

CRANSTON SCHOOL COMMITTEE MEETING

MONDAY, MARCH 20, 2006

WESTERN HILLS MIDDLE SCHOOL

400 PHENIX AVENUE

EXECUTIVE SESSION: 6:00 P.M.

PUBLIC SESSION: 7:00 P.M.

AGENDA

I. Call to Order

II. Executive Session – Personnel pursuant to RI State Law 42-46-5(a)(1) and Contract and Litigation pursuant to RI State Law 42-46-5(a)(2)

III. Call to Order – Open Session

IV. Roll Call / Quorum

V. Executive Session Minutes Sealed – March 20, 2006

VI. Minutes of Previous Meetings – February 27, 2006; March 1, 2006

VII. Public Acknowledgements / Communications

VIII. Chairperson Communications

IX. Superintendent Communications

X. School Committee Member Communications

XI. Public Hearing

a. Students (Agenda/Non-agenda Items)

b. Members of the Public (Agenda Matters Only)

XII. Consent Calendar/Consent Agenda

SPONSORED BY THE COMMITTEE

NO. 06-3-6 - Whereas, talented art students in grades 7 through 12 in middle, junior and senior high schools of Rhode Island had an opportunity to win recognition for themselves and their school by participating in The Scholastic Art Awards of 2006, and

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Whereas, this competition is sponsored regionally by the Providence Journal, in cooperation with the Rhode Island Art Education Association and conducted nationally by The Scholastic Art and

Writing Awards, and

Whereas, approximately 125 Silver Keys have been awarded for outstanding work on the regional level, and 75 Gold Key finalists have been selected and will be forwarded to New York City for the national competition where they will compete with finalists from over sixty other regions across the United States, and

Whereas, five entries have been selected as the outstanding entries to be given the American Vision Award. One of these nominees will be selected to receive the American Vision Award of \$100 by the national judges, and Melissa Sternberg and Sara Moore, both students at Park View Middle School are two of the recipients, and

Whereas, students in Cranston Public Schools earned eleven Gold Key Awards, twenty-six Silver Key Awards, one Photography Portfolio Nomination, two American Vision Awards, and Park View students garnered the highest number of awards in this statewide competition,

Be it RESOLVED that these talented artists be recognized by the Cranston School Committee for their outstanding accomplishments, and

Be it further RESOLVED that they be presented with a copy of this Resolution signed by the members of the Cranston School

Committee.

CRANSTON HIGH SCHOOL EAST

Michael Anderson, Silver Key in Drawing

Josh Burgoyne, Silver Key in Drawing

Leonardo DeLuzio, Silver Key in Drawing

Brandon Kirk, Silver Key in Drawing

Jared Lafond, Silver Key in Drawing

Sonia Sanchez, Silver Key in Drawing

CRANSTON HIGH SCHOOL WEST

Ariana Colapietro, Silver Key in Apparel

Caitlin DesJarlais, Portfolio Nominee, Gold Key in Drawing, Silver Key in Drawing

Amanda Flamand, Silver Key in Drawing

Adrienne Gerard, Silver Key in Painting

Alexandra Haskins, Silver Key in Drawing

Benjamin Hines, Gold Key in Drawing

Kaitlin Malloy, Silver Key in Painting

Joseph Piccione, Silver Key in Jewelry Design

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BAIN MIDDLE SCHOOL

Panyia Moua, Silver Key in Printmaking

Gabby Corvese, Silver Key in Drawing

PARK VIEW MIDDLE SCHOOL

Nathaniel Allen, Gold Key in Printmaking

Cassey Boughter, Gold Key in Sculpture

Daniel Deluzio, Silver Key in Drawing

Lisa Iozzi, Silver Key in Printmaking

Aneesha Jackson, Silver Key in Painting

Kristen Johnson, Gold Key in Painting

Briana Lindia, Gold Key in Mixed Media

John McEvoy, Gold Key in Sculpture

Anna Meyers, Silver Key in Apparel Design

Sara Moore, Gold Key in Mixed Media, American Vision Award

Amberlee Perry-Gagne, Silver Key in Drawing

Melissa Sternberg, Gold Key in Printmaking, American Vision Award

Michael Rose, Gold Key in Drawing

WESTERN HILLS MIDDLE SCHOOL

Megan Burlingame, Silver Key in Painting

Cory DeFilipo, Silver Key in Drawing

Megan Goyette, Silver Key in Painting

Brittney Huddleston, Silver Key in Product Design

Isabel MarcAurele, Silver Key in Painting

Alison Melillo, Silver Key in Mixed Media

SPONSORED BY MRS. GREIFER

NO. 06-3-7 – Whereas, Catherine M. Ciarlo has demonstrated extraordinary commitment to the Cranston Public Schools for the last forty-six years, and

