

**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 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. On a daily basis, ensure installed AED(s) are in their respective wall cabinet(s). Please note that the removal of AEDs from their wall cabinets for PSAL 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 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 model at your school.  
Model FR2 (flashing hour glass in top right corner of unit), and has all the accompanying supplies (2 sets of adult pads and 1 set of pediatric pads, 1 unopened battery, 1 fast response kit with towel, scissors, razor, CPR mask, gloves).  
Model FRx (blinking green light in top right corner of unit), and has all the accompanying supplies (2 defibrillation pads (1 attached and 1 spare), 1 infant/child key, 1 unopened battery, 1 fast response kit with towel, scissors, razor, CPR mask, gloves). For your convenience Emergency Skills Inc. (ESI), the DOE AED vendor, has AED maintenance checklists available online at <http://doe.emergencyskills.com/fr2.php>. Report a chirping or malfunctioning AED, as well as any missing supplies to ESI at (212) 564-6833.
4. 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 site you will need to complete a simple registration process to 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 adequate 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 adequate CPR/AED certified staff volunteers to respond to medical emergencies.

Training requests can be made online at ESI's web site. Please note that 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 can be found on the pay stub. It is the number 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 numbers of every class participant in order 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 Sherry Fusco, ESI AED Program Manager at (718) 391-8382.

5. 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. The importance of staff from each school in the building participating in these drills cannot be over-emphasized. 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.
6. The law also requires schools to post a list of the locations of each AED unit at their main entrance. Ensure your AED location poster is posted at the school's main entrance and is easily visible. You may print your AED location poster 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 poster is customized per school.
7. Section 3.6 of the DOE Standard Operating Procedures Manual requires schools to file a police report for missing 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.
8. If you have an AED related inquiry please contact us:

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