



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



In order that all AEDs that have been put in cabinets for public 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](mailto:defib@scas.nhs.uk). Please also use this form for any future amendments you may make regarding information relating to your AED. If you have already sent these details elsewhere, please still complete this form and return it to [defib@scas.nhs.uk](mailto:defib@scas.nhs.uk).

<b>App Name</b> The name of the building the Defibrillator is attached to. This should be easily recognisable by a member of the public not knowing the area.		<b>Postcode</b> Precise location of the Defibrillator. Please ensure this is correct.	
<b>Type</b> PAD = 24/7 No Restrictions. STATIC = Internal or Restricted Hours. Please delete as appropriate.		<b>App Status</b> The Ambulance Service will confirm when your Defibrillator is live on their systems.	
<b>PAD</b> <b>STATIC</b>			
<b>Building Name</b>		<b>Building Number</b>	<b>Street Name</b>
<b>Town</b>		<b>County</b>	<b>Postcode</b>
<b>Type of Building the Defibrillator is Attached to</b> Please think about how you would describe your location to a member of the public calling 999.		<b>Details and EXACT Location</b> 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.	
<b>Availability</b> Please confirm whether this Defibrillator is available 24/7 public access or there are restricted opening hours. Please delete as appropriate.		<b>Opening Hours</b> Please state the times the Defibrillator is available for use.	
<b>24/7 Public Access</b> <b>Restricted Available Hours</b>			
<b>Call Ahead Telephone Number</b> This should be a telephone number that can be placed on the app and made public for potential users to call to advise of the requirement of the Defibrillator.		<b>Call Takers Call Ahead Telephone Number</b> 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.	
<b>Defibrillator Supplier</b>		<b>Defibrillator Make &amp; Model</b>	<b>Defibrillator Serial Number</b>
<b>Latitude</b> Please see notes		<b>Longitude</b> Please see notes	<b>Warranty Expiration</b>
<b>Adult PAD Expiration</b>	<b>Infant PAD Expiration</b>	<b>Battery Manufacturer Date</b>	<b>Battery Expiration</b>

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 purely to ensure we have someone to contact 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 of this fact and signs below to agree this.

	Guardian Name	Guardian E-Mail	Guardian Phone Number	Guardian Signature
1				
2				
3				

### 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.

### 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](mailto: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.

#### 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.

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.

Thank you for your help it is very much appreciated.

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