



Defibrillator Policy and Procedures

Purpose

To describe the intent and procedures that the Bunbury Bridge Club is required to follow in the usage and maintenance of the defibrillator SmartStart HS1 located in the Club Office.

Policy Details

This policy covers the use of the SmartStart HS1 defibrillator in terms of:

- its maintenance;
- the training of personnel about when and how to use the defibrillator;
- member awareness about the use of the defibrillator;
- other related training such as CPR; and
- purchase of necessary equipment.

Policy Scope

This policy relates to an instance where a person becomes unconscious on the Bunbury bridge Club premises.

The standard operating procedures apply to Club members responsible for operating and maintaining the SmartStart HS1 defibrillator.

Related Policies

Western Australian Civil Liability Act 2002 - SECT 5AD

Protection of good samaritans

(1) A good samaritan does not incur any personal civil liability in respect of an act or omission done or made by the good samaritan at the scene of an emergency in good faith and without recklessness in assisting a person in apparent need of emergency assistance.

(2) A medically qualified good samaritan does not incur any personal civil liability for advice given in good faith and without recklessness about the assistance to be given to a person in apparent need of emergency assistance.

(3) This section does not affect the vicarious liability of any person for the acts or omissions or advice of the good samaritan or medically qualified good samaritan.

Definitions

Cardio-pulmonary resuscitation (CPR)

CPR stands for which is a lifesaving technique that can be used in emergency situations. CPR is performed when someone has stopped breathing or their heartbeat has stopped. It involves hard and fast chest compressions and it can be performed by both untrained and trained Club members.

CPR is the action of giving 30 compressions followed by 2 breaths. Try to achieve 5 sets of 30 compressions and 2 rescue breathes in about 2 minutes (or 100–120 compressions/ minute). If unwilling or unable to give breaths, giving compressions only is better than not doing CPR at all.

Cardiac Arrest

If a person is unconscious, has no pulse and is not breathing, or has difficulty breathing, they may be experiencing a cardiac arrest. Try to trigger a response from person by shaking, pinching or shouting at them. If there is still no response, it is time to perform CPR, use a defibrillator and call Triple Zero.

Roles and Responsibilities

Dr Steve Mellett 0427 957 995 will oversee the procedures for the upkeep of the defibrillator and its supporting materials.

The Club President will ensure appropriate allocation of budget is made in the Capital Works and Maintenance Plan for the upkeep of the defibrillator and its supporting materials.

Procedures

1. The SmartStart HS1 working status and physical condition including cracks, wear or damage should be checked regularly.
2. A record of the date the battery is installed should be kept.
3. A record of the expiry date of the pads should be kept. The pads are single use and replaced after use.

4. Supporting materials such as face shield, scissors, gloves, razor, alcohol wipes are sealed and unused within expiration date.
5. Training of Club nominated members should be undertaken to ensure they are skilled in applying CPR and able to use the SmartStart HS1 defibrillator.
6. In the case of a person becoming unconscious on the Bunbury Bridge Club premises the following steps must be undertaken.
 - 6.1 **Danger** - Assess the scene for immediate danger at the scene.
 - 6.2 **Response** - Shake and shout at the person for any response.
 - 6.3 **Send for help** - Call an ambulance on Triple Zero.
 - 6.4 **Airway** - Open the person's airway.
 - 6.5 **Breathing** - Check person's breathing. If not breathing, give two rescue breathes.
 - 6.6 **Circulation** - If the person is not breathing and there is no response from the person commence CPR and attach defibrillator and follow the prompts. After defibrillation continue CPR and use of the defibrillator until a response (and/or ambulance arrives).
7. Maintain a record of any incident involving the use of the defibrillator.

Date of Ratification: 12th May 2025

Changes made to the Policy to be recorded:

Date

Nature of Change