Whereas, she has provided outstanding leadership as Superintendent for the last nine years, and

Whereas, her expertise in the field of reading has resulted in the district's focus on literacy for all students,

Be it RESOLVED that the facility located at 205 Norwood Avenue be dedicated as the Cranston Alternate Education Program, Catherine M. Ciarlo Campus.

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SPONSORED BY MR. STYCOS

NO. 06-3-8 - RESOLVED, that policy No. 3172, Financial Impact Analysis, Collective Bargaining Agreements, be approved for first reading.

SPONSORED BY MR. PALUMBO

NO. 06-3-9 – Whereas, the School Administration has determined that the John W. Horton School and the Special Services Center should be

reconfigured as set forth in its plan as presented at the February 9, 2006 public hearing, and

Whereas, the School Committee has approved its 2006-2007 school budget to reflect the changes in the school configuration as set forth in the School Administration's Plan,

Be it RESOLVED, that the Cranston School Committee hereby approves the School Administration's Plan to reconfigure the Horton School by eliminating the K-5 classes, creating two integrated pre-school classes, and two all-day Kindergarten classes, and creating office space for special education directors, coordinators, program supervisors, nursing supervisor, and central registration; and to reconfigure the Special Services Center to create two classrooms for behaviorally involved students, and offices for program supervisors; or such other similar configurations for said schools as the School Administration deems appropriate.

ADMINISTRATION

PERSONNEL

NO. 06-3-10 – RESOLVED, that at the recommendation of the Superintendent, said certified personnel be recalled from termination, and

Be it further RESOLVED that the Superintendent notify those teachers

of the Committee's action.

NO. 06-3-11 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:

Christine Solitro General Subject Matter

Sandra Barnes Elementary PK-6

Eileen Kushe Middle Science

Michael Marra Music, K-12

Susan Kolenda Art, PK-12

Jennifer Cast General Subject Matter

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Odetta Ciancarelli General Subject Matter

Karen Caranci Elementary 1-6

Ricky Uth Physical Education, PK-12

Kathleen Allen Special Education, Elementary/Middle

Tracy Moran Elementary, 1-6

Nicole Reynolds Elementary, 1-6

NO. 06-3-12 – RESOLVED, that at the recommendation of the Superintendent, the following certified staff members be granted a leave of absence without compensation as provided in Article XIX, Section B of the Master Agreement between the Cranston School Committee and the Cranston Teachers’ Alliance:

Kathryn A. Flinn, Teacher

Elementary

Effective Dates: September 2006 to September 2007

Jennifer Hedberg, Teacher

Special Services

Effective Dates: September 2006 to September 2007

Maureen Glass, Speech Pathologist

Special Services

Effective Dates: March 2006 to September 2006

No. 06-3-13 – RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be

accepted:

Jean Larkin, Assistant Principal

Cranston High School West

Effective Date: July 30, 2006

NO. 06-3-14 – RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:

Robert Snow, Principal

Eden Park School

Effective Date: June 30, 2006

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NO. 06-3-15 – RESOLVED, that at the recommendation of the Superintendent, the following individuals be reappointed as athletic coaches:

CRANSTON HIGH SCHOOL EAST

Howard Chun Head Girls' Lacrosse

James Dionizio Assistant Baseball

Robert Labanca Head Girls' Outdoor Track

Ronald Lee Head Boys' Volleyball

Andrew Marcaccio Head Boys' Freshman Baseball

Erin Miga Assistant Boys' Volleyball

John Palumbo Head Coed Golf

Richard Perrotta Head Boys' Tennis

Michael Rachiele Head Girls' Softball

CRANSTON HIGH SCHOOL WEST

Sheila Lagasse Head Girls' Outdoor Track

Gina Bailey Assistant Girls' Outdoor Track

Claire Baggesen Head Boys' Volleyball

James Lucas Assistant Boys' Tennis

Robert Malo Head Freshman Baseball

Steven Matzner Head Boys' Tennis

Michael Soscia Head Girls' Lacrosse

NO. 06-3-16 – RESOLVED, that at the recommendation of the Superintendent, the following individuals be appointed as athletic coaches:

