



Department of
Education

AUTOMATED EXTERNAL DEFIBRILLATOR (AED) PROGRAM CHECKLIST, POLICIES AND PROCEDURES

1. Immediately report any incident requiring the use of an AED to the Office of School Health at (718) 391-8227 or (718) 391-8566 and Emergency Skills Inc. (ESI) (the DOE AED contracted vendor) at (212) 564-6833. Please note this item is time sensitive. In accordance with New York State guidelines, the DOE is required to notify ESI, who provides medical oversight to the DOE, within 24 hours of an AED's use and file a quality assurance report with the Regional Emergency Medical Services Council of New York City.
2. Check daily to ensure installed AED(s) are in their respective wall cabinet(s). Please note the removal of AEDs from their wall cabinets for PSAL or field trip use is expressly forbidden and renders the school out of compliance with Section 917 of the State Education Law. Building AEDs and their locations are specifically assigned to ensure the quickest possible response time to an event requiring the use of an AED. AEDs are assigned to school buildings not individual schools within the building. Schools housed in the same building or campus share the responsibility for the AEDs assigned to their building.
3. Check installed AED(s) to ensure it is in working order using the following instructions for the AED at your school. Model FRX – Green light in top right corner of unit is blinking; has all the accompanying supplies (2 defibrillation pads (1 attached, 1 spare), 1 infant/child key, 1 unopened battery, 1 fast response kit with towel, scissors, razor, CPR mask, and gloves). For your convenience, ESI has AED maintenance checklists available online at <http://doe.emergencyskills.com/pdfs/frx.pdf> . Report a chirping or malfunctioning AED, as well as any missing or expired supplies to ESI at 212-564-6833.
4. Athletic Directors should advise all coaches that PSAL AEDs should not be stored in cars. AEDs can be damaged by exposure to extreme weather, which may render the unit inoperable and not ready for use during a medical emergency.
5. Periodically visit the ESI web site <http://doe.emergencyskills.com/mainpage.php> to review your school's AED profile and site response plan for accuracy. Contact ESI if you need to update your profile. If you are a first-time user to the website, click the RED NEW USER button, to create a user profile and obtain a password. If you have forgotten your password, follow the steps on ESI's web site to request your password or call ESI at (212) 564-6833.

The site response plan should be distributed to all staff and posted in a conspicuous area. The DOE recommends each school have at least 6 CPR/AED trained responders, **whenever staffing permits**. The DOE provides CPR/AED training at no cost to DOE employees through ESI. Certifications from other vendors are accepted as long as they are approved by the American Heart Association (AHA) and the American Safety and Health Institute (ASHI) and all training modules (Adult, Child and Infant) were completed. **If you do not have an adequate number of trained responders with valid certifications at your school, you will need to secure immediate training for your staff volunteers in order for your school to maintain compliance with Section 917 of the State Education Law.** Although some schools share a building, it is imperative that each school in the building maintain an adequate number of CPR/AED certified staff volunteers to respond to medical emergencies should they occur.

Training requests can be made online at ESI's web site:

<http://doe.emergencyskills.com/mainpage.php>. Please note schools can register staff volunteers into classes with available seats should they not have the required minimum number of 7 participants to schedule a class at their school. The DOE requires all staff members to provide their employee identification number when registering for CPR/AED training programs. The employee identification number is shown in the box labeled reference number on the top half of the pay stub. If you are scheduling a class at your school, you will need the employee identification number, email address and job title of every class participant to be able to complete your class request. Please be sure to obtain the employee identification numbers of your participants before attempting to schedule the class. If you experience any difficulty or have questions about scheduling a training program for your school or online staff registration, please contact ESI at (212) 564-6833 or Rebekah Carrow, ESI AED Program Manager at (646) 465-3637.

Schools must ensure the training room is a minimum of 540 square feet to allow social distancing for the maximum 12 participants and the instructor. During the class, each participant will have their own manikin. Breaths will not be administered to the manikins during the CPR training programs, as per AHA recommendation, however, participants will practice the process of administering breaths by stating breath, breath and working with a CPR mask and mouthpiece.

6. ESI will conduct two unannounced "*code blue*" drills at every school building during the school year as required by their contract. Certified staff volunteers should be allowed to participate in these mock drills, which serve to refresh their skills, reduce response time, and help schools to be better prepared for medical emergencies. We cannot over-emphasize the importance of staff from each school in the building participating in these drills. ESI representatives will review staff's performance, discuss procedures, and answer questions at the end of each drill. During each visit they will also inspect AED units, replace pads and batteries as needed. **Please remind your staff of the importance of these drills and their participation.**

7. The law also requires schools to post a list of the locations of each AED unit at their main entrance. Ensure your AED location sign is posted at the school's main entrance and is easily visible. You may click Print AED sign from ESI's web site. Please note you will need to be logged in to your school's AED profile to do this as each AED sign is customized per school.
8. Section 3.6 of the DOE Standard Operating Procedures Manual requires schools to file a police report for missing, lost, or stolen equipment. Immediately report the loss or theft of an AED(s) to the Office of School Health and fax a copy of the police report (incident slips are not acceptable) to (718) 391-8128. A replacement may not be processed until a police report is received.
9. If your school is closing or moving, **please contact** the AED Program prior to your closing or move for instructions on what to do with your AED(s).
10. If you have an AED related inquiry, please contact:

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