



Registration of an Automated External Defibrillator on the Save a Life App



In order that all defibrillators that have been put in cabinets for public use or purchased for internal use are recorded on the relevant Ambulance computer systems, could you please fully complete the details below and e-mail this form to defib@scas.nhs.uk. If you have already sent these details elsewhere or if you have any amendments to make, please use this form and send it to defib@scas.nhs.uk. Thank you for your help.

App Name The name of the building the Defibrillator is attached to. This should be easily recognisable by a member of the public.		Postcode Precise location of the Defibrillator. Please ensure this is correct.	
Type PAD = 24/7 No Restrictions. STATIC = Internal or Restricted Hours. Please delete as appropriate.		App Status The Ambulance Service will confirm when your Defibrillator is live on their systems.	
Building Name & Number	Street Name	Town	County
Type of Building the Defibrillator is Attached to Please think about how you would describe your location to a member of the public calling 999.		Details and EXACT Location The exact location the Defibrillator can be found i.e. First Aid Room or Wall Facing Car Park etc. We will provide these instructions to the public when they call 999.	
Availability Please confirm whether this Defibrillator is available 24/7 public access or there are restricted opening hours. Please delete as appropriate.		Opening Hours Please state the times the Defibrillator is available for use. Please think about bank holidays and school term times.	
Public Call Ahead Telephone Number This should be a telephone number that can be placed on the app and made public for potential users to call should help be required with locating the defib or the access code.		999 Call Takers Call Ahead Telephone Number This is a telephone number that can be placed on our systems for the 999 call takers to be aware of if they need more information or assistance in an emergency.	
Defibrillator Supplier	Defibrillator Manufacturer	Defibrillator Make & Model	Defibrillator Serial Number

Latitude	Longitude	SCAS Reference	Warranty Expiration

Adult PAD Expiration	Infant PAD Expiration	Battery Manufacture Date	Battery Expiration
Cabinet Type or Supplier	Location Code Cabinet Serial Number	Colour of Cabinet	Access Code

Guardians

Please note that it is preferable to have **at least two** Guardians per Defibrillator. This is to ensure we have someone to contact if the device is used or if there are any queries that may have arisen regarding the Defibrillator. Please note that it is the responsibility of the Guardian to ensure that the defibrillator remains **Response Ready** and to notify us if any of the consumables are out of date making the **defibrillator inactive**.

The information contained in this registration form may be shared with past, current and future Guardians. Please ensure that each Guardian is aware that we hold their details and these details may be shared with other Guardians of the defibrillator. Please sign below in acknowledgement of this fact.

Guardian Name	Guardian E-Mail	Guardian Phone Number	Guardian Signature

Save a Life App

Your defibrillator will be loaded onto our Save a Life App. Please initial this box to confirm that you understand the information will be made available to the public.

<http://www.scas.nhs.uk/news/campaigns/savealife>

Please note that if you have previously downloaded our app you may have to 'Update AED List' from the menu function to ensure you're viewing current data.

Longitude & Latitude

You can find your Longitude and Latitude by searching for your location on Google Maps. Right click on your location and select 'what's here'. A box will appear with two numbers at the bottom that are slightly greyed out. This is your longitude and latitude. Please let us know if we have your location wrong.

Contact with SCAS

Please ensure that SCAS are made aware of any changes to the defibrillator as soon as possible by e-mailing defib@scas.nhs.uk. We need to ensure we have accurate information regarding each defibrillator all the time.

Two Guardians

Please ensure there are two Guardians responsible for the defibrillator at any one time. We will need to contact someone with an immediate response if the defib is used. We will need to get hold of you. Please ensure that SCAS are made aware of any alterations regarding your personal details. Please use defib@scas.nhs.uk for this.

You can find our suggested Guardian Checklist at <https://www.scas.nhs.uk/our-services/community-and-co-responders/>. This will help you when you are checking to ensure that your device is Response Ready.

Insurance

You may wish to consider insurance for your defibrillator and cabinet.

GDPR

We would like to ensure that we remain compliant with the new GDPR regulations and therefore, if you have not already done so, please would you provide us with e-mail confirmation that you are in agreement that we can retain and share your records with other Guardians of the defibrillator.

NB: The information held on this registration form will be shared with other Guardians.

Guardian Responsibilities

Response Ready

It is the responsibility of the Guardian to ensure that the defibrillator remains response ready at all times. If the defibrillator is defective, we should be notified at defib@scas.nhs.uk so that we can temporarily remove the device from our 999-call system and our 'Save a Life App'. You can ensure the device is response ready by checking that the active light, battery life or rescue ready button is green or displays OK.

Replacement Pads & Battery

Pads generally have a lifespan of between 18 months - 2 years and the battery lifespan can be between 4 & 7 years depending on the supplier. Please ensure that these items are in date and currently active at all times. Should you need to replace either of these items then they can be obtained by contacting the supplier/manufacturer of the defibrillator.

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