

USE OF AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

Health Safety and Compliance Guidance

February 2025

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Introduction

The purpose of this guidance document is to allow for safe maintenance and use of Automated External Defibrillators (AEDs) installed on campus.

Portable AEDs are lightweight devices that are easy to operate and are intended for use in emergency situations when a casualty has a serious cardiac rhythm disturbance causing unconsciousness, such as a heart attack. AEDs are not effective for all cardiac emergencies but should always be applied to an unconscious, non-breathing casualty.

An AED acts to correct abnormal heart rhythms by giving a jolt of energy to the heart, which can help restore the heart's rhythm and get it beating normally again. It detects the electrical activity of the heart and gives automated instructions to the operator on what to do. The automatic diagnostic sequence ensures that they will only operate under appropriate circumstances thus preventing their incorrect use. The quicker lifesaving first aid and a defibrillator are used on a casualty, the better the outlook for survival. For every minute that someone is in cardiac arrest without receiving CPR and having an AED used on them, their chance of survival decreases by 10%.

PLEASE NOTE: WHILST TRAINING IN THE USE OF THE AED IS DESIRABLE, IT IS NOT A REQUIREMENT IN ORDER TO OPERATE AN AED IN AN EMERGENCY SITUATION.

Provision

The University has provided defibrillators across campus, the exact locations are available on the Health Safety and Compliance webpage which can be accessed [here](#) and also available to view by scanning the QR code located on the first aid posters across the campus. The defibrillators are stored within University buildings and are wall mounted brackets/cabinets.

Health Safety and Compliance also have a portable defibrillator which can be booked and loaned for a variety of on or off campus activities such as events and field trips. In order to book this AED please enquire with Health Safety and Compliance via hsservicedesk@port.ac.uk or log your booking on our Health and Safety Hub (Hornbill).

Instructions and Training

In-House Training

The types of AED installed by the University have been chosen as they are suitable for any person to use and can be used on adults and children. At every stage, audio instruction is given by the equipment. Training in the use of AED's has now been incorporated in to all First Aid at Work courses.

If further information is required regarding training provision, please contact Health Safety and Compliance on ext. 3075 or via hsservicedesk@port.ac.uk.

Instruction Manuals

The types of AED installed will have the up to date instruction available, these are:

- [Instruction Manual for the Life Pak CR Plus](#)
- [Instruction Manual for the Life Pak CR2](#)
- [Instruction Manual for the IPAD SP1](#)
- [User Guide for the Fred Easyport AED](#)

Arrangements

Access to Buildings in an Emergency

The buildings where the defibrillators are located are open to all during normal office hours. For out of office hours, ensure that 999 is called immediately. The ambulance service will advise where the nearest AED is located that can be utilised. If there is an additional person to help, please ask them contact security on 02392 843333 as defibrillators are carried on security vehicles.

Contacting Emergency Services

- Dial 999.
 - If you are unable to phone yourself, ask a colleague nearby or a helper to call. In the event of a cardiac arrest, ask the nearest person to find the nearest defibrillator by scanning the QR code located on the first aid posters. If unsure, contact Security on 3333 (internal) or 02392 843333 (external).
- Ask for the ambulance service.
 - Be prepared to give details of what has happened i.e. the nature of the injury, the condition of the casualty, and your location (include the building name, floor, room number etc).
- If you would like support dealing with the first aid incident you or a colleague/helper can call Security on ext. 3333 or 02392 843333.
- Continue helping and providing reassurance to the casualty until professional help has arrived.

If someone has been affected by chemicals through inhalation, ingestion, or contact with their skin or eyes and the emergency services are called, it's important that the Safety Data Sheet (SDS) or COSHH risk assessment is available for ambulance crews or accompanies the person to hospital.

Reporting of Incidents

Once an incident has occurred, Health Safety and Compliance **MUST** be contacted regarding the incident immediately or as soon as is reasonably practicable via telephone and followed with an email to

hsservicedesk@port.ac.uk. Additionally, ensure that the incident is reported via the University's [incident reporting procedure \(HS1\)](#).

Disposal of Clinical Waste

All first aid waste should be treated as clinical waste and disposed of in the clinical waste bins which are available in accessible toilets across campus. Should there be a large amount of first-aid waste, disposal may need to be arranged. Please contact the Estates and Campus Services Helpdesk on ext. 6677 (internal) or 02392 846677 (external).