Chris Luppe, Head Girls' Fastpitch Softball, Cranston High School West

Step – 4

Class – B

Playing Competition – None

Experience – Head Coach Fastpitch Softball, Westerly

Certification – Rhode Island Coaches Certification; CRP/First Aid

Certified

Kendrick Whittle, Assistant Girls' Fastpitch Softball, Cranston High School West

Step – 1

Class – C

Playing Competition – None

Experience – None

Certification – Rhode Island Coaches Certification; CRP/First Aid Certified

Christopher Sullivan, Head Coed Golf, Cranston High School West

Step – 4

Class – B

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Playing Experience – Recreational Golfer

Experience – Assistant Coach Coed Golf, Cranston High School West, two years

Certification – Rhode Island Coaches Certification; CPR/First Aid Certified

Charles Pearson, Assistant Girls' Lacrosse, Cranston High School West

Step – 1

Class – D

Playing Experience – None

Experience – Former Cranston High School West Soccer Coach

Certification – Rhode Island Coaches Certification; CRP/First Aid Certified

Scott Maynard, Assistant Girls' Lacrosse, Cranston High School East

Step – 1

Class – D

Playing Experience – Plays Recreationally

Experience – Former Cranston High School East Soccer Coach

Certification – Rhode Island Coaches Certification; CRP/First Aid Certified

NO. 06-3-17 – RESOLVED, that at the recommendation of the Superintendent, the resignations of the following coaches be accepted:

Jason Cerro, Junior Varsity Football

Cranston High School East

Effective Date: January 29, 2006

Christopher Sullivan, Assistant Coed Golf

Cranston High School West

Effective Date: February 10, 2006

Richard J. Perrotta, Head Girls' Basketball
Cranston High School West
Effective Date: March 31, 2006

Jason Daniels, Assistant Boys Outdoor Track
Cranston High School West
Effective Date: February 15, 2006

NO. 06-3-18 – RESOLVED, that at the recommendation of the Superintendent, the following non-certified employees be appointed:

Fernando Taveras, Bus Driver
Transportation

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Effective Date of Appointment: February 15, 2006
Fiscal Note: 14347543 517200

Aldo Ricaldy, Bus Driver
Transportation
Effective Date of Appointment: February 15, 2006
Fiscal Note: 14347543 517200

Kathleen Trigo, Three-hour Food Service Worker

Food Service

Effective Date of Appointment: February 13, 2006

Fiscal Note: 31747179 511000

Dawn McGowan, Three-hour Food Service Worker

Food Service

Effective Date of Appointment: February 7, 2006

Fiscal Note: 31347179 511000

James Corio, Custodian

Woodridge School

Effective Date of Appointment: March 21, 2006

Fiscal Note: 12147481 518200

Vladimir Arevalo, Bus Driver

Transportation

Effective Date of Appointment: February 15, 2006

Fiscal Note: 14347543 517200

Donna Davis, Bus Monitor

Transportation

Effective Date of Appointment: March 14, 2006

Fiscal Note: 14347518 518600

NO. 06-3-19 – RESOLVED, that at the recommendation of the Superintendent, the resignations of the following non-certified

personnel be accepted:

Roberto Julio, Custodian

Plant

Effective Date: February 20, 2006

Sharon Cavanaugh, Three-hour Food Service Worker

Food Service

Effective Date: March 3, 2006

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Gordon Cleverly, Custodian

Plant

Effective Date: March 31, 2006

NO. 06-3-20 – RESOLVED, that at the recommendation of the Superintendent, the termination of non-certified Employee A be accepted.

NO. 06-3-21 – RESOLVED, that at the recommendation of the Superintendent, the termination of non-certified Employee B be accepted.

