

Llangoedmor Community Council	
Meeting Date:	November 2025
Report Title:	Defibrillator Draft Policy Paper
Agenda Item Number	11.3
Paper Reference	November 2025-4
Presented By	Clerk
For	Decision

Introduction

The attached summarises the Council's proposed draft interim defibrillator policy procedure.

Draft Procedure

See Appendix 1.

Action

Motion: As per the agenda.

APPENDIX 1

Llangoedmor Community Council

Automated External Defibrillator (AED)

Maintenance and Readiness Policy

Document title: AED Maintenance and Readiness Policy
Applies to: All Community Council-owned or managed AED (Defibrillator) units
Approved by: Llangoedmor Community Council
Effective from:
Review frequency: Annually or upon equipment / guidance change
Version: 1.0

Interpretation of Terms

In this policy, the following terms are used with the meanings set out below.

Council: Llangoedmor Community Council.
AED: an Automated External Defibrillator owned and operated by the Council.
Chairman: Chairman of the Council.
Clerk: Clerk of the Council.
Guardian: A Defibrillator Guardian as defined by the British Heart Foundation.
Meeting: A meeting of the Council; either ordinary or extraordinary.
The Circuit: The Circuit – the national defibrillator network.

1. Purpose

This policy sets out the responsibilities, procedures, and standards for maintaining the Council's Automated External Defibrillators (AEDs), to ensure that every unit is ready for immediate use in the event of a cardiac emergency.

It reflects best practice from:

- British Heart Foundation (BHF) – "Maintaining your defibrillator" and "Defibrillator Guardian Guidance"
- Resuscitation Council UK – "A Guide to Automated External Defibrillators"
- NHS Ambulance Services PAD Guidance
- Manufacturer recommendations (specifically ZOLL AED Plus)

2. Scope

This policy applies to:

1. All AEDs owned, managed, or hosted by the Council;
2. The Clerk and Councillors of the Community Council;
3. All Guardians appointed by the Council to manage the AEDs;
4. Any person involved in reporting, responding to, or replenishing the AEDs after use.

3. Responsibilities

Community Council

- Holds ultimate responsibility for the safe provision, maintenance, readiness and public accessibility of the AEDs.
- Ensures the appointment and appropriate training of one or more Guardians so that each AED is properly covered at all times.
- Maintains any agreed upon insurance (which shall be reviewed annually) and covers all costs associated with the running and maintenance of the AEDs.

Guardian

Acting under delegated authority from the Council, and wherein all actions must be reported to the Clerk either by direct communication or by log, each Guardian is responsible for:

- Overall monitoring of either one or both of the AEDs and response in the event of an incident involving that AED.
- Oversight of the AED and its storage, ensuring that any incident involving the AED or its storage is dealt with promptly and effectively.
- Conducting regular checks on the AED (see Sections 4 & 5).
- Ensuring consumables are in-date and intact.
- Arranging and installing replacement of used or due-to-expire pads and batteries promptly.
- Recording maintenance activity.
- Reporting faults or use to the Council Clerk and relevant ambulance service.
- Maintain registration with The Circuit.

Clerk / Responsible Financial Officer

- Coordinate reordering or servicing.
- Ensures that all procedures, protocols, and actions relating to AED provision and maintenance comply with national guidance and recognised best practice.
- Takes all reasonable steps to safeguard the proper functioning, upkeep, and financial accountability of the AEDs.
- Upholds the statutory duties and responsibilities of the Council in relation to the management of these assets.

4. Cabinet Contents

The AED storage cabinet shall, at all times, contain the following items and ancillary notices.

Item	Requirement
AED	An AED unit in a carry case with all straps secured down in line with manufacturer's instructions. The carry case shall also carry the name of Llangoedmor Community Council and the name of the assigned Guardian in the front window.
Electrode pads	See; 5 - Standard Readiness Configuration
A set of First Responder items	There is no requirement for a full first aid kit. However, each AED should be accompanied by a small responder pouch kept with the AED or attached securely inside the cabinet for immediate use. It shall contain, at minimum: • A pair of clothing shears (scissors). • A disposable razor. • Absorbent towel or dry wipes. • A pair of disposable gloves. A one-way valve CPR face mask or barrier device (commonly called a CPR face shield) may be included with the AED to support ventilation if the rescuer is trained and willing to use it. However, as best practice identifies that the highest priority remains uninterrupted chest compressions and early defibrillation, the supply of a face is not mandatory. If a face mask is supplied it must be stored clean, in its sealed pack, inspected monthly together with the AED and replaced if packaging is compromised or expired.
Signage	A sign shall be affixed in a prominent position on or adjacent to the cabinet, such that it is clearly visible but does not obstruct the safe removal of the AED in an emergency, nor can it be easily removed. The sign shall read:

Llangoedmor Community Council AED

IN AN EMERGENCY:

- 1. Dial 999 immediately** and follow the operator's instructions.
2. The call handler will guide you through use of the defibrillator.

**Do not tamper with or misuse this equipment –
follow the guidance and use only as directed.**

AFTER USE:

Please report any use or damage to the Appointed Guardian:
[Guardian's Name] – Tel: [Guardian's Contact Number]

Maintenance Records:

The AED logbook is held **electronically** and can be accessed by authorised personnel.

This defibrillator is registered with **The Circuit** (National Defibrillator Network).

Registration ID: [Insert Number]

This device is owned and maintained by Llangoedmor Community Council.

5. Normal Readiness Configuration

Each AED must be maintained ready in accordance with manufacturer guidance, best practice and Community Council policy.

For **ZOLL AED Plus** units, the correct *ready state* and agreed set up under normal conditions is:

Component	Requirement
Power	Battery installed, green "tick" showing on indicator window.
Electrode Pads	Cable connected to the AED; pads sealed in original foil packaging; stored inside lid compartment.

Spare Pads	Except immediately following an incident (due to usage) one spare, sealed set will be stored within the designated backup pocket of the AED carry bag. However, in the event of deployment of the AED it may be necessary to take the spare from one unit to use in the other. In such circumstances, a Guardian may return an AED to service without a spare set of pads, and/or reduce both AEDs to a single set of pads each, provided that an urgent replacement order is placed immediately and the Clerk is notified of the action taken. All other readiness checks and procedures must still be completed as normal.
Seal	The AED carry case shall be secured with a tamper-evident paper seal, positioned so that the case cannot be opened or the AED removed without breaking the seal. The seal shall be clearly marked "BREAK SEAL IN AN EMERGENCY". Each seal shall be dated at the time of application and shall display an expiry date not exceeding one month from sealing or the earliest expiry date of any item contained within the case, whichever occurs first. The purpose of the seal is to provide evidence of inspection and to deter tampering; it must not hinder or delay access to the AED in an emergency.
Environment	AED housed in an approved cabinet with temperature protection, visible access signage, and functional lock/alarm where fitted.

6. Inspection and Maintenance Schedule

(To be performed by an Appointed Guardian unless stated)

Frequency	Check	Description / Action
Weekly	Cabinet condition	Door, lock, alarm functional; cabinet dry and clean
	AED sealed	Confirm that paper seals to AED carry case is intact and in-date.
Monthly, after every deployment or if AED is found unsealed.	Confirm AED identity	Check the AED serial number.
	Status indicator	Confirm AED shows green tick / "OK" light
	Pad seal & expiry	Pads sealed and within expiry date; replace as required.

	Power indicator	Check battery not expired / low; replace as required.
	First responder pouch	Check pouch is present and items are within expiry date; replace as required.
	AED seal	Reseal the AED carry case with a newly dated seal.
Also after every deployment.	Replace batteries	Replace batteries regardless of status.
	Record use	Record incident in maintenance log and notify the Clerk and The Circuit
Six-Monthly	Full function check	Open cover, confirm audible start-up, check display, reclose
	Documentation audit	Clerk confirms expiry dates and replacements properly logged.
Annually	Review	Clerk or external service provider to review all AEDs for compliance and readiness
	Collation of records	Clerk to receive print outs of electronic logs to keep safe for not less than six years.

7. Consumables Management

- **Electrode Pads:**

- Keep one active (connected) set and one sealed spare set per AED.
- Replace immediately after any use or upon expiry (usually every 2–5 years).

- **Battery Pack:**

- Replace according to manufacturer guidance or earlier if self-test indicates low power.
- Replace after every deployment.
- Always use approved ZOLL lithium battery packs.

- **Expiry Tracking:**

- Maintain a central expiry log
- Order replacements 2 months before expiry.

8. Record Keeping

Each AED will be supported by an electronic record showing the following details and identifying the person who completed each check.