In case of body fluid spills, please contact the Estates and Campus Services Helpdesk via ext. 6677 for assistance.

It is important to note that SHARPS should only be disposed of in properly constructed sharps containers to ensure safety. For information regarding how to dispose of SHARPS, please contact the Estates and Campus Services Helpdesk.

Counselling

If a member of staff has been affected by their involvement in a cardiac arrest emergency, the University provides an [Employee Assistance Programme](#) which offers a free, confidential helpline, providing unlimited access to information, advice and support and onward referral to telephone or face-to-face counselling where appropriate. The service is designed to help individuals deal with a range of problems, no matter how big or small, which may affect their personal lives or performance at work.

Alternatively, members of staff can request a management referral to [Occupational Health](#).

Replacement of Equipment

After every use of the defibrillator, Health Safety and Compliance need to be contacted as soon as possible in order to arrange the replacement of used equipment.

Maintenance

The AEDs need to be checked on a regular basis. Caretakers and nominated staff will ensure the weekly and monthly maintenance checks are carried out and any issues are reported directly to Health Safety and Compliance. A record of these checks are recorded on Planon. In the event that Planon is unable to be used, a record of the check should be recorded on the paper checklists (Appendix 1 and 2) and stored locally.

Below are maintenance instructions for each type of AED on campus.

Appendices

Appendix 1: AED Weekly Checklist

AED Serial Number:

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Check the AED is in the correct position and is showing one of the following symbols: OK (Life Pak CR Plus), O (IPAD SP1) or the indicator light is flashing every 6 seconds (Life Pak CR2). If the AED is showing any of the warning symbols remove from service and report to Health Safety and Compliance on x3075 immediately.

Date of Check	OK/Not OK and initial		Date of Check	OK/Not OK and initial		Date of Check	OK/Not OK and initial		Date of Check	OK/Not OK and initial

Appendix 2: AED Monthly Checklist

AED Serial Number:

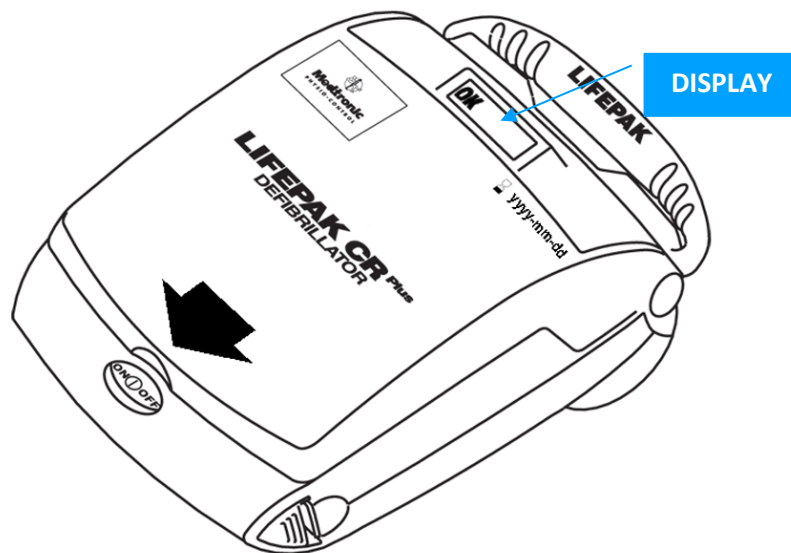
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To be completed each month by the nominated person. For each item, please tick if present and cross if not.
If any equipment is missing, please contact the Health Safety and Compliance on x3075 for replacements.

Date (MM/YY)												
Check AED is on standby mode and is not showing a warning symbol												
Check pads are in date												
Check the antiseptic wipe is sealed and in date												
Check razor is present												
Check clothing scissors are present												
Check disposable gloves are present												
Check face shield is present												
Signed												

If the AED is showing any of the warning symbols: remove from service and report to Health Safety and Compliance on x3075 immediately.