GRANTS

NO. 06-3-22 – RESOLVED, that the Cranston Public Schools submit to the Rhode Island Department of Education, the following grant:

Enhancing Education through Technology, Model Classroom Initiative \$87,000

BUSINESS

NO. 06-3-23 - RESOLVED, that the second revision of the 2005-2006 budget be approved as recommended by the Superintendent.

NO. 06-3-24 - RESOLVED, that the following purchases be approved:

Printed Forms in the amount of \$4,997.42

Number of bids issued 12

Number of bids received 4

Subscriptions in the amount of \$5,997.41

Number of bids issued 3

Number of bids received 3

Copy Paper in the amount of \$51,645.83

Number of bids issued 10

Number of bids received 5

Photocopy Supplies in the amount of \$66,964.18

Number of bids issued 28

Number of bids received 9

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POLICY AND PROGRAM

NO. 06-3-25 - RESOLVED, that at the recommendation of the Superintendent, the 2006-2007 School Calendar be adopted.

NO. 06-3-26 - RESOLVED, that at the recommendation of the Superintendent, the following Field Trips of Long Duration and Conferences be authorized:

Lynda Wagner, Principal/Director of the Cranston Area Career & Technical Center, and two supervising teachers, Richard Abruzzini and Janis McGuirl, and twenty-seven

students to travel to Dallas, Texas to attend an compete in the DECA International Center Development Competition from April 28, 2006 to May 3, 2006.

Joanne Kohm, Title 1 teacher at Horton School, Christine E. Cannon, Literacy teacher at Cranston High School East, and Dolores F. Smith, teacher at Cranston High School

East, to travel to Chicago, Illinois to attend the International Reading Association Conference from April 30, 2006 to May 4, 2006.

Judith Lundsten, Principal of Oak Lawn School, to travel to San Antonio, Texas to attend the National Association of Elementary School Principals National Conference from March 28, 2006 to April 2, 2006.

Norma Cole, Principal of Garden City School, to travel to Kansas City, Missouri to attend the National SEA Conference on SLD Determination from April 19, 2006 to April 21, 2006.

Diana Petrosinelli, English teacher and 2005-2006 Administrative Intern from Cranston High School East, to travel to Washington, DC to attend the Milken Family Foundation National Education Conference from May 15, 2006 to May 19, 2006.

Michael Marrocco, Director of School Lunch, to travel to Little Rock, Arkansas, to attend the Tyson University Product Sales Training at the Tyson Management Development Center from March 29, 2006 to April 1, 2006.

NO. 06-3-27 - RESOLVED, that at the recommendation of the Superintendent, the adoption of physics textbook, Physics Algebra/Trig Third Edition, Copyright date 2003, published by Brooke Cole-Thompson Learning, be approved.

NO. 06-3-28 - RESOLVED, that policy No. 5140.2, student policy for Automated External Defibrillator (AED), and No. 2520, administration policy for Automated External Defibrillator (AED), be approved for first reading.

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XIII. Action Calendar / Action Agenda

Motion to reconsider Resolution No. 06-2-16 to change coaching assignment for Brian Flinn from Cranston High School West to Cranston High School East.

XIV. New Business

XV. Public Hearing on Non-agenda Items

XVI. Announcement of Future Meetings

XVII. Adjournment

School Committee members who are unable to attend this meeting are asked to notify the Chairman in advance.

Notice Posted: March 16, 2006

BUSINESS 3172

**FINANCIAL IMPACT ANALYSIS / COLLECTIVE BARGAINING
AGREEMENTS**

Whenever a collective bargaining agreement or other employee wage and benefit agreement is proposed, the Superintendent shall present a financial impact analysis for each fiscal year of the proposed bargaining agreement prior to consideration and vote for ratification. The impact analysis and terms of the agreement must be made public consistent with the terms of postings of public meetings at least 72 hours prior to a vote for ratification.

Policy Adopted: CRANSTON PUBLIC SCHOOLS

Resolution No. CRANSTON, RI

ADMINISTRATION 2520(a)

Automated External Defibrillator (AED) Policy

PURPOSE STATEMENT:

To provide guidance in the management and administration of a workplace AED program for the Cranston Public Schools. Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical

impulses of the human heart malfunction causing disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator delivered within a short time of the onset of VF. An AED is used to treat victims who experience SCA. It is only to be applied to victims, who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Accordingly, Cranston Public Schools has adopted this policy to assist trained lay rescuers to be better prepared in the event of a sudden cardiac arrest situation.

