

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 Assistants – Secondary
Coaches	Office Coordinators – CTE, Explorer, and Transportation
Custodians – Elem, MS, and Discovery	Office Coordinator Assistants – Elem, Discovery, Explorer, and Transportation
Head/Lead Custodians – All	Paraeducators
Dispatcher/Routers	Office Assistant – Armory
Driver Trainer	Records & Inv Specialist
Helpers (I, II)	Registrar – MS, Discovery, and Explorer
Journeymen	School Bus Drivers
LPNs and Nurses	Security Officers
Lunchroom/Playground Supervisors	Swim Pool Staff
Office Assistant Guidance – HS	Teachers – OSS/CTE/PE
Office Assistants – Health Room	

Table Key:

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|----------------------------------|--------------------|
| Career Technical Education – CTE | High School – HS |
| Office of Special Services – OSS | Middle School – MS |
| Physical Education – PE | Elementary – Elem |
| Licensed Practical Nurse – LPN | |

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.

Revised: March 3, 2008; February 15, 2022; September 8, 2022; May 23, 2024