

Memorandum of Understanding



Working in Partnership



CRAIG'S HEARTSTRONG FOUNDATION

WORKING AT THE  OF THE MANX COMMUNITY

www.craigshheartstrongfoundation.co.uk



Introduction

This memorandum of understanding defines the roles and responsibilities of the Isle of Man Ambulance Service (IMAS) the Public Access Defibrillator (PAD) Group and the owner of the Community Public Access Defibrillator (CPAD) site (site owner). This is not a legally binding document. If a Public Access Defibrillator site fails to fulfil the requirements laid out in this MOU then the site will not be registered.

Definitions

The term CPAD refers to any defibrillator that is registered by an organisation/person for the purposes of allowing public access to that equipment to save a life. This includes community, restricted and private defibrillator registrations.

The term defibrillator refers to any semi-automatic or automatic defibrillator (AED).

Public Access Defibrillator Group

The PAD group comprises of representatives from the Isle of Man Ambulance Service (IMAS), The Rushen Emergency Ambulance (RA), Craig's Heartstrong Foundation (CHF) and St John Ambulance (SJA) and the Manx Heart Foundation (MHF)

The group is responsible for setting the PAD strategy for the Isle of Man and also providing advice and assistance when required. The group can also assist with the planning aspect of external cabinet location.

Types of registrations available within the CPAD scheme

Depending on access and availability of defibrillators the scheme offers 3 registration options;

1. Community Public Access Defibrillator (CPAD)

A community public access defibrillator or CPAD is a defibrillator that is **always available** to anyone 24 hours a day, 7 days a week, 365 days a year. The defibrillator may or may not be in a locked cabinet.

There are minimum requirements that must be met in order to install a CPAD site and this is set out within this document.

2. Restricted Public Access Defibrillator

A restricted access defibrillator is one that is **not** available to the public 24 hours a day. An example is an office building that is only open on specific days and times.

By registering your defibrillator it will enable the Emergency Services Joint Control room to locate the nearest defibrillator to a person suffering a cardiac arrest.

3. Private defibrillator

A private defibrillator is one that is only available for the people in the organisation that is registering it. We strongly encourage all organisations to try and provide public access where possible.

An example of a private defibrillator is an office building where public access is not possible or not allowed. By registering your defibrillator the Emergency Services Joint Control room will be able to direct your staff members to it should someone in your organisation suffer a cardiac arrest. Private defibrillators that are registered still fall within the terms of this agreement.

Generic responsibilities

Each organisation will comply with all statutory obligations, enactments, regulations and legal, professional and ethical requirements relating directly to its provision of services.

Each organisation will take full responsibility for managing and maintaining its own equipment and risk.

Ambulance Service responsibility

IMAS will provide advice regarding the suitability of the site location if requested.

In the event that the CPAD site is accessed and the defibrillator deployed via the Emergency Service Joint Control Room (ESJCR), IMAS will, as soon as possible, contact the CPAD site guardians and make arrangements to return the CPAD site to an operational condition.

The CPAD site owner

The site is defined as being the external cabinet, the defibrillator and any other associated equipment relating to the installation. The site owner is defined as the person(s) or organisation that owns the site. The site owner will have permission from the property owner to locate the equipment on that property and allow access to the public to retrieve the defibrillator if it is needed to save a life. The property owner is defined as being the person(s) or organisation that own the property/building/structure that the site is affixed.

The site owner will give permission for the site to be accessed and used by the PAD group and members of the public if access to the defibrillator is required. For restricted access sites it is recommended that the defibrillator is located near a reception area or in an area that would allow easy controlled access into your organisation. Your organisation security requirements need to be taken into consideration when registering the defibrillator.

The site owner will consult with the PAD group to ensure the site is placed in an area which will maximise its availability and access to the public.

The CPAD site minimum requirements

The Isle of Man Ambulance Service (IMAS) requires that any Community Public Access Defibrillator (CPAD) installation meets the following criteria in order to be included in the IOM PAD scheme. These criteria are set out in appendix 1 can only be varied by agreement of IMAS and the IOM PAD group.

The defibrillator must be either automatic or semi-automatic and be compliant with current UK guidelines.

Any cabinet connected to an electricity supply will be installed by a qualified electrician and the manufacturer's installation guide will be followed to ensure correct siting and installation.

A certificate / receipt of fitment will be retained by the site owner. This will provide assurance that the installation is correctly installed and will not injure or cause risk to anyone accessing the site.

The site owner will nominate two named guardians to be a point of contact between IMAS, the PAD group and the site owner. The site owner and the nominated guardians will give permission for their contact details to be held electronically. IMAS and the PAD group may occasionally send correspondence to the CPAD site owner and/or guardians regarding the ongoing administration of the PAD scheme and the site. The site owner and custodian(s) agree to this.

The site owner will arrange for the necessary servicing and regular equipment checking as suggested/recommended by the manufacturer of the external cabinet, defibrillator and other items relating to the site.

The site owner will replace any consumables prior to their expiry dates (including but not limited to, batteries, defibrillator pads, face masks and any other items).