Appendix 3: Life Pak CR Plus Defibrillator

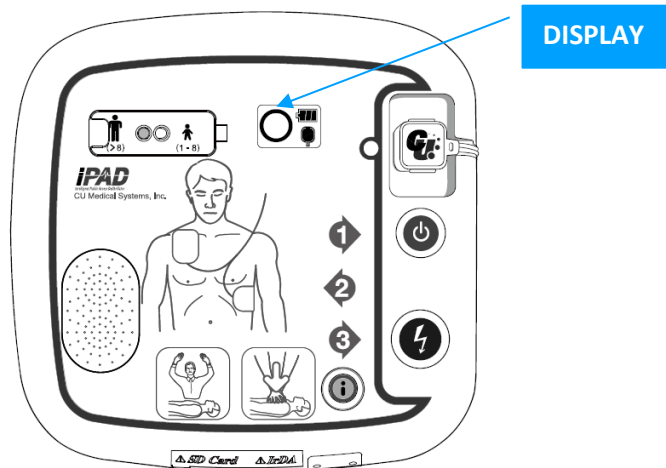




Warning symbols on the display			
Symbol	Description	Symptom	Action
OK	When the defibrillator is functioning correctly the following symbol will be displayed on the readiness display		
	Attention. The internal battery is low.	Battery needs to be charged or replaced	Attempt to Charge, persistent warning replace battery
	Battery charger Indicator. (When this indicator first appears, the internal battery can power the defibrillator for a minimum of 6 shocks or 42 minutes.)	Battery charger needs to be replaced	Attempt to Charge, persistent warning check and if necessary replace charger and/or battery
	Wrench Indicator	There is a condition that is preventing or could prevent defibrillator operation.	Take out of service and contact Health Safety and Compliance

If the defibrillator is showing any of the above symbols:

- Remove from service
- Report immediately to Health Safety and Compliance on x3075 or hsservicedesk@port.ac.uk

Appendix 4: IPAD CU-SP1 Defibrillator



Warning symbols on the display			
Symbol	Description	Symptom	Action
O	When the defibrillator is functioning correctly the following symbol will be displayed on the readiness display		
X	The device has an error.	There is a condition that is preventing or could prevent defibrillator operation.	Please see section 8.3.2 of the operating manual.
	Battery charger Indicator.	Battery needs to be replaced.	Replace charger and/or battery.
i-Button: Flashing in Red	The device has an error.	There is a condition that is preventing or could prevent defibrillator operation.	Take out of service and contact Health Safety and Compliance.
	There is an issue with the PADS.	The pads have been used or they have expired.	Replace the PADS.

If the defibrillator is showing any of the above symbols:

- Remove from service
- Report immediately to Health Safety and Compliance on x3075 or hsservicedesk@port.ac.uk

Appendix 5: Life Pak CR2 (inc. Plus) Defibrillator





Warning symbols on the display	
Symbol	Solution
GREEN FLASHING LIGHT	When the defibrillator is functioning correctly the green LED, on the readiness indicator, flashes every 6 seconds.
Low battery power or expired electrode	Open the lid. When the voice prompts start, press and hold the LANGUAGE and CHILD MODE buttons simultaneously for at least 2 seconds. The defibrillator will provide voice prompts to help you determine what is wrong.
Depleted battery	Replace the battery immediately. If a replacement is not available, remove the defibrillator from service
Electrode tray not connected	Be sure that the electrode tray is completely inserted in the defibrillator
Operating temperature is too low or too high	Operate the defibrillator within 0° to 50°C. Contact Health Safety and Compliance
Defibrillator self-test failed	Contact Health Safety and Compliance

If the defibrillator is showing any of the above symbols:

- Remove from service
- Report immediately to Health Safety and Compliance on x3075 or hsservicedesk@port.ac.uk

Appendix 6: Schiller FRED Easyport Defibrillator



Warning symbols on the display		
Description	Symptom	Action
Display not lit when unit is switched on	Battery not inserted correctly or defective. Device defective.	Insert battery correctly or replace it. Replace device.
Message: check the electrodes	Short-circuit between the electrodes. Device defective.	Apply electrodes according to instructions. Replace device.
Message: Error xxx	Device defective.	Replace device.
Symbol  is not displayed	SCHILLER memory card not correctly inserted. The card is defective.	Switch off device and properly insert memory card. Replace card by a new SCHILLER card.
Symbol  is flashing	Memory card not detected because inserted with device switched on. No SCHILLER SD card used.	Switch off and restart device. Use SCHILLER card.

If the defibrillator is showing any of the above symbols:

- Remove from service
- Report immediately to Health Safety and Compliance on x3075 or hsservicedesk@port.ac.uk