

Code of Practice for Managing Departmental Automated External Defibrillators

Aim: to have a consistent approach in managing departmental Automated External Defibrillator (AED).

Background: The AED programme at Imperial College is centrally managed by Occupational Health (OH) and Security. However AEDs situated in areas or departments with access restrictions, primarily for risk mitigation, are subject to local management. In this situation, locally nominated staff are responsible for ensuring the minimum requirements are met and maintaining the equipment's readiness for deployment through appropriate weekly and monthly checks.

When the need for an AED has been raised within a department as part of a risk assessment, OH should be contacted for advice and information on commissioning the AED. OH maintain a record of all AEDs in use within the College and update lists and Maps on the OH webpage. When an AED is commissioned in a workplace it is considered work equipment to which the Provision and Use of Work Equipment Regulations 1998 (PUWER) apply.

The London Ambulance Service accreditation scheme offers guidance and support in buying, storing, and using a defibrillator. They provide information on what are the basic requirements are for having a community located AED: [London Ambulance Service Defibrillator Accreditation Scheme - London Ambulance Service NHS Trust](#). One of those requirements is checking. You must record that the defibrillator has been given a visual check at least once a week and a 'switch-on' test at least once a month (instructions for the Lifepak CR2 are detailed below). The outcome of these checks must be recorded. Every area should have at least two nominated people who are responsible for regular defibrillator checks. Weekly and monthly checks must be carried out to ensure the defibrillator is ready to use. These checks should take no more than five minutes and the outcome must be recorded and may be subject to audit / inspection.

Use this Microsoft form [link](#) to record your data in your department. OH will host the form and this will only be reviewed if there is a first aid audit. Otherwise the responsibility falls to the department who has requested the AED. Use the Microsoft form questionnaire as a tool for you to use.

Weekly checks

Lifepak CR2

- Check that the display indicates the defibrillator is working correctly and that the battery is charged.
- Confirm check has taken place and the details are recorded.

Alternative AED

- Check that the display indicates the defibrillator is working correctly and that the battery is charged
- Check readiness in line with manufacturer's instructions and check expiry date of pads
- Confirm check has taken place and the details are recorded.

Monthly checks

Lifepak CR2

- Check that the display indicates the defibrillator is working correctly, as per weekly check.
- Open the lid to check defibrillator pad expiry date, this will also activate voice instructions which indicate it is operational. This AED should only be opened when necessary to preserve battery power.

Imperial College London, Occupational Health

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- Record expiry date of pads.
- Confirm check has taken place and the details are recorded.

Alternative AED

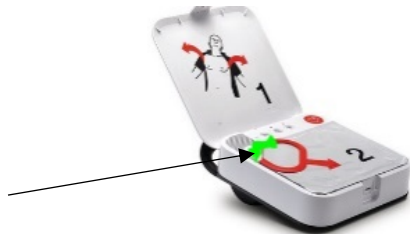
- Check that the display indicates the defibrillator is working correctly, as per weekly check.
- Switch on the defibrillator to confirm that it is working and switch off.
- Record expiry date of pads.
- Confirm check has taken place and the details are recorded.

Lifepak CR2 checks

- 1) Verify that the green Readiness indicator is flashing. The Readiness indicator will flash every 6 seconds through a small hole located on top of the lid. A flashing Readiness indicator means the LIFEPAK CR2 defibrillator is ready for use.



- 2) Check the speaker. Open the lid and confirm that the voice prompts are audible. Do not respond to the voice prompts at this time.
- 3) Check the Pad expiry date as highlighted in green



IMPORTANT! DO NOT pull the red handle at this time. Only pull in an emergency. If the red handle is pulled, the electrode seal will be broken, and the electrodes will dry out. If the seal is broken, replace the electrode tray immediately and dispose of the opened electrode tray.

Close the lid to turn off the device.

Caution: after completing an initial inspection, do not open the lid unless necessary. Each time you open the lid, the defibrillator turns on and battery power is reduced.