

## FIRSTAID/CPR/AED REQUIREMENTS

All employees working in one (1) of the following positions will be required to hold a valid First Aid/CPR/AED certificate throughout the duration of their employment with the South Kitsap School District. The following positions are required to adhere to this procedure:

Attendance Specialists – MS and HS	Office Assistant Guidance – HS
Coaches	Office Assistants – Health Room
Custodians – Elem and MS	Office Coordinators
Head/Lead Custodians – All	Paraeducators
Dispatcher/Routers	Receptionist – Armory
Driver Trainer	Registrar – MS
Helpers (I, II)	Staff Assistant – HS
Interpreters	School Bus Drivers
Journeyman	Security Officers
LPNs and Nurses	Swim Pool Staff
Lunchroom/Playground Supervisors	Teachers – OSS/CTE/PE

**Table Key:**

Career Technical Education – CTE  
Office of Special Services – OSS  
Physical Education – PE  
Licensed Practical Nurse – LPN

High School – HS  
Middle School – MS  
Elementary – Elem

The Human Resources Department will be responsible for maintaining First Aid/CPR/AED records for staff, including a current list of those required to hold a valid certificate.

All certificated staff are responsible for maintaining and providing Human Resources with a copy of a valid First Aid/CPR/AED certificate.

All classified staff who are required to be First Aid/CPR/AED certified will be responsible for maintaining and providing Human Resources with a copy of their valid certificate. Classified staff will be reimbursed for their expenses or offered training provided by the district to maintain a valid certificate in accordance with the procedure and the requirements listed in their job description.

Failure to maintain a valid certificate may lead to disciplinary action.