

Public Access Defibrillator Procedure

Contents

1	Scope.....	3
2	Procedure.....	3
3	Definitions	5
4	Responsibilities	5
5	Audit and Review (evaluating effectiveness)	6
6	Associated Trust Documentation	6
7	References	6
8	Financial Checkpoint	6
9	Equality Analysis.....	7

1 Scope

- 1.1. South East Coast Ambulance (SECAmb) Service NHS Foundation Trust (The Trust) have over 3500 public access defibrillator sites (PAD) across its geographical area. Many these devices are privately owned with a small proportion of these owned by the Trust.
- 1.2. This procedure outlines the processes for record keeping, checking and maintenance of SECAmb owned PAD sites. It does not cover the theft, loss, or damage of or to PAD sites. This would sit under the medical equipment policy.
- 1.3. Public Access Defibrillators (PADs) are automatic external defibrillators that are available to the public to assist them if there is a medical need, for example someone in cardiac arrest. Defibrillators are very easy to use. Although they don't all look the same, they all function in broadly the same way. Once the defibrillator is open, the spoken instructions will guide the user through the steps that should be taken.
- 1.4. Research shows that when someone is in cardiac arrest every minute counts. Every minute that passes without any intervention reduces the chance of survival by 10%. After 10 minutes the chance of survival is less than 10%. The need to place PADs in our communities is crucial to improving the outcome of Sudden Cardiac Arrest (SCA) – a need fully recognised by the Trust.
- 1.5. Placing PAD sites into local communities has been endorsed by the British Heart Foundation and Resuscitation Council over several years.
- 1.6. PAD sites should be available 24/7 and where possible stored in an unlocked cabinet.
- 1.7. The Trust have moved across to a national defibrillators network (NDN) run by the British Heart Foundation (BHF) known as 'The Circuit'. All Trust owned PAD sites will be registered with The Circuit which links with the Trusts Computer Aided Dispatch (CAD) system to ensure rescue ready status of all PAD sites.
- 1.8. The Trust is committed to providing high quality patient care.
- 1.9. This procedure is applicable to all staff and volunteers in the Trust and sets out the scope to maintain all Trust owned PAD sites to which all staff and volunteers must adhere to.

2 Procedure

- 2.1. This procedure outlines the processes for record keeping, checking and maintenance of SECAmb owned PAD sites in the Trust's geographical area, and who has responsibility. Local operating Unit managers (OUM) have overall accountability for this procedure, and Operational Team

Leaders (OTL) and volunteers will be responsible for facilitating checking and maintenance of the PAD sites.

- 2.2. PAD sites installed by the public in either local communities or at public venues will be the responsibility of the owner. The Trust will not take responsibility for the checking or upkeep of publicly owned PAD sites.
- 2.3. The public will register their own PAD sites on The Circuit database which will uploaded to our CAD through an automated process.
- 2.4. Where possible the ambulance crew / CFR should ask the bystander to return the PAD back to the cabinet from where it was collected.
- 2.5. **Registration Process (Trust Devices Only)**
- 2.6. Any new devices must be agreed with the Head of Community Resilience and OUM for the relevant area prior to installation.
- 2.7. Any new PAD site identified and agreed by the Trust that is installed and managed by the Trust will be registered by the Community Resilience Team. The registration process will be completed Online through The Circuit interface.
- 2.8. Whoever installs a new Trust owned PAD site must notify the Community Resilience Team by e-Mail to PAD@secamb.nhs.uk with the following information.
 - Model of defibrillator
 - Serial Number of the machine
 - Expiry date of pads
 - Location including the Postcode
 - Availability of machine e.g., 24/7
 - If a locked cabinet, the Key code
- 2.9. Any update for the status of a machine must be sent to the Community Resilience Team PAD e-Mail address at PAD@secamb.nhs.uk. The administrator will then update The Circuit database.
- 2.10. Any change in status of a device in relation to its rescue ready capability must be reported to PAD@SECAMB.nhs.uk so The Circuit database can be updated.
- 2.11. Any amendments made through The Circuit database will automatically update the CAD within EOC.
- 2.12. Should a Trust PAD site be used by a member of the public following a 999 call, the Community Resilience Team will receive a communication stating this from The Circuit. This communication will be passed direct to the closest OUM to the PAD sites location so a status check can be completed by either a staff member or volunteer who will report back to PAD@secamb.nhs.uk

- 2.13. The Community Resilience Team will ensure the PAD site is placed back online via 'The Circuit' once confirmation of its status is confirmed.

