

**CRANSTON SCHOOL COMMITTEE**  
**MONDAY, APRIL 10, 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 – April 10, 2006**

**VI. Minutes of Previous Meeting – February 27, 2006 Executive Session; March 20, 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. 06-4-1 – Whereas, on September 21, 2005, US Secretary of Education Margaret Spellings announced that the Chester W. Barrows School was one of three schools in Rhode Island to be named as a No Child Left Behind Blue Ribbon School of 2005, and**

**Whereas, the Chester W. Barrows School is one of 295 schools throughout the nation to receive this prestigious distinction, and**

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**Whereas, the Chester W. Barrows School was honored because of its exceptional performance on the state assessments, and**

**Whereas, the No Child Left Behind Blue Ribbon Schools' program recognizes schools that make significant progress in closing the achievement gap or achieve at very high levels, and**

**Whereas, the public schools are selected based on one of two criteria: schools with at least 40 percent of their students from disadvantaged backgrounds that dramatically improve student performance on state tests or schools whose students, regardless of background, achieve in the top 10 percent of their state on state tests, and**

**Whereas, the Chester W. Barrows School staff led by its former Principal Craig Jamieson are examples of what can be accomplished through hard work and excellent instruction, be it**

**RESOLVED, that the Cranston School Committee honor and congratulate former Principal Craig Jamieson and the school staff for meeting the challenge of high expectations, and**

**Be it further RESOLVED that they receive a copy of this Resolution signed by the members of the School Committee.**

**SPONSORED BY THE COMMITTEE**

**NO. 06-4-2 – Whereas, Cranston Public Schools' students participated in Reading Week 2006 sponsored by the Rhode Island State Council**

**of the International Reading Association and the Providence Journal's Newspaper in Education Program, and**

**Whereas, in celebration of Benjamin Franklin's 300th Anniversary, Reading Week activities challenged students in Rhode Island's schools to read across the curriculum with activities that encouraged them to learn more about Franklin's efforts to make the world a better place and to invent their own solutions, and**

**Whereas, these winners were honored at a Reading Week Awards ceremony on Saturday, March 25, 2006, and**

**Whereas, the following winners have brought honor to themselves and their schools:**

**Cranston High School West**

**Shari Castelli Grade 12 1st Place**

**Amudha Panneerselvam Grade 12 1st Place**

**Alison Weitzner Grade 12 2nd Place**

**Erica Ruggieri Grade 12 3rd Place**

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**Western Hills Middle School**

**Sherry Tsang Grade 7 1st Place**

**Be it RESOLVED that these students and their teachers, Ms. Tanja Houck and Ms. Wendy Pacheco, 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.**

**SPONSORED BY THE COMMITTEE**

**NO. 06-4-3 – Whereas, the Rhode Island Council of Teachers of English sponsors an annual Student Writing Contest, and**

**Whereas, winners in the Rhode Island Council of Teachers of English Annual Writing Contest will have their winning entries published in an anthology of student writing, and**

**Whereas, the anthology, along with a certificate and prize, will be awarded on**

**April 27, 2006 at Johnson & Wales University, to the following Cranston High School West students:**

**Kevin Vincent Grade 12 1st Place**

**Mathieu Whitman Grade 12 2nd Place**

**Emily Coogan Grade 12 3rd Place**

**Be it RESOLVED that these students and their teacher, Ms. Tanja**

**Houck, be congratulated by the Cranston School Committee for their outstanding accomplishments, and**

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

**SPONSORED BY THE COMMITTEE**

**NO. 06-4-4 - Whereas, Emily Coogan, a Senior at Cranston High School West, competed statewide in the Voice of Democracy Contest sponsored annually by the Veterans of Foreign Wars, and**

**Whereas, Emily Coogan placed First in the State of Rhode Island with her award winning audio essay highlighting her grandfather's influence to explore the world and try new things, and**