SYSTEM OWNER:

Cranston Public Schools

To assist all employees in understanding the requirements of the Policy, a Program Coordinator has been designated to answer any questions that may arise concerning the AED Policy.

Name: _____

Phone: _____ Fax: _____

GENERAL PROVISIONS:

- **Selection of equipment.**

- **Selection of employees for AED training.**

Automated External Defibrillator Continued 2520(b)

- **Distribution of AED-trained employee lists.**

- **Coordination of training for emergency responders.**

- **Coordinating equipment and accessory maintenance.**

- **Maintain on file a specifications/technical information sheet**

for each approved AED model purchased or donated.

 Consulting local Emergency Medical Services (EMS).

 Revision of this procedure as required.

 Monitoring the effectiveness of this system.

 Communication with medical director on issues related to medical emergency response program including post-event reviews.

MEDICAL CONTROL:

The medical advisor of the AED program is:

Name of Licensed Physician or Medical Authority

Address: _____

City/Town: _____

Telephone: _____

The Licensed Physician or Medical Authority will provide medical

oversight of the AED program including:

 Writing a prescription for AEDs.

 Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.

 Evaluation of Post-Event with all rescuers involved.

Automated External Defibrillator Continued 2520(c)

AUTHORIZED AED USERS:

The EMS in the Cranston Fire Department is ultimately responsible to deliver emergency care.

The AEDs may be used by:

 Any trained volunteer responder who has successfully completed an approved CPR/AED training program and has a current successful course completion card.

 Training classes should meet the guidelines of a nationally recognized program, such as the American Heart Association, the

American Red Cross, or the National Safety Council.

 Retraining should occur every year – sooner if equipment, policies or procedures change.

 Cranston Public Schools will identify all employees who are AED certified.

AED-TRAINED EMPLOYEE RESPONSIBILITIES:

 Activate external emergency response by directing someone to call 911.

 Activating internal emergency response system. Trained employees should know how to recognize signs of sudden cardiac arrest, start CPR right away, locate and use the defibrillator, and care for the victim until the EMS team arrives.

 Understanding and complying with requirements of this policy.

EQUIPMENT:

Food and Drug Administration (FDA) AED that is easy to use such as but not limited to:

**Cardiac Science Phillips Medical Systems/Heartstream
Corporate Headquarters 3000 Minuteman Road
1900 Main Street, Suite 700 Andover, MA 01810-1099
Irvine, CA 92614 (800) 263-3342 or (978) 687-1501
(888) 274-3342 www.medical.philips.com
www.cardiacscience.com**

Automated External Defibrillator Continued 2520(d)

**Defibtech Welch Allyn (Formerly-Medical Research
753 Boston Post Road Laboratories, Inc.)
Guilford, CT 06437 1000 Asbury Drive
(866) 333-4248 Buffalo Grove, IL 60089
www.defibtech.com (800) 462-0777
www.welchallyn.com/medical**

**HEARTSINE Technologies ZOLL Medical Corporation
940 Calle Amanecer, Suite E Worldwide Headquarters
San Clemente, CA 92673 269 Mill Road
(866) 478-7463 Chelmsford, MA 01824-4105**

www.heartsine.com (800) 348-9011

www.zoll.com

Medtronic Physio-Control

11811 Willows Road NE

P.O. Box 97006

Redmond, WA 98073-9706

(800) 442-1142 or (425) 867-4000

www.medtronicphysiocontrol.com

LOCATION OF AEDs:

 Schools and school department buildings

ADDITIONAL RESCUITATION EQUIPMENT:

Each AED will have one set of defibrillation electrodes connected to the device and one spare set of electrodes with the AED. Also included is a set of infant/child electrodes in the kit. One resuscitation kit will be connected to the handle of the AED. This kit contains two pairs of latex-free gloves, one razor, one set of trauma shears, and one facemask barrier device.

EQUIPMENT MAINTENANCE:

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

 The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall

Automated External Defibrillator Continued 2520(e)

 be performed according to equipment maintenance procedures as outlined in the operating instructions.