The site owner will ensure that the area surrounding the site and the equipment is checked on a weekly basis to ensure that it is safe, serviceable and ready for use. The check should be recorded on the visual inspection checklist.

If the CPAD site is found to be unavailable for use (due to building works, equipment fault, damage or theft etc) the site owner must inform the Emergency Services Joint Control Room as soon as possible to inform them that the site is "off line". Or email defibs@gov.im to inform IMAS.

If required the site owner will ensure that any staff / community training is delivered. The site owner must provide standard first aid equipment and first-aiders as required by the Health & Safety Executive for "normal" first aid provision if required outside of this agreement.

If the site owner requires insurance to cover public liability, the loss, theft, or damage of the defibrillator and or cabinet, they will be responsible for arranging this insurance themselves. The PAD scheme and its representatives do not provide such insurance cover for site owners.

Telephone box installations

Telephone box installations must comply with regulations regarding class 2 electrics. A certificate of fitment by a qualified electrician must be provided and advice obtained from the owner of the telephone box and Manx Utilities Authority prior to any installation taking place.

Authorised person on behalf of the Community Public Access Defibrillator site owner

When registering a CPAD site, the site owner has agreed and accepted the Community Public Access Defibrillator Site Memorandum of Understanding (this document). IMAS and the PAD group may send correspondence to the CPAD site owner and/or custodian(s) regarding the ongoing administration of the PAD scheme and site. The site owner and custodian(s) agree to have their personal details held electronically on the online portal and also agree to receive correspondence. You also agree to notify IMAS of any changes to the CPAD site and custodians.

Authorised person on behalf of Public Access Defibrillator site owner

The site owner has signed and accepted the Community Public Access Defibrillator Site Memorandum of Understanding. The Ambulance Service and the PAD group may send correspondence to the CPAD site owner and/or custodian(s) regarding the ongoing administration of the PAD scheme and site. The site owner and custodian(s) agree to have their personal details, as given on page 5 of this document, held on file and electronically and also agree to receive correspondence. You also agree to notify the Ambulance Service of any changes to the CPAD site and custodians.

Sign:..... Date:

Print name: Position:

Isle of Man Ambulance Service Contact details

In an emergency dial 999.

Telephone: 01624 642266

Email: defibs@gov.im (administration purposes only, not an emergency email address).

Emergency Services Joint Control Room 01624 697327 (not in an emergency).

Appendix 1

Minimum requirements checklist for the siting of a Community Public Access Defibrillator.

No	Requirement	Tick
1	The site and exact location is inspected by the site owner to ensure that it is easily accessible. This should take into consideration low built walls/steps/pot holes/poor lighting, etc. Consideration should also be given to disabled access.	
2	A "prior approval" planning submission is required for external cabinet installations and there is system in place with the planning department. Please email planning@gov.im for further information regarding the process.	
3	The cabinet should be located centrally within the target area. Generally a radius of 200 meters is used as being the effective range for retrieval of the AED.	
4	The site and Cabinet is inspected following installation to ensure it is easily accessible by all (no more than 1.35 meters from ground with easily accessible Defibrillator) and as safe as possible.	
5	Cabinet is industry constructed for specific use as an external Defibrillator Cabinet and approved by the IOM PAD group for inclusion in the local scheme.	
6	Heated cabinet with internal and exterior lighting (for easy access during night operation). Exterior lighting must be capable of illuminating the keypad at night.	
7	Cabinet with a mechanical or electrical locking mechanism (with efficient back up for power failure in electrically powered locking mechanisms). Locking mechanism must be capable of supporting the PAD scheme generic code (alpha numeric keypad comprising of 0123456789 CZXY). Manufacturers usually program the lock code at point of order. Please ensure the code is given to the manufacturer at point of order. IOM PAD coordinator can advise of the key code that is used in the IOM scheme.	
8	Cabinet installed and/or inspected by qualified (Part P/EAL/NICEIC/C&G 2393 LEVEL 3/ or higher) electrician with certification/receipt of fitment to be copied and retained by owner and IOMAS – Rationale is qualified and certified Electrician would not sign off installation of dangerously externally or internally wired cabinet which could cause risk to end user.	
9	PAD site registered on Defibrillator scheme online registration portal.	

Isle of Man Ambulance Service – CPAD site registration form**Your organisation details**

Organisation / owner	
Organisation address	
Post code	
Main switchboard number	
Organisation admin email	

Please provide details of 2 Guardians within your organisation that can be contacted regarding your defibrillator. Guardians will be the main point of contact between us and your organisation and will look after the defibrillator and check that it is serviceable:

Guardian 1 name	
Guardian 1 email	
Guardian 1 telephone number	
Guardian 2 name	
Guardian 2 email	
Guardian 2 telephone number	

CPAD site details

Site address	
Post code	
Site location notes (e.g. side of building next to loading bay)	
External cabinet make and model number	
External cabinet serial number	
External cabinet lock code	

Defibrillator details

Defibrillator make and model	
Defibrillator serial number	
Defibrillator battery expiry date	
Adult Defib pads expiry date	
Paediatric Defib pads expiry date (if applicable)	
Is a paediatric key included with Defibrillator (Philips FRX only)	