

COPYTHORNE PARISH COUNCIL MEETING

TUESDAY MAY 14th 2019

ITEM NO: 11 – Final transfer to the Parish Council and Guardianship Arrangements for the Defibrillators

Background

In 2016/2017 the Copythorne Community Group (“CCG”) at a cost of circa £3.3k funded the purchase of two Public Access Defibrillators (one located at Fourways Store/Bartley Post Office and the other at Copythorne Parish Hall).

In late 2017 - prior to the winding up of its activities in 2018 - CCG passed ownership of the defibrillators to Copythorne Parish Council (“CPC”). They are recorded on the Parish Council’s Asset Register and insured by the Council.

The defibrillators are housed in locked cabinets. In the event of an emergency event requiring the use of a defibrillator the code number to gain access is supplied by South Central Ambulance Service NHS Foundation Trust (“SCAS”) following a “999” call.

Recommended practice is that each defibrillator should have two “Guardians” whose details are held by SCAS. Those details being name; e-mail; and phone number. Currently - for our two defibrillators – the only recorded Guardian is Geoff Hancock, a former member of CCG.

The role of the Guardian is to conduct regular monitoring of the “readiness” of the defibrillator to ensure that it can be used (this includes weekly and monthly checks as per the attached checklist and using details within the defibrillator user manual). Additionally, the Guardian acts as a point of contact for SCAS in case of any issues with the defibrillator. This includes being notified whenever it is used to ensure that it is returned to active use as soon as possible (this will include replacing the consumable items). Also, the Guardian will be able to provide access to the Defibrillators for the purpose of training by authorised providers.

Proposal 1

It is proposed that guardianship for our defibrillators will sit with two role holders within the Council. Guardian 1 will be the Parish Clerk and Guardian 2 will be the Chair of the Council. These guardians will be responsible for the weekly/monthly checks. The Parish Clerk will be responsible for notifying SCAS of the required details for the Guardians and to advise SCAS when either of the role holders change. GDPR permission to hold the Guardians detail’s will also be confirmed to SCAS. If practical, the access codes to the cabinets will be changed - and notified to SCAS - each time a role holder changes. All of this proposal has been discussed with SCAS who are happy with our plans.

Proposal 2

A Council Budget of £200pa to be allocated to ensure that the required funds for replacement of consumables is in place. Any unused budget would be carried forward as a small reserve for future years when spending may be higher. The costs involved are currently:-

Battery (min. four year lifespan)	£155 each
Pads (two year lifespan if not used)	£31 each
Prep Kit (two year lifespan if not used)	£5 each

In 2019 we are likely to need to purchase two sets of pads (£62) and two prep kits (£10), total cost of £72.

In 2020 we are likely to need to purchase one battery at a cost of £155

In 2021 we are likely to need to purchase one battery (£155); two sets of pads (£62); and two prep kits (£10), total cost of £227.

DAVID RIGBY

Parish Clerk - May 8 2019

