

**I. AED INVENTORY AND PLACEMENT**

- a. AEDs are mounted on the wall. Location will vary by school. School staff will be informed of specific location.
- b. Portable AEDs are provided at the high schools and are to be available at home and away athletic events.
- c. AED inventory is maintained through MIEMSS registration.
- d. AEDs will be inspected by the head custodian or nurse at each school monthly.

**II. AED TRAINING AND CERTIFICATION REQUIREMENTS**

- a. A minimum of two people must be certified per school. One must be the school nurse.
- b. At the secondary level, all coaches are required to be trained.
- c. Custodial staff, physical education teachers, health teachers, operations and maintenance staff may be trained.
- d. An instructor must be certified in Basic Life Saving in order to conduct AED training.
- e. Each building must obtain a license from MIEMSS indicating that they meet the certification requirements of MIEMSS.
- f. ACPS latitude and longitude coordinates are registered so EMS can find school locations in the event of an emergency.

**III. AED PRACTICE AND PROCEDURES**

- a. AEDs may be used for any person.
- b. In the event of an emergency, an individual (s) may use an AED without training.
- c. To the extent possible a call should be placed to 911 simultaneously with the employment of the AED.
- d. Untrained individuals should refer to the audible and visual directions provided by the AEDs.
- e. The AED Coordinator will coordinate any required training with staff, and maintain a roster of qualified personnel.
- f. The local Health Department may facilitate training, if needed by ACPS.
- g. The local Health Department may assign an AED to a nurse/school for certain medical needs of a student per a doctor's medical order.
- h. The AED Coordinator will ensure ACPS is following the recommended standards regarding replacement of AEDs, batteries, and pads.
- i. School principals will coordinate with head custodian or nurse regarding required monthly inspections of AEDs.

<b>Board Reviewed</b> 11/10/15	<b>Superintendent Approved</b> 11/10/15
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