

## **Portable AED Policy**

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### **Policy Statement**

The New Highland Elementary SBDM Council recognizes the importance of ensuring rapid response in the event of a sudden cardiac arrest (SCA) emergency. The Council supports the availability, maintenance, and use of Automated External Defibrillators (AEDs) on school property and during school-sponsored activities as a component of the school's comprehensive emergency response plan.

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### **Policy Authority**

This policy is established under the authority of KRS 160.345, which authorizes school councils to adopt policies in the area of school safety and emergency planning.

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### **Policy Guidelines**

#### **1. AED Placement**

- At least one AED shall be installed in a central, visible, and accessible location within the school building, such as the main lobby of the school building.
- Additional AEDs may be located in other high-traffic areas or where physical activity takes place, including athletic facilities and cafeterias.
- AED signage must clearly indicate the location(s) of each device.

#### **2. Access and Availability**

- AEDs must be accessible during regular school hours, school-sponsored activities, athletic events, and other large gatherings.
- AEDs must be portable and include pediatric pads, if possible, for use with younger students.

#### **3. Maintenance and Inspection**

- As contracted through CO, the AED shall be responsible for ensuring that AEDs are inspected monthly and maintained according to manufacturer guidelines.
- Maintenance records shall be kept and reviewed annually by the principal or designee.

#### **4. Training**

- All staff members are encouraged to be trained in CPR and AED use.
- At a minimum, 3 staff members must be trained in addition to the nurse.
- Training should be provided through recognized programs such as the American Heart Association or American Red Cross and updated per certification requirements.

#### **5. Emergency Action Plan (EAP)**

- The school shall maintain and annually review an Emergency Action Plan (EAP) that includes procedures for responding to cardiac emergencies.
- The EAP shall be shared with all staff and posted near AED locations.

- Emergency drills including AED response may be conducted annually.

## **6. Use and Incident Reporting**

In the event an AED is used, the principal or designee shall ensure proper follow-up, including:

- Notifying emergency responders
  - Documenting the incident
  - Reviewing AED performance and maintenance logs
  - Notifying the district health or safety coordinator
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## **Review and Revision**

This policy shall be reviewed annually by the SBDM Council and revised as needed to remain compliant with current laws, regulations, and best practices.

First Reading: 09-24-2025

Date Reviewed or Revised: 10-22-2025

Second Reading: 10-22-2025

Council Chairperson's Initials: MCM