Weekly

- Visual inspection of AED cabinet that dated seals are intact and unbroken.
- If seals broken, record restart of monthly checks

Monthly

- Date and initials of each inspection.
- Pad and battery expiry dates.
- Any replacements, servicing, or repairs.
- AED serial number, model, and cabinet details.
- Registration confirmation with *The Circuit* (the national defibrillator network).
- Incident reports and actions taken after any use.

Six Monthly

- Confirm that each AED has undergone a full function test and documentation audit as required under Section 6.
- **(Clerk only)** verifies that expiry dates for pads and batteries are correctly recorded and that any replacements have been logged.

Yearly

- **(Clerk only)** Record of a full annual review of all AED units for compliance, readiness, and record accuracy.

The **electronic logbook** will be maintained by the **appointed Guardians** using a secure cloud-based or local digital system. Access will be restricted to authorised personnel (e.g. the Clerk and Appointed Guardians) to ensure the record cannot be tampered with, altered, or accidentally deleted. No personal information will be stored on the logbook other than names and contact details that the Councillors are obliged to share in their duties as Councillors or that they have otherwise agreed to share and will at all times be maintained in accordance with GDPR. Incident records shall exclude any medical or personal information about the casualty, in line with data protection principles.

9. After Use Procedure

Immediately after an AED is used:

1. Guardian or responding officer to notify the Clerk.
2. Record date/time and confirm whether a shock was delivered (if known).
3. Remove and safely dispose of used pads.
4. Replace pads and battery.
5. Reconnect new pads, run power-on test, confirm green “ready” indicator.
6. Update log and notify The Circuit that the AED is back in service.

10. Environment and Safety

- Outdoor cabinets must be **IP-rated, weatherproof, and temperature-controlled** (typically with internal heating).
- AEDs must be installed in **accessible, well-signed** locations approved by the Council.
- Never store AEDs or pads in direct sunlight or damp conditions.
- The Council shall ensure electrical supply (if heated) is safe and RCD-protected.
- All AED installations and maintenance shall comply with the **Health and Safety at Work etc. Act 1974**, relevant electrical safety regulations, and current best practice. Each site will be risk-assessed and reviewed annually. Any hazards or faults must be reported immediately to the Clerk, and only trained or authorised persons may carry out inspection or maintenance work.

11. Training and Awareness

- Guardians will receive induction and refresher training on AED checks, pad replacement, and reporting.
- The Council will promote community awareness and encourage bystander confidence through training events or local communications.

12. Fault Reporting and Actions

If an AED fails a self-test, shows a red "X" or "Fault" symbol, or cabinet power fails:

1. Guardians shall;
 - a. **Remove the unit from service immediately** and clearly mark it **"Out of Service."**
 - b. **Contact the supplier or approved service agent** to arrange inspection and repair.
 - c. **Record the fault and any corrective action** taken in the AED maintenance log.
 - d. **Notify the Ambulance Service and The Circuit** that the AED is temporarily unavailable.
 - e. **Inform the Clerk and the Chairman of the Community Council** as soon as practicable.
2. The Chairman of the Community Council shall;
 - a. **Call a Council meeting** to determine appropriate next steps, including any authorisation for repair, replacement, or interim measures.

13. Budget

- Subject to the Council's Standing Orders, the Guardians may;
 - Authorise expenditure of up to £100 between council meetings for the routine replacement of consumables required to keep AED units fully equipped and operational.
 - Where a deployment results in the use or wastage of consumables such that replacements are required, additional expenditure of up to £250 is permitted, provided that the costs relate solely to replenishing the AED following that specific incident.
- If a cabinet or AED unit is damaged beyond repair, or if the total replacement cost exceeds £250, the matter must be referred to a full council meeting for approval before any purchase is made.

14. Review and Compliance

- This policy will be reviewed **annually** or when new BHF, Resuscitation Council, or manufacturer guidance is issued.
- Updates will be approved by the Council before publication.

15. References

British Heart Foundation: *Maintaining Your Defibrillator*
British Heart Foundation: *Defibrillator Guardian Guide (The Circuit)*
Resuscitation Council UK: *A Guide to Automated External Defibrillators*
ZOLL AED Plus Administrator's Guide and User Manual

St John Ambulance: *Guide to Defibrillator Maintenance and Upkeep*