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.