**Whereas, Emily and fifty-three other students from around the country and parts of Europe went on an all-expenses paid trip to Washington, DC, and**

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**Whereas, she and the other winners received a \$1,000 scholarship from the National Veterans of Foreign Wars,**

**Be it RESOLVED, that the Cranston School Committee congratulate**

**Emily and her teacher, Mr. Jay Jones, for bringing honor to herself and to Cranston High School West, and**

**Be it further RESOLVED that she receive a copy of this Resolution signed by members of the Cranston School Committee.**

**SPONSORED BY MS. IANNAZZI**

**NO. 06-4-5 - Whereas, Cranston and Warwick Public Schools are committed to fostering an efficient yet well-rounded educational experience for all students; and**

**Whereas, Cranston and Warwick Public Schools are urban-ring districts which struggle to keep up with the budgetary demands of unfunded mandates, the rising costs of health care, and expanding fuel costs; and**

**Whereas, the Cranston School Committee seeks cost-saving measures and attempts to stretch all taxpayer dollars;**

**Be it RESOLVED that a sub-committee be formed to study joint purchasing with Warwick Public Schools and to identify common educational programs where shared resources and collaboration could provide potential savings to both districts; and**

**Be it further RESOLVED that the Cranston delegation to this sub-committee consist of the Superintendent or her designee, the**

**Business Manager of the Cranston Public Schools, two School Committee members, and a member of the public appointed by the Chairperson of the School Committee.**

**SPONSORED BY MR. STYCOS**

**NO. 06-4-6 - RESOLVED, that policy No. 3172, Financial Impact Analysis, Collective Bargaining Agreements, be approved for second and final reading.**

**ADMINISTRATION**

**NO. 06-4-7 - RESOLVED, that at the recommendation of the Superintendent, the appointment of Executive Director, Educational Programs and Services, be approved.**

**NO. 06-4-8 - RESOLVED, that at the recommendation of the Superintendent, the appointment of Principal, Cranston High School West, be approved.**

**NO. 06-4-9 - RESOLVED, that at the recommendation of the Superintendent, the appointment of Principal, Western Hills Middle School, be approved.**

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**NO. 06-4-10 - RESOLVED, that at the recommendation of the Superintendent, the appointment of Assistant Principal for Special and Related Services, Cranston High School West, effective July 1,**

**2006, be approved.**

**NO. 06-4-11 – RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed for the remainder of the 2005-2006 school year:**

**Erin Hicks, salary to be at the first step plus Bachelors plus 36 hours of the prevailing salary schedule**

**Education – Rhode Island College, BA**

**Experience – Cranston Public Schools' Substitute**

**Certification – Elementary**

**Assignment – Waterman School, Grade 3, 1.0 FTE**

**Effective Date of Employment – April 11, 2006**

**Authorization – Replacement**

**Fiscal Note: 11011012 512100**

**NO. 06-4-12 - RESOLVED, that at the recommendation of the Superintendent, the following certified personnel be appointed as substitutes on a temporary basis as needed:**

**William Madonna Secondary Science/Biology**

**NO. 06-4-13 – RESOLVED, that at the recommendation of the Superintendent, the following individual be appointed as an athletic coach:**

**Paul Ouellet, Assistant Boys' Outdoor Track, Cranston High School West**

**Step – 1**

**Class – D**

**Playing Experience – Three Years Member of Cranston High School West Track Team**

**Experience – Volunteer Assistant Coach, Cranston High School West Freshmen Football**

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

**NO. 06-4-14 - 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:**

**Mary-Ellen Russell, Teacher**

**Elementary**

**Effective Dates: September 2006 to September 2007**

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**Debra Messenger, Occupational Therapist**

**Special Services**

**Effective Dates: September 2006 to September 2007**

**NO. 06-4-15 - RESOLVED, that at the recommendation of the Superintendent, the retirement of the following certified personnel be accepted:**

**Rosaleen Grossi, Teacher**

**Park View Middle School**

**Effective Date: April 14, 2006**

**NO. 06-4-16 - RESOLVED, that at the recommendation of the Superintendent, the resignation of the following certified personnel be accepted:**

**Ina Land, Teacher**

**Elementary**

**March 27, 2006**

**NO. 06-4-17 – Whereas, funding for certain positions is not assured for the 2006-2007 school year, and as a result, more senior teachers could elect to take a current position, and**

**Whereas, positions must now be made available for more senior teachers who are scheduled to return from leave,**

**Be it RESOLVED that said teacher be terminated at the close of the school year under provisions of Title 16 of the General Laws of the**

**State of Rhode Island, and**

**Be it further RESOLVED that the Superintendent notify this teacher of the Committee's action to terminate their employment.**

**NO. 06-4-18 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified employees be appointed:**

**Anthony Saccoccia, Part-time Custodian**

**Barrows School**

**Effective Date of Employment: April 11, 2006**

**Fiscal Note: 11247481 518200**

**Edward Gervais, Part-time Custodian**

**Effective Date of Employment: April 11, 2006**

**Fiscal Note: 13047481 578200**

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**Patricia Pashalian, Three-hour Food Service Worker**

**Park View Middle School**

**Effective Date of Employment: March 20, 2006**

**Fiscal Note: 32347179 511000**

**Mayra Marin, Three-hour Food Service Worker**

**Western Hills Middle School**

**Effective Date of Employment: March 20, 2006**

**Fiscal Note: 32947179 511000**

**Graziella Rhodes, Instructor**

**Alternate Education Program**

**Effective Date of Employment: March 27, 2006**

**Fiscal Note: 40235121 512100**

**Thea DeConti, Instructor**

**Alternate Education Program**

**Effective Date of Employment: March 27, 2006**

**Fiscal Note: 16278712 512100**

**Cheslyn Lavimodiere, Bus Monitor**

**Transportation**

**Effective Date of Employment: March 20, 2006**

**Fiscal Note: 14347518 518600**

**NO. 06-4-19 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified personnel be appointed as substitutes on a temporary basis as needed:**

**BUS DRIVERS**

**Karin Scapinakis**

**Elizabeth Millar**

**Peter Colarusso  
Maryann Papa  
Kristin Sheridan**

**CUSTODIAN  
Joseph Burnett**

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**NO. 06-4-20 - RESOLVED, that at the recommendation of the Superintendent, the following non-certified staff member be granted a leave of absence without compensation as provided in Article XII, Section D of the Master Agreement (Technical Assistants) between the Cranston School Committee and the Cranston Teachers' Alliance:**

**Joyce Gaulin, Technical Assistant  
Cranston Area Career & Technical Center  
Effective Dates: April 1, 2006 to March 31, 2007**

**NO. 06-4-21 - RESOLVED, that at the recommendation of the**

**Superintendent, the resignation of the following non-certified personnel be accepted:**

**Carmelo Alessandro, Bus Driver**

**Transportation**

**Effective Date: March 22, 2006**

**NO. 06-4-22 - RESOLVED, that at the recommendation of the Superintendent, the termination of Employee B be accepted.**

## **BUSINESS**

**NO. 06-4-23 - RESOLVED, that the following purchases be approved:**

**Student Planners in the amount of \$28,345.45**

**Number of bids issued 11**

**Number of bids received 4**

**Medical Dental Supplies in the amount of \$7,087.11**

**Number of bids issued 17**

**Number of bids received 11**

**Custodial Supplies in the amount of \$75,880.05**

**Number of bids issued 36**

**Number of bids received 18**

**Trash Liners in the amount of \$14,640**

**Number of bids issued 17**

**Number of bids received 10**

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**NO. 06-4-24 - RESOLVED, that the following purchases through grant funding be approved:**

**Auditorium Curtains for Gladstone School in the amount of \$3,987 (funding from 21st Century)**

**Number of bids issued 11**

**Number of bids received 5**

#### **POLICY AND PROGRAM**

**NO. 06-4-25 - RESOLVED, that at the recommendation of the Superintendent, the 2006-2007 School Calendar that was approved under Resolution No. 06-3-5 be revised to reflect no staggered opening for grades 6 and 9. School begins for all students on September 6, 2006.**

**NO. 06-4-26 - 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 second and final reading.**

## **TABLED RESOLUTIONS**

### **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.**

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

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**XIII. Action Calendar / Action Agenda**

**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: April 5, 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.**

**&#61607; Selection of employees for AED training.**

**&#61607; Distribution of AED-trained employee lists.**

**&#61607; Coordination of training for emergency responders.**

**&#61607; Coordinating equipment and accessory maintenance.**

**&#61607; Maintain on file a specifications/technical information sheet for each approved AED model purchased or donated.**

**&#61607; Consulting local Emergency Medical Services (EMS).**

**&#61607; Revision of this procedure as required.**

**&#61607; Monitoring the effectiveness of this system.**

**&#61607; 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:**

**&#61607; Writing a prescription for AEDs.**

**&#61607; Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.**

**&#61607; 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:**

**&#61607; Any trained volunteer responder who has successfully completed an approved CPR/AED training program and has a current successful course completion card.**

**&#61607; 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.**

**&#61607; Retraining should occur every year – sooner if equipment, policies or procedures change.**

**&#61607; Cranston Public Schools will identify all employees who are AED certified.**

#### **AED-TRAINED EMPLOYEE RESPONSIBILITIES:**

**&#61607; Activate external emergency response by directing someone to call 911.**

**&#61607; 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.**



**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:**

**&#61607; 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.**

**&#61607; If the OK icon is NOT present on the readiness display, contact the AED Program Coordinator or designee immediately.**

**&#61607; If the battery icon is visible, the CHARGE-PAK charging unit needs to be replaced. You may continue to use the AED if needed.**

**&#61607; 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.**

**&#61607; If the expiration date on the electrode is near, notify the AED Program Coordinator or designee immediately.**

**&#61607; Manufacturer of AED will provide monthly maintenance checklist.**

## **TRAINING:**

**&#1607; 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.**

- **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:**

**&#61607; Writing a prescription for AEDs.**

**&#61607; Reviewing and approving guidelines for emergency procedures related to use of AEDs and CPR.**

**&#61607; Evaluation of Post-Event with all rescuers involved.**

## **Automated External Defibrillator Continued 5140.2(c)**

### **AUTHORIZED AED USERS:**

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

**The AEDs may be used by:**

**&#61607; Any trained volunteer responder who has successfully completed an approved CPR/AED training program and has a current successful course completion card.**

**&#61607; 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.**

**&#61607; Retraining should occur every year – sooner if equipment, policies or procedures change.**

**&#61607; Cranston Public Schools will identify all employees who are AED certified.**

### **AED-TRAINED EMPLOYEE RESPONSIBILITIES:**

**&#61607; Activate external emergency response by directing someone to call 911.**

**&#61607; 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.**

**&#61607; 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](http://www.medical.philips.com)  
[www.cardiacscience.com](http://www.cardiacscience.com)**

**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:**

**&#61607; 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:**

**&#61607; 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)**

**&#61607; be performed according to equipment maintenance procedures as outlined in the operating instructions.**

**&#61607; 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.**

**&#61607; 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.**

**&#61607; If the OK icon is NOT present on the readiness display, contact the AED Program Coordinator or designee immediately.**

**&#61607; If the battery icon is visible, the CHARGE-PAK charging unit needs to be replaced. You may continue to use the AED if needed.**

**&#61607; 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.**

**&#61607; If the expiration date on the electrode is near, notify the AED Program Coordinator or designee immediately.**

**