

ADMINISTRATIVE DIRECTIVE

Administrative Directive Title: Automated External Defibrillator (AED) Devices	AD Number: 3.202.2	Adopted: November 2024
Policy References: Board Policy 3.202 – Emergency Preparedness Plan	Revised:	

1 All schools are required to have AEDs to be used in a medical emergency. The Safety Coordinator
2 shall determine the location of each AED and shall ensure that the AED is registered with the local
3 emergency medical service provider and give the provider a copy of the written AED plan, written
4 notice that the district has established an AED program, the location of the AED, and how the use
5 of the AED is coordinated with the local emergency medical service system.

6 Any time an AED is used within a school, the local emergency medical service shall be summoned
7 to provide assistance as soon as possible. The usage of the AED shall be reported to the supervising
8 physician/designee and to the local Department of Health.

9 TRAINING

10 The principal/designee shall ensure that any expected AED users receive training in a nationally
11 recognized course approved by the Department of Health, such as the American Heart Association,
12 on AED use and cardiopulmonary resuscitation (CPR).

13 AED PROGRAM

14 The Safety Coordinator will establish and adhere to a program for the use of an AED that includes
15 a written plan that contains the following:

- 16 1. The placement of the AED;
- 17 2. The individuals authorized to operate the AED;
- 18 3. How the AED will be coordinated with the local emergency medical service system;
- 19 4. The maintenance and testing that will be performed on the AED;
- 20 5. Any records that will be kept;
- 21 6. Any reports that will be made of the AED use;
- 22 7. A plan of action for proper action of the AED; and
- 23 8. Any additional requirements as set forth by the Department of Health.

24 MAINTENANCE AND TESTING

25 The Safety Coordinator shall ensure that the AED is maintained and tested in accordance with the
26 manufacturer’s operational guidelines. Records shall be maintained as to all maintenance and
27 testing performed on the AED.

Legal References
TCA 49-2-122
TCA 49-6-1208
TCA 68-140-404