

DEFIBRILLATOR POLICY

Automated External Defibrillator [AED]

This Policy was originally created in:	Summer 2014
This Policy was ratified by the Board of Directors on :	Spring 2025
This Policy will be reviewed on :	Spring 2028

GLC Mission Statement

The GLC's mission is to develop active and thriving citizens within a diverse, truly fair and equal community.

This will be achieved through:

- High quality teaching that deliberately develops competencies of curiosity, creativity, communication and critical-thinking;
- An inspiring and meaningful curriculum;
- The development of productive relationships by instilling the values of compassion, resilience, responsibility and aspiration to prepare our young people for learning and life;
- A commitment to the wellbeing of our staff;
- A culture of professional generosity, collaboration, challenge and support throughout the GLC;
- The development of effective external partnerships for the benefit and wellbeing of our community.

Equalities Statement

The GLC's commitment to equality is enshrined in our mission statement to develop 'active and thriving citizens within a diverse, truly fair and equal community'.

We are a vibrant, innovative and successful organisation: we work hard to be the place of choice to work and to learn. Across the 5 academies of the GLC, we pledge that everyone enjoys an equality of opportunity. We work tirelessly to ensure that individual characteristics including age, ethnicity, socio-economic background, academic ability, disability, gender, religious beliefs, sexual orientation are not discriminated against in any way. We create inclusive environments characterised by mutual respect where difference is celebrated.

Automated External Defibrillator Policy [AED]

General statement

The [GLC] Gateway Learning Community is a responsible organisation committed to providing a safe and secure environment for all; we are dedicated to exploring new and inspiring ways to improve the safety and welfare of our staff and young people.

The purpose of this Policy

The purpose of this policy is to ensure the safe use of an **Automated External Defibrillator** [AED].

Intention of Policy

This policy addresses our obligations to manage and control any risks likely to be associated with the implementation of the named equipment.

- Develop a policy to minimise any potential risks associated with the named device.
- Demonstrate preventative action.
- Maintain documentation in respect of maintenance and safety management.
- Provide users of the named device with adequate knowledge and training.
- To educate occupants and visitors about the role of the named device and its whereabouts.
- Intentions for the management and care for the named device i.e. Training, maintenance and reviews.

What is an Automated External Defibrillator [AED]

An Automated External Defibrillator [AED] - a medical device purposely designed to help preserve life following Sudden Cardiac Arrest [SCA]. The AED is a portable device that monitors the heart rhythm. If needed, it can send a [controlled] electric shock to the heart to try to restore a normal rhythm and potentially save lives.

Defibrillators [AEDs] are lightweight, battery-operated, portable devices that are safe and easy to use. The device itself will give the trained operator both visual instructions and voice prompts to let them know if and when they should send a shock to the heart. The AED cannot and will not release an electrical charge accidentally, intelligent failsafe systems built within the AED makes it highly impossible for the operator to make a mistake.

What are the risks?

Automated External Defibrillators [AEDs] are safe to use. There are no reports of AEDs harming bystanders or users. Also, there are no reports of AEDs delivering inappropriate shocks.

Maintenance of AEDs

AEDs require no maintenance - the AED unit has a built in self diagnostic system that alerts the user to any system failures. The unit comes with a standard accessories pack that will need to be checked on a weekly basis. Additionally a reserve pack should also be maintained and stored within the Academy's medical room.

Cleaning of AEDs

The device may only be cleaned using methods recommended by the defibrillators manufacturer.

AED's Location

The AED will be kept within the Academy's main reception area. Located on the first floor main entrance to school.

The AED unit has been strategically placed within the Academy's main reception area, whereby the device can be adequately supervised and can still be made readily available for quick deployment.

Note: The AED must never be locked or stored away nor should it be removed from its designated position; unless

- Deployed for emergencies or high risk events/activities.
- Failure or technical issues.
- For planned training purposes.

Signage

Clear Signage - depicting the known location of the AED will be displayed at key locations within the Academy building. Additionally a current list of trained operators will be displayed within close proximity to the device and to areas where signage has been displayed.

Training

Training in the use of the AED equipment will be delivered to staff via an approved, recognised training source. Training will only be given to staff that have already received basic first aid training. Training should be repeated every 2 years - Training records should be reviewed every 6 months.

Competent person(s)

The GLC will appoint competent person(s) to carry out the following duties:

- Person responsible for the recruitment and the appropriate training of staff.
- To carry out routine checks of the named equipment.
- Ensuring necessary supplies/accessories remain in stock and maintained to an acceptable working condition.
- Ensuring the device is available for immediate deployment.
- Maintaining clear signage.
- Proactive in educating staff, pupils and visitors about AEDs and its role within the GLC and local community.
- Maintaining records e.g. training, routine maintenance and reviews.

Review of this Policy

This policy was created in June 2014 and will be reviewed periodically as part of the trust review structure.