

FREETHORPE PARISH COUNCIL
serving Freethorpe and Wickhampton
freethorpe-pc.gov.uk

DEFIBRILLATOR MANAGEMENT POLICY

DOCUMENT HISTORY

February 2026 New document for the new responsibility

1. Policy Statement

- 1.1 A defibrillator (or AED) is maintained in a purpose-made cabinet in a prominent position outside the Village Hall. A Bleed Kit is also held in the cabinet.
- 1.2 A defibrillator is a life-saving device that gives the heart a controlled electric shock during cardiac arrest. It helps restore a normal rhythm and gives someone in cardiac arrest a far better chance of survival.
- 1.3 Up until December 2025 Freethorpe First Responders took responsibility for managing the defibrillator and ensuring that it was ready and fit for purpose. The Parish Council supported this financially with an annual donation to the First Responders which was used to cover the costs of replacement batteries and other maintenance.
- 1.4 With the disbandment of Freethorpe First Responders in December 2025, Freethorpe Parish Council agreed to take on direct responsibility for the management of the defibrillator, a task made possible by the voluntary work and expertise of Helen Utting.
- 1.5 This policy describes how the defibrillator needs to be managed.

2. Maintenance of the defibrillator

- 2.1 The British Heart Foundation has a system called 'The Circuit' which holds all details and history of the defibrillator at the Village Hall.
- 2.2 A volunteer Guardian (Helen Utting) is the first point of contact regarding maintenance of the equipment. There should also be a Support Guardian to cover if the Guardian is unavailable. The Guardian and Support Guardian are registered with The Circuit and contacted by email if maintenance actions are required.
- 2.3 Each month, the Guardian will check the defibrillator and cabinet & update the record on 'The Circuit'.

2.4 Pads expire after 2 years, there are 2 sets in the case. If the AED has been used new pads need to be purchased. These are normally from Community Heartbeat. Batteries last approximately 4 years. A new battery was installed summer 2024. These are arranged with Heart to Heart. The Cabinet was new in 2025.

3. Use of the defibrillator

3.1 In an emergency, the Ambulance Service may advise that the defibrillator needs to be used. If so, they will give out the access code for the cabinet. This code is also held by the Guardian and Support Guardian, and the Social Club Bar.

3.2 Once the defibrillator has been activated it gives instructions on how to use. [Understanding defibrillators-what they are and how to use them - BHF](#)

3.3 When the defibrillator has been activated the ambulance service will email the guardian, to check for return and replace any used items. If not returned the guardian will contact the ambulance service to locate the defibrillator and arrange the return/collection.

4. The Bleed Kit

4.1 The Bleed Kit held in the defibrillator cabinet is also registered with the Ambulance Service and accessed using the same protocols as the defibrillator.

4.2 The Bleed Kit was supplied by the Joe Dix Foundation
[Catastrophic Bleed bags - Joe Dix Foundation](#)

4.3 Like the defibrillator, the Bleed Kit has expiry dates and needs to be replenished. These should be checked regularly and are also notified to the Guardian and Support Guardian automatically.

5. Contacts

Email: defibs@eastamb.nhs.uk Use when AED not returned

Website: www.eastamb.nhs.uk

The Circuit - <https://www.thecircuit.uk>

Community Heartbeat: office@communityheartbeat.org.uk Tel:0330 1243067