3 Definitions

- 3.1. **Public Access Defibrillator (PAD):** A defibrillator that can be used by a member of the public to assist in a cardiac arrest
- 3.2. **The Circuit:** A national database for defibrillators managed by the British Heart Foundation
- 3.3. **SECamb:** South East Coast Ambulance Service NHS Foundation Trust, also referred to as 'the Trust')
- 3.4. **Automatic External Defibrillator (AED):** An apparatus used to produce defibrillation by application of brief electroshock to the heart, directly or through electrodes placed on the chest wall. It is designed to be portable and to be automated such that it can be used by persons without substantial medical training who are responding to a cardiac emergency.
- 3.5. **Computer Aided Dispatch (CAD) :** The CAD is the system used to record all data related to 999 and urgent requests of the Trust for ambulance assistance. It is primarily used by Emergency Operations Centre (EOC) staff to assess, prioritise and, if necessary, dispatch ambulance crews to 999 calls.
- 3.6. If acronyms are to be used, the terms must appear in full the first time it is used, followed by the acronym in brackets. Acronyms do not also need to be explained in the Definitions section.

4 Responsibilities

- 4.1. The Trust Board approves this procedure.
- 4.2. The Chief Executive Officer is responsible to the Board and has overall responsibility for this procedure.
- 4.3. The Executive Director of Operations is responsible for managing and implementing this policy and procedure within the Trust and this is devolved to him by the Chief Executive Officer.
- 4.4. The Head of Community Resilience is responsible for the development and monitoring of this procedure.
- 4.5. The Community Resilience Manager will monitor and support operational Unit managers where required.

5 Audit and Review (evaluating effectiveness)

- 5.1. All procedures have their effectiveness audited by the responsible Management Group at regular intervals, and initially six months after a new policy is approved and disseminated.
- 5.2. Effectiveness will be reviewed using the tools set out in the Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures (also known as the [Policy on Policies](#)).
- 5.3. This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are introduced, or if feedback from employees indicates that the policy is not working effectively.
- 5.4. All changes made to this procedure will go through the governance route for development and approval as set out in the Policy on [Policies](#).
- 5.5. The Community Resilience Team will ensure that an appropriate assurance process is conducted to review the effectiveness of this procedure.

6 Associated Trust Documentation

- 6.1. Medical Devices Management [Policy](#)

7 References

- 7.1. British Heart Foundation "The Circuit" [The Circuit - the national defibrillator network](#)

8 Financial Checkpoint

- 8.1. To ensure that any financial implications of changes in policy or procedure are considered in advance of document approval, document authors are required to seek approval from the Finance Team before submitting their document for final approval.
- 8.2. **This document has been confirmed by Finance to have no unbudgeted financial implications.**

9 Equality Analysis

- 9.1. The Trust believes in fairness and equality, and values diversity in its role as both a provider of services and as an employer. The Trust aims to provide accessible services that respect the needs of each individual and exclude no-one. It is committed to comply with the Human Rights Act and to meeting the Equality Act 2010, which identifies the following nine protected characteristics: Age, Disability, Race, Religion and Belief, Gender Reassignment, Sexual Orientation, Sex, Marriage and Civil Partnership and Pregnancy and Maternity.
- 9.2. Compliance with the Public Sector Equality Duty: If a contractor carries out functions of a public nature then for the duration of the contract, the contractor or supplier would itself be considered a public authority and have the duty to comply with the equalities duties when carrying out those functions.