

Defibrillator Management Plan

Health and Safety Directorate

This Defibrillator Risk Management Plan has been developed to ensure workplaces that make a decision to have a defibrillator have appropriate planning and support in place for the equipment. This document must be completed with the assistance of a WHS Consultant. Please contact a WHS Consultant direct or ring the Incident Report and Support Hotline on 1800 811 523.

*This document should be included as an appendix to your first aid plan.

School/Workplace: Killarney Vale Public School

Date: 28/03/2025

Date of Review: 28/03/2026

WHS Sections	Action Required	Responsibility	Due date / Frequency
Location/Signage/Accessibility			
Defibrillator Location	Mounted on wall in main reception area, outside of principal office, above the staff sign in kiosk. All staff notified of location of defibrillator.	Principal	First SDD 2026
Security of defibrillator against theft and vandalism	Defibrillator is located in secured main reception building outside of principal office with constant visual supervision. Building is alarmed when no one is onsite.	Principal	N/A
Communicating defibrillator location to staff, volunteers, contractors, visitors	Staff, community and P&C have been notified of defibrillator location at 1 st briefing of the year. Defibrillator is in a visual location when staff are signing in and out. Signage is in place. Induction for casual staff, contractors and visitors has been updated to include information on defibrillator location.	Principal Deputy Principal	Jan / Feb 2026 First SDD First P&C meeting

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Maintenance and Testing			
Guidelines for testing and maintenance	As per manufacturers recommendations:		
	Visual check of self-test – Weekly	Admin Manager	Mondays
	Visual check of battery indicator light – Weekly	Admin Manager	Mondays
	Check the defibrillator for any external signs of wear and tear or damage. Ensure all exterior components and sockets are crack-free and fully functional. Make sure there are no signs of corrosion in the battery compartment.	Admin Manager	Start of each school term
	Adult pad expiry date – 28/02/2026	Admin Manager	Annually
	Child pad expiry date – 30/04/2027	Admin Manager	Annually
	Battery expiry date – 28/02/2029	Admin Manager	Annually
Management of testing schedules	All expiry dates have been recorded in our risk management plan and recorded in our school calendar 1 month prior to expiration.	Admin Manager	Annually
Maintenance – scheduled regular monitored/maintained to manufacturer's recommendations checks handled	All due dates have been recorded in our risk management plan.	Admin Manager	Annually
Systems for recording testing/maintenance	Record of testing and maintenance located beside defibrillator and maintained by responsible staff	Admin Manager	Weekly
Protocols			
Communicating the defibrillator plan	All staff, community and P&C have been notified of defibrillator documents, and they have been uploaded with our risk management plan.	Principal	Annually First SDD First P&C meeting
Communicating DoE procedural documents	All staff, community and P&C have been notified of defibrillator documents, and they have been uploaded with our risk management plan.	Principal	Annually First SDD First P&C meeting

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Commonly understood protocol surrounding pediatric pad usage	All staff have been trained in pediatric pad usage and information pertaining to pad location. Usage communicated at 1 st briefing of the year. Staff training is updated annually during our face-to-face CPR training. At training, staff are shown the defibrillator and shown how to change the pads from adult to child pads.	Principal	Annually – At training
All staff are aware of adult vs pediatric pads and storage	All staff have been trained in defibrillator usage and information pertaining to pad location. Usage communicated at 1 st briefing of the year. Staff training is updated annually during our face-to-face CPR training. At training, staff are shown the defibrillator and shown how to change the pads from adult to child pads.	Principal	Annually – At training

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Training			
Specific training for defibrillator usage	All staff have been trained in defibrillator usage and information pertaining to pad location. Usage communicated at 1 st briefing of the year. Staff training is updated annually during our face-to-face CPR training. At training, staff are shown the defibrillator and shown how to change the pads from adult to child pads.	Principal	Annually – At training
Record of training	Defibrillator refresher training – School keeps attendance record of all staff present on Staff Development Day when defibrillator usage and information is communicated to staff.	Principal	Annually – At training
	Staff CPR – School keeps record of scheduled training sessions and certificates of all staff that have successfully completed CPR.	Principal	Annually – At training
Reporting			
Report of Purchase	Health and Safety Directorate has been notified of defibrillator purchase via the Defibrillator purchase and disposal advice form (FORM 081).	Principal	Upon Purchase
Incident reporting, investigating, analysis, debrief and review	All staff are aware of the need to report any emergency/use of the defibrillator to the Principal and Incident Report and Support Hotline on 1 800 811 523.	All staff	Upon Usage