, Shotton Hall & Parks Department.....	6
Appendix 3: AED Risk Assessment.....	7
Automated external defibrillator (AED) RISK ASSESSMENT	7

1. Purpose and Scope

This policy outlines the use of automated external defibrillators (AEDs) at Peterlee Town Council should staff, Members or visitors within the Council's buildings and environs suffer a sudden cardiac arrest.

Sudden Cardiac Arrest 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, resulting 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.

An automated external defibrillator (AED) is a medical device used to treat victims who experience sudden cardiac arrest. It is only to be applied to victims who are unconscious, without pulse and no signs of circulation or normal breathing. The AED will analyse the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator when to deliver a shock.

At the time of writing (February 2020) there are AEDs located in The Pavilion Sports & Community Centre and at Shotton Hall, and in February 2020 around 20 members of PTC staff completed level 3 first aid training including use of the Council AEDs.

This policy applies to both AEDs and to any other AEDs that the Council may decide to locate within its buildings or environs in the future.

2. Aim

The aims of this policy is to provide guidance on the deployment and use of AEDs including:

- Supervision of defibrillators
- Training and authorization
- User and casualty safety
- Routine maintenance and safety checks

The Resuscitation Council's (UK) advice regarding SCA¹ is that electrical defibrillation is well established as the only effective therapy for cardiac arrest caused by ventricular fibrillation (VF) or pulseless ventricular tachycardia (VT). The scientific evidence to support early defibrillation is overwhelming; the delay from collapse to delivery of the first shock is the single most important determinant of survival. If defibrillation is delivered promptly, survival rates as high as 75% have been reported. The chances of successful defibrillation decline at a rate of about 10% with each minute of delay; basic life support e.g. cardiopulmonary resuscitation (CPR) will help to maintain a shockable rhythm but it is not a definitive treatment.

See the Resuscitation Council's guide to AEDs here:
<https://www.resus.org.uk/publications/a-guide-to-aeds/>

The Resuscitation Council (UK) also recommends strongly a policy of attempting defibrillation with the minimum of delay in victims of VF/VT cardiac arrest.

3. Supervision of Defibrillators

Council Building	Responsible Person
Helford Road Pavilion, Helford Road, Peterlee	Andrew Frankcom; Facilities Manager
Shotton Hall, Old Shotton, Peterlee	Julian Hunt; Facilities Manager

Table 1: list of AED responsible persons for each Council building in which an AED is located (updated February 2020).

It shall be the duty of the Responsible Person within the Council building in which the AED is located to ensure that:

First aid training is given to those expected to use the equipment;

Training on the use of the supplied defibrillator is given to staff;

Maintenance and safety checks have been allocated to individuals and that these are carried out; and,

Training, testing and maintenance records are kept, these actions to be carried out as per the manufacturer's recommendations

4. Training and Authorisation

Those expected to use the equipment will be given training on its use. A list of authorised users will be posted beside the equipment.

It is Peterlee Town Council's policy that only those trained in the use of the equipment should use it in the first instance. However, if no trained personnel are available then it may be used by untrained personnel following the instructions given by the equipment. If in doubt, advice should be sought from a line manager or other member of the Council's Senior Management Team.

Moving and handling advice will also form part of the training in the event that casualties have to be moved.

5. User and Casualty Safety

Training given to AED users will cover:

- The precautions to be adopted by users when using the equipment
- Categories of persons that the equipment can be used on
- Precautions to be taken when casualties are wet, receiving CPR, receiving oxygen etc.

This policy applies to the use of AEDs within Council buildings or immediate environs. If an incident occurs outside of a Council building or immediate environs and a member of staff is requested to attend to use the AED then this may be done at the individual's discretion and provided that the employee does not put themselves in danger. If possible, the member of staff should be accompanied by a colleague or Council Member, in line with the Council's Lone Working Policy. If in doubt, advice should be taken from a line manager or member of the Council's Senior Management Team.

6. Routine Maintenance and Safety Checks

The equipment will be maintained in accordance with the manufacturer's instructions. The Responsible Person at each site where an AED is located will identify suitable persons to carry out daily, weekly and monthly checks on the equipment to ensure that it can be used when called upon. The checks required will include as a minimum:

- Battery state
- Two sets of adult pads and one child pads present (or two sets of combined adult/child pad)
- Tuff Cut Shears
- Razor
- Gloves
- Resuscitation face shield
- Patient wipe

Appendix 1: List of Authorised AED Users and First Aiders – Helford Road Pavilion, Shotton Hall & Parks Department

Name	Role	Contact details	AED User?	First Aider?
Adrian Sanders	Duty Manager		Yes	Yes – 3 day
Allan Maddison	Duty Manager		Yes	Yes – 3 day
Amy McAndrew	Receptionist/Admin		Yes	Yes -3 day
Andrew Frankcom	Pavilion Manager		Yes	Yes -3 day
Angela Million	Cleaner		Yes	
Brendan Arnell	Parks and Special Projects Officer		Yes	
Deborah Woodhall	Admin Assistant		Yes	Yes – 3 day
Elaine Hancock	Activities Project Officer		Yes	Yes – 3 day
Gary McCourt	Parks Team Leader		Yes	Yes – 3 day
Ian Hall	Parks Manager		Yes	Yes – 3 day
Ian Morris	Town Clerk		Yes	Yes – 3 day
Ian Wallis	Gardener		Yes	
Joyce Crawford	Bistro Staff		Yes	
Julian Hunt	Facilities Manager		Yes	Yes – 3 day
Laura Freeman	Admin Assistant		Yes	Yes – 3 day
Liam Jones	Gardener		Yes	Yes – 3 day
Louise Hudson	Democratic Services Assistant		Yes	Yes – 3 day
Neil Lawson	Gardener		Yes	
Paul Forster	Gardener		Yes	Yes – 3 day
Ray Graveson	Gardener		Yes	
Ronnie Allan	Gardener		Yes	
Sharon Pounder	Sport & Well Being Manager		Yes	Yes – 3 day
Trish Bannon	Bistro Staff		Yes	
Wayne Harriman	Cemetery Officer/Team Leader		Yes	Yes – 3 day
Steven Stones	Duty Manager		Yes	Yes – 3 day
Connor Jones	Apprentice Gardener		Yes	Yes – 3 day
Kate Lawson	Apprentice Gardener		Yes	Yes – 3 day
Ray Brown	Gardener		Yes	Yes – 3 day
Jackie Wales	Cleaner		Yes	Yes – 3 day

Appendix 3: AED Risk Assessment



Automated external defibrillator (AED) RISK ASSESSMENT

Location THE PAVILION &
SHOTTON HALL

Completed by:
Sharon Pounder

Date: 18/8/21

Review Date:
18/8/22

TASK/ACTIVITY: Use of automated external defibrillator (AED) to persons suffering a cardiac arrest				
What are the hazards? What could happen? Please list	Who is particularly at risk?	What precautions or existing control measures are presently taken?	Risk of accident/dangerous occurrence High/Medium/Low	If High or Medium, what addition precautions or control measures need to be taken to reduce risk to low?
Inadequate number of staff trained to use the AED	members and visitors	Existing staff trained to use the equipment via attendance on 3-day first aid course followed up by an online refresher first aid course July 2021	Low	
Misuse of equipment	members and visitors	Equipment is safe and easy to use. Equipment stored away and not at risk of misuse.	Low	
Unsecure /unsuitable storage of equipment	Staff	Equipment is stored in a safe and secure place in the back office New AED will be stored in a keycode protected external cabinet for 24/7 community access	Low	

Inability to access equipment	staff	The equipment is located in a place where it is easy to access for staff members	Low	
Battery running out	Staff, members and visitors	Staff to check equipment to ensure that it is in correct working order. Check list to be completed on a weekly basis by nominated staff.	Low	
Post-traumatic stress	First Aider/ member of staff	Access to Oc. Health for staff if required. List of Mental Health First Aiders available at each site	Low	