



GREATWORTH AND HALSE PARISH COUNCIL DEFIBRILLATOR MANAGEMENT POLICY



Greatworth and Halse Parish Council owns a LIFEPAK SR Plus automated external defibrillator (AED), manufactured by Physio Control and supplied by The Defib Store. It was purchased in November 2017 and is registered with the East Midlands Ambulance Service.

LOCATION

The AED is located outside the doorway of the Greatworth Inn, Chapel Road, Greatworth OX17 2DT and is stored in an unlocked cabinet.

The cabinet has an internal LED magnetic light that activates in darkness on a motion sensor and thermostatically controlled heater to ensure AED is kept within its working temperature at all times. The cabinet has a viewing window to easily check status of the AED and also its presence in the cabinet.

USE

In an emergency the public should dial 999 before accessing the AED – the emergency services will provide further guidance. If a member of the public is located within 500m of the AED then they will be guided to it - users do not need training as the AED will guide users through the process.

MANAGEMENT

Two Councillors will be appointed as Defibrillator Officers each year at the Annual General Meeting. They are responsible for carrying out monthly checks (see Appendix A) and will keep records of each visit.

They are not responsible for using the defibrillator in an emergency – any member of the public can use the defibrillator.

The Defibrillator Officers and the Clerk have copies of the Operating Instructions and a user guide/ troubleshooting document is stored with the AED in the cabinet.

MAINTANANCE

The LIFEPAK CR Plus defibrillator does not require routine maintenance. It performs an automatic self-test once a week and every time it is turned on. The electrode indicators briefly flash during the test and if the automatic self-test detects a condition that requires attention, the OK symbol in the readiness display will fade and either the CHARGE-PAK symbol, the ATTENTION symbol, or the WRENCH symbol will appear, depending on the type of condition detected.

The following checks will be made on a regular basis:

- Check to make sure that the OK symbol is visible in the readiness display.
- Check the Use By date on the electrode packet and all other electrode packets.
- Check other emergency supplies that may be stored with your defibrillator.

Approved by Council: 2nd March 2026

Signed (Chair): Cllr Simon Bingham

Next review: March 2027



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APPENDIX A: MONTHLY CHECKLIST

The Defibrillator Officers will be provided with a full 12 month checklist using the sample below:

LIFEPAK CR® PLUS DEFIBRILLATOR		
USER CHECKLIST		
Unit Serial Number _____		
Location _____		
CHECK	RECOMMENDED CORRECTIVE ACTION	Month 1
1 Check which indicator is displayed		
OK indicator	None	
CHARGE-PAK indicator	Replace CHARGE-PAK™ Battery Charger and QUIK-PAK™ Electrode	
ATTENTION indicator	Refer to operating instructions.	
WRENCH indicator	Contact authorized service	
2 Check Use By date on all electrode packets	Replace electrode packet and CHARGE-PAK if date passed.	
3 Check defibrillator for:		
Damage or cracks	Contact the Clerk	
Foreign substances	Clean the device	
4 Check cabinet for:		
User guide and Troubleshooting sheets	Contact the Clerk	
Lighting and electrical supply	Contact the Clerk	
Damage or cracks	Contact the Clerk	
Foreign substances	Clean the device	
DATE & INITIALS		