

HOWARD GARDNER MULTIPLE INTELLIGENCE CHARTER SCHOOL

	Operations	No. 822
	Automated External Defibrillator (AED)/Cardiopulmonary Resuscitation (CPR) Policy	ADOPTED DATE: August 18, 2026 REVIEWED DATE: REVISED DATE:

Purpose

The Board is committed to providing a safe and healthy environment for the school community.

Maintaining automated external defibrillator (AED) units and staff trained in cardiopulmonary resuscitation (CPR) in the school enables responders to deliver early defibrillation and resuscitation to victims.

Authority

Except in extenuating circumstances, the school shall have at least one (1) person certified in the use of cardiopulmonary resuscitation (CPR) during regular school hours when school is in session and students are present. [\[1\]](#)

The automated external defibrillator (AED) units are owned by the district and shall be properly maintained and located in secure and accessible locations (one in the cafeteria and one in the main hallway of the middle school).

The automated external defibrillator (AED) units shall be used in accordance with approved district procedures.

Guidelines

All staff shall be trained on AED procedures by completing an annual training by the school nurse each August. Written guidelines for medical emergencies related to the use of automated external defibrillator (AED) units shall be provided to all staff.

Responders' use of automated external defibrillator (AED) units shall not replace the care provided by emergency medical services (EMS) providers. Patient care shall be transferred to the EMS providers upon their arrival.

All staff will be offered optional CPR training. The school nurse shall maintain a list of all staff that are CPR certified along with the expiration date of their certification.

Procedure

The Charter School shall make available to its employees and volunteers instruction in the principles and techniques of cardiopulmonary resuscitation and the use of an automated external defibrillator on school premises at least once every two years. The following apply:

- (1) The instruction shall be offered as an option to all Charter School employees and volunteers.
- (2) The instruction shall be conducted by any of the following:
 - (i) The American Red Cross.
 - (ii) The American Heart Association.
 - (iii) The National Safety Council.
 - (iv) An individual certified to conduct CPR training by the American Red Cross, American Heart Association or other certifying agency approved by the Department of Health.
 - (v) Another certifying agency approved by the Department of Health.
- (3) The Charter School reserves the right to provide the instruction under this section through the Internet or other electronic means.

The following apply to AED locations and training:

- (1) The Charter School shall ensure that at each AED location there are individuals trained and certified in CPR and in the use of an AED.
- (2) Training must be completed and certification maintained in the use of an AED in accordance with this section.
- (3) The Charter School shall ensure that the individuals trained in the use of an AED have access to the AED on the premises of the Charter School.

The Charter School shall develop a cardiac emergency response plan that includes:

- (i) Nationally recognized evidence-based core elements or standards.
- (ii) An annual review.

(iii) Safety procedures to follow in response to a medical emergency involving cardiac arrest and the use of an AED.

(iv) The placement of AEDs on school premises and athletic fields.

(v) The number of individuals who must receive training.

The cardiac emergency response plan shall:

(i) Make available cardiac awareness information to Charter School employees and those responsible for extracurricular activities, community group activities or summer or other programs using the Charter School's facilities.

(ii) Require conducting annual sudden cardiac arrest drills with or without the participation of students to test the cardiac emergency response plan in response to a sudden cardiac arrest.

Definitions

As used in this policy, the following words and phrases shall have the meanings given to them in this subsection unless the context clearly indicates otherwise:

"Athletic activity" means all of the following:

(1) Interscholastic athletics.

(2) An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the Charter School, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.

(3) Noncompetitive cheerleading that is sponsored by or associated with the Charter School.

(4) Practices, interschool practices and scrimmages.

"CPR" means cardiopulmonary resuscitation.

"Department" means the Department of Education of the Commonwealth.

"School day" means the length of time that a child subject to compulsory school attendance is expected to be receiving instruction during a calendar day as determined by the governing body.

"Volunteer" means an individual who holds an unpaid position with the Charter School as a volunteer for a program, activity or service and is responsible for the welfare of children or has direct volunteer contact.

Delegation of Responsibility

The CEO or designee shall develop and disseminate administrative regulations that detail the use of automated external defibrillator (AED) units.

Automated external defibrillator (AED) units may be used by all members of HGMICS staff who have successfully completed training and any trained volunteer who has a current course completion card.

[AED Incident Report](#)

[AED Monthly Checklist](#)

Legal

1. 24 P.S. 1424

24 P.S. 1423.1

42 Pa. C.S.A. 8331.2

42 Pa. C.S.A. 8337.1

42 Pa. C.S.A. 8332