



THE BRIDGE SCHOOL

DEFIBRILLATOR (AED) POLICY

Date reviewed: January 2026
Next review date: January 2027

Purpose

The purpose of this policy is to ensure that all staff are aware of the location, use, and management of the school's Automated External Defibrillator (AED), and that clear procedures are in place to respond effectively to a cardiac emergency.

Scope

This policy applies to all staff, visitors, pupils and members of the wider school community. It supports the school's commitment to safeguarding and health and safety.

Location of the Defibrillator

The school's Automated External Defibrillator (AED) is located:

On the wall in the foyer behind reception

This location has been selected to ensure the AED is:

- Easily accessible
- Clearly visible
- Near a central, staffed area of the school

Clear signage is displayed to indicate the AED's location.

Responsibility

Head Teacher / Senior Leadership Team

- Ensure the AED is accessible, maintained and fit for use
- Ensure this policy is reviewed regularly
- Ensure staff are aware of AED procedures

Office / Designated Staff

- Monitor expiry dates of pads and batteries
- Ensure routine visual checks are carried out
- Record checks and any use of the AED

All Staff

- Be aware of the location of the AED
- Know the emergency response procedure
- Act promptly and calmly in an emergency

Training and Awareness

- Staff will be informed of the AED location as part of induction
- Basic awareness of AED use will be provided, alongside first aid training where possible
- No formal training is required to use an AED; verbal and visual instructions are provided on the device

Procedures in the Event of a Cardiac Emergency

If a person collapses and is unresponsive:

1. **Check for danger and responsiveness**
2. **Call 999 immediately**
 - State that a defibrillator is available on site
3. **Send for the AED**
 - Retrieve from the wall in the foyer behind reception
4. **Follow the AED instructions**
 - Turn on the device and follow the spoken and visual prompts
 - Continue CPR as instructed
5. **Continue until:**
 - Emergency services arrive, or
 - The casualty shows signs of recovery

The AED will not deliver a shock unless it is needed and is safe to use.

Pupils with Additional Needs

Given the complex needs of pupils at The Bridge School, staff should:

- Reassure pupils who may be distressed
- Remove pupils from the immediate area if appropriate
- Follow individual support needs and behaviour plans where relevant

Maintenance and Checks

- The AED will be visually checked regularly to ensure it is operational
- Pads and batteries will be replaced before expiry dates
- Any faults or use of the AED will be reported immediately to the Head Teacher or Site Team
- After use, the AED will be checked, restocked and made ready as soon as possible

Post-Incident Review

Following any use of the AED:

- An incident report will be completed
- A debrief will be held as appropriate
- Welfare and support will be offered to staff and pupils involved

Review

This policy will be reviewed annually or sooner if guidance changes or following use of the AED.