 Following use of emergency response equipment, all equipment shall be cleaned and/or decontaminated as required. Replace pads, pocket masks and other peripheral supplies that were used.

 Complete the AED Maintenance Checklist and return the AED to a state of readiness.

ROUTINE MAINTENANCE:

The AED will perform a self-diagnostic test that includes a check of battery strength and an evaluation of the internal components. A

volunteer, assigned by the AED Program Coordinator or designee, will perform a monthly AED check following the procedure checklist. The procedure checklist will be initialed at the completion of the monthly check. The procedure checklist will be posted with the AED.

 If the OK icon is NOT present on the readiness display, contact the AED Program Coordinator or designee immediately.

 If the battery icon is visible, the CHARGE-PAK charging unit needs to be replaced. You may continue to use the AED if needed.

 If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.

 If the expiration date on the electrode is near, notify the AED Program Coordinator or designee immediately.

 Manufacturer of AED will provide monthly maintenance checklist.

TRAINING:

 Identified employees will renew AED/CPR training every year.

POST-EVENT REVIEW DOCUMENTATION:

Following each AED deployment, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post event review. All key participants in the event shall participate in the review. Include in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing.

Automated External Defibrillator Continued 2520(f)

A summary of the post-event review shall be sent to the AED Program Coordinator or designee and the (Licensed Physician or Medical Authority). The AED Program Coordinator or designee shall maintain a copy of the post-event review summary.

ANNUAL SYSTEM ASSESSMENT:

Once each calendar year, The AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include a team “mock drill” to be conducted with local Emergency Medical Services (EMS) to fine-tune the effectiveness of the program.

Policy Adopted: CRANSTON PUBLIC SCHOOLS

Resolution No.: CRANSTON, RI

STUDENTS 5140.2(a)

Automated External Defibrillator (AED) Policy

PURPOSE STATEMENT:

To provide guidance in the management and administration of a workplace AED program for the Cranston Public Schools. Sudden Cardiac Arrest (SCA) is a condition that occurs when the electrical impulses of the human heart malfunction causing disturbance in the heart's electrical rhythm called ventricular fibrillation (VF). This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood resulting in sudden death. The most effective treatment for this condition is the administration of an electrical current to the heart by a defibrillator delivered within a short time of the onset of VF. An AED is used to treat victims who experience SCA. It is only to be applied to victims, who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Accordingly, Cranston Public Schools has adopted this policy to

assist trained lay rescuers to be better prepared in the event of a sudden cardiac arrest situation.

SYSTEM OWNER:

Cranston Public Schools

To assist all employees in understanding the requirements of the Policy, a Program Coordinator has been designated to answer any questions that may arise concerning the AED Policy.

Name: _____

Phone: _____ **Fax:**

GENERAL PROVISIONS:

- **Selection of equipment.**

ه Selection of employees for AED training.

Automated External Defibrillator Continued 5140.2(b)

 Distribution of AED-trained employee lists.

 Coordination of training for emergency responders.

 Coordinating equipment and accessory maintenance.

 Maintain on file a specifications/technical information sheet for each approved AED model purchased or donated.

 Consulting local Emergency Medical Services (EMS).

 Revision of this procedure as required.

 Monitoring the effectiveness of this system.

 Communication with medical director on issues related to medical emergency response program including post-event reviews.

MEDICAL CONTROL:

The medical advisor of the AED program is:

Name of Licensed Physician or Medical Authority

Address: _____

City/Town: _____

Telephone: _____

The Licensed Physician or Medical Authority will provide medical oversight of the AED program including:

 Writing a prescription for AEDs.

 Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.

 Evaluation of Post-Event with all rescuers involved.

Automated External Defibrillator Continued 5140.2(c)

AUTHORIZED AED USERS:

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The AEDs may be used by:

 Any trained volunteer responder who has successfully completed an approved CPR/AED training program and has a current successful course completion card.

 Training classes should meet the guidelines of a nationally recognized program, such as the American Heart Association, the American Red Cross, or the National Safety Council.

 Retraining should occur every year – sooner if equipment, policies or procedures change.

 Cranston Public Schools will identify all employees who are AED certified.

AED-TRAINED EMPLOYEE RESPONSIBILITIES:

 Activate external emergency response by directing someone to call 911.

 Activating internal emergency response system. Trained employees should know how to recognize signs of sudden cardiac

arrest, start CPR right away, locate and use the defibrillator, and care for the victim until the EMS team arrives.

ه Understanding and complying with requirements of this policy.

EQUIPMENT:

Food and Drug Administration (FDA) AED that is easy to use such as but not limited to:

Cardiac Science Phillips Medical Systems/Heartstream

Corporate Headquarters 3000 Minuteman Road

1900 Main Street, Suite 700 Andover, MA 01810-1099

Irvine, CA 92614 (800) 263-3342 or (978) 687-1501

(888) 274-3342 www.medical.philips.com

www.cardiacscience.com

Automated External Defibrillator Continued

5140.2(d)

Defibtech Welch Allyn (Formerly-Medical Research

753 Boston Post Road Laboratories, Inc.)

Guilford, CT 06437 1000 Asbury Drive

(866) 333-4248 Buffalo Grove, IL 60089

www.defibtech.com (800) 462-0777

www.welchallyn.com/medical

HEARTSINE Technologies ZOLL Medical Corporation

940 Calle Amanecer, Suite E Worldwide Headquarters

San Clemente, CA 92673 269 Mill Road

(866) 478-7463 Chelmsford, MA 01824-4105

www.heartsine.com (800) 348-9011

www.zoll.com

Medtronic Physio-Control

11811 Willows Road NE

P.O. Box 97006

Redmond, WA 98073-9706

(800) 442-1142 or (425) 867-4000

www.medtronicphysiocontrol.com

LOCATION OF AEDs:

 Schools and school department buildings

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EQUIPMENT MAINTENANCE:

All equipment and accessories necessary for support of medical emergency response shall be maintained in a state of readiness. Specific maintenance requirements include:

 The AED Program Coordinator or designee shall be responsible for having regular equipment maintenance performed. All maintenance tasks shall

Automated External Defibrillator Continued

5140.2(e)

 be performed according to equipment maintenance procedures as outlined in the operating instructions.

 Following use of emergency response equipment, all

equipment shall be cleaned and/or decontaminated as required. Replace pads, pocket masks and other peripheral supplies that were used.

 Complete the AED Maintenance Checklist and return the AED to a state of readiness.

ROUTINE MAINTENANCE:

The AED will perform a self-diagnostic test that includes a check of battery strength and an evaluation of the internal components. A volunteer, assigned by the AED Program Coordinator or designee, will perform a monthly AED check following the procedure checklist. The procedure checklist will be initialed at the completion of the monthly check. The procedure checklist will be posted with the AED.

 If the OK icon is NOT present on the readiness display, contact the AED Program Coordinator or designee immediately.

 If the battery icon is visible, the CHARGE-PAK charging unit needs to be replaced. You may continue to use the AED if needed.

 If the wrench icon is visible, the AED needs service. You may attempt to use the AED if needed. Continue to provide CPR until another AED is brought to the victim or EMS arrives to take over care.

 If the expiration date on the electrode is near, notify the

AED Program Coordinator or designee immediately.

 Manufacturer of AED will provide monthly maintenance checklist.

TRAINING:

 Identified employees will renew AED/CPR training every year.

POST-EVENT REVIEW DOCUMENTATION:

Following each AED deployment, a review shall be conducted to learn from the experience. The AED Program Coordinator or designee shall conduct and document the post event review. All key participants in the event shall participate in the review. Include in the review shall be the identification of actions that went well and the collection of opportunities for improvement as well as critical incident stress debriefing.

Automated External Defibrillator Continued 5140.2(f)

A summary of the post-event review shall be sent to the AED Program Coordinator or designee and the (Licensed Physician or Medical Authority). The AED Program Coordinator or designee shall maintain a copy of the post-event review summary.

ANNUAL SYSTEM ASSESSMENT:

Once each calendar year, The AED Program Coordinator or designee shall conduct and document a system readiness review. This review shall include a team “mock drill” to be conducted with local Emergency Medical Services (EMS) to fine-tune the effectiveness of the program.

Policy Adopted: CRANSTON PUBLIC SCHOOLS

Resolution No.: CRANSTON, RI