

### Automated External Defibrillators (AED)

#### Guidance notes

##### **Information for those wishing to apply for funding for an AED**

The Leisure Grant Aid Scheme for AED's is available for local Sports Clubs/Community groups who wish to request support towards purchasing an AED for their Club.

The funding breakdown is as follows:

- 75% Council
- 25% by the Club

##### **Eligibility:**

1. Local Sports clubs/Community groups who are based within the Antrim and Newtownabbey Borough.
2. Clubs/Community groups who have a minimum of two members AED trained, or who can demonstrate they have members working towards their qualification.
3. Sport Northern Ireland or National Governing Body recognised or registered with Antrim and Newtownabbey Borough Council Community Services.

##### **Section One - General Principles applying to the programme**

- Applications must be completed online via the Grant Manager system.
- Defibrillators will be restricted to one application per Club/Community group (consideration may be given to Clubs/Community groups who can demonstrate need for more than one Defibrillator).
- Applications to this scheme will be open to all properly constituted groups. Evidence that a constitution has been formally adopted must be supplied.
- Applicants must demonstrate that they can meet the criteria of the programme.
- It is a prime responsibility of the Council to ensure the proper and efficient use of any funding opportunities therefore all receipts must be prior to funds being released.
- Retrospective applications will not be considered.
- The Club/Community groups will be required to produce 3 quotes for the AED of similar specification.
- Clubs/Community groups for profit will not be considered in this scheme.
- Should a Sports club/Community group be successful, they will be responsible for the purchasing of the AED and will be reimbursed by 75%, subject to:
  - Agreement to a 5 year maintenance plan
  - Submission of appropriate financial documentation (quotations, receipts, bank statements).

- If Successful Sports club/Community group will be expected to attend a photo call.

## **Section Two - Conditions of the Grant**

The following general principles will apply to Antrim and Newtownabbey Borough Council's administration of the grant aid programme.

- AEDs should be placed or stored in a visual and known location; they must be accessible with minimum delay.
- AEDs located on Club/Community group premises are to be kept in protective cabinets; the standard sign for an AED should be used to show where it is stored. Various types of cabinet's are available and offer different levels of security and weather proofing. For Further Information please visit:  
<http://www.resus.org.uk/pages/AEDsign.htm>.
- The local ambulance service must be made aware that an AED is available at a particular location and whether it can be accessed at all times or only (for example) during office hours; this information can help ambulance call takers guide those initiating a resuscitation attempt. (The Club/Community group may be asked to produce evidence).  
Clubs/Community groups are required complete the an online inform us document by visiting: [www.niamb.co.uk](http://www.niamb.co.uk)
- The Club/Community group must agreed a weekly maintenance schedule detailing what checks will be carried out on their AED. Only Trained AED members can replace expired batteries, electrode pads, and other consumable items (razor, airway adjuncts, plastic gloves).
- The Club/Community group must provide evidence that they have a minimum of 2 AED trained personal on site at any one time i.e. training records or certificates or, that they have members working towards this qualification.
- Applications will only be considered from Sports Clubs/Community group based within the Antrim and Newtownabbey Borough area.
- Clubs/Community groups must demonstrate need for AED funding on their application form.
- The Club/Community groups will be asked to produce a, signed risk assessment on the use of the AED to be completed and relayed to Club/Community Groups coaches and staff. (The Club/Community group may be asked to produce evidence)
- The Club/Community group must demonstrate how they can fund 25% of the overall cost.
- The Club/Community group Must provide a confirmation letter from insurers indicating that the Club/Community group is covered for all risks associated with the AED operation and management.
- The Club/Community group must optain at least 3 quotes for the AED based on similair specification.

### **Section Three - Important Information:**

Although untrained members of the public have used AED's successfully to save life, the great majority of successful AED use has completed been by trained people (albeit people with modest training) who were nearby. It is essential to have people on site who are trained to use the AED.

Sudden Cardiac Arrest (SCA) affect's predominantly middle aged and older people and statistics have shown more men than women. However, there is also a risk to younger people (including athletes and elite sportspeople) also suffer SCA or sudden cardiac death.

### **Section Four - Evaluation Criteria**

Applications will be evaluated as follows:-

1. Compliance with good governance practices (20%)
2. Demonstration of need (20%)
3. No of Club/Community group members within high risk age categories (18-25yrs, 45yrs+) 2% for every 25 members up to a maximum of 20%
4. How will this funding benefit your Club/Community group? (20%)
5. How will your Club/Community group promote the support received from The Lions club and Antrim and Newtownabbey Borough Council? (20%)

### **Legal obligation**

In English law, for someone to be held liable it would have to be shown that the intervention had left the victim in a worse situation than if there had been no intervention. In the circumstances under discussion (i.e. someone who is technically dead following a cardiac arrest) it is very unlikely that this would arise.

No case brought against someone who tried to provide first aid has been successful in the UK, where the courts have tended to look favourably on those who try to help others. This subject has been considered in detail, and detailed legal advice is offered elsewhere on the Resuscitation Council (UK) website:<http://www.resus.org.uk/pages/legal.pdf>

### **Data Protection Act**

- We will use the information you give us on the application form during assessment and for the life of any grant we award you to administer and analyze grants and for our own research.
- We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way our funding program's work and the effect they have. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
- We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.

- We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

### **Freedom of Information Act**

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemption that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk)