

Defibrillator Management Plan

Health and Safety Directorate



This Defibrillator Risk Management Plan has been developed to ensure workplaces that make a decision to have a defibrillator have appropriate planning and support in place for the equipment. This document must be completed with the assistance of a WHS Consultant. Please contact a WHS Consultant on 1800 811 523.

*This document should be included as an appendix to your first aid plan.

School/Workplace: Nepean Creative and Performing Arts High School

Date: 01.04.19

Date of Review: 03.04.2020

WHS Sections	Action Required	Responsibility	Due date / Frequency
Location/Signage/Accessibility			
Defibrillator location (i.e. easily accessible, central)	<p>Defibrillator One: Front Office – mounted on the wall outside the first aid room</p> <p>Defibrillator Two: Nepean Arts Centre Administration Office – mounted on the wall</p>	Principal	01.04.19
Security of defibrillator (i.e. in cabinet with alarm)	<p>Defibrillator One: main reception is a secured area with constant visual supervision</p> <p>Defibrillator Two: the Nepean Arts Centre Administration Office is a secured area with constant supervision.</p>	Principal	01.04.19

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<p>Communicating defibrillator location</p>	<p>Staff, P&C and community users have been notified at 1st briefing of Term 1.</p> <p>NCAPAHS WHS Site Safety brochure has been updated to include the location of first aid bags, epipens and defibrillator.</p> <p>NCAPAHS staff induction procedures have been updated and amended to include the location of the defibrillator</p> <p>NCAPAHS Staff information handbook has been updated and amended to include the location of the defibrillator</p> <p>Signage is in place</p>	<p>Principal</p>	<p>Term 1 Week 9</p> <p>Term 1 Week 1</p> <p>Term 1 Week 1</p>
<p>Annual testing and maintenance checks</p>	<p>Pad expiry date are noted</p> <p>Battery expiry date are noted</p>	<p>First Aid Officer</p>	<p>Annually – Week 1 Term 1</p>

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Maintenance and Testing			
Guidelines for testing and maintenance - weekly	As per manufacturers recommendations:		
	<p>Check the defibrillator for any signs of wear and tear or damage</p> <p>Ensure all exterior components and sockets are crack free and fully functional.</p> <p>Make sure there are no signs of erosion in the battery compartment</p> <p>Visual check of the battery indicator light</p>	First Aid Officer	Every Monday
Guidelines for testing and maintenance checks - annually	<p>Pad expiry date are noted</p> <p>Battery expiry date are noted</p>	First Aid Officer	First Monday of Term 1, annually
Management of testing schedules	<p>All due dates and expiry dates have been recorded in Risk Management system</p> <p>Notifications are established in Sentral school calendar to record expiry dates</p> <p>Notifications are established to remind First Aid Officer to complete weekly and annual checks</p>	School Administration Manager	First Monday of Term 1, annually
Maintenance schedules handled	<p>Notifications are established in Sentral school calendar to record expiry dates</p> <p>Notification email reminders are established to remind First Aid Officer to complete weekly and annual checks</p> <p>Online log book established to record and sign the completion of the weekly and annual checks in Issue Tracking on Sentral</p>	School Administration Manager	First Monday of Term 1, annually
Systems for recording testing/maintenance	Online management system of records audited	School Administration Manager	Weekly

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Protocols			
Communicating the defibrillator plan	<p>The defibrillator plan will be communicated to staff via an email and a verbal discussion in a staff meeting</p> <p>Members of the community will be notified of the plan through P&C meetings, whole school email to parents, and by an article in the February Link newsletter each year, first aid drop down menu located on the school website</p> <p>New staff members and site visitors will receive a copy of the Staff handbook and the NCAPAHS Site Safety WHS Brochure.</p> <p>Community users of the Nepean Arts Centre will have a poster located outside the Nepean Arts Centre Administration Office</p> <p>A copy of the plan will be stored in the cupboard with each defibrillator.</p>	Deputy Principal responsible for CPR TPL and staff induction	Annually
Communicating DoE procedural documents	All staff, P&C and community users have been notified of the new procedural documents.	Deputy principal responsible for CPR TPL and staff Induction	Term 1
Commonly understood protocol surrounding paediatric pad usage	<p>All available staff have received training information to administer paediatric pad usage.</p> <p>Training information has been uploaded to Documents Section in Sentral and included in Staff handbook</p> <p>P&C and community users have been invited to attend paediatric pad usage and provided with information pertaining to pad usage.</p>	Deputy Principal responsible for CPR TPL and staff induction	A

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<p>All staff are aware of adult vs paediatric pads and storage</p>	<p>All staff, P&C, and community users are aware that the defibrillator is stored with the adult pads plugged in.</p> <p>All users are aware that the paediatric pads with leads are available in the defibrillator case</p> <p>All users are aware of the guidelines and how to plug in/change to paediatric pads</p>	<p>Deputy Principal responsible for CPR TPL and staff induction</p>	<p>Annually</p>
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Training			
Specific training for defibrillator usage (i.e. modes, CPR course, manufacturers course, face to face, e-learning)	<p>Manufacture has trained all available staff, including the first aid officer, initially face to face and via the online training module</p> <p>All staff, including the First Aid Officer receive training from the Royal Lifesaving Institute of NSW to complete CPR, Anaphylaxis and use of defibrillator training</p> <p>95% of all staff have up to date CPR training</p>	Deputy Principal responsible for TPL and staff induction	Annually
Record of training	<p>Signed staff attendance register</p> <p>Soft copies of Certificates of Attainment from Royal Lifesaving to be kept on school network and a hard copy to be kept in each staff member's file with the principal</p>	Deputy Principal responsible for TPL	Annually
	<p>Staff participation in CPR, e-Emergency Care are recorded in e-Safety system</p> <p>Hard copies of certification to be kept in each staff member's file with the principal</p>	Principal Health and Safety Directorate	Annually
Reporting			
Report of Purchase	Health and Safety Directorate has been notified of Defibrillator One's purchase and the donation of Defibrillator Two from the local Rotary	Principal	Upon purchase Upon receipt of donation
Incident reporting, investigating, analysis and review	All staff are aware of the need to report any emergency/use of the defibrillator to the Principal and Incident Report and Support Hotline on 1800 811 523	Staff	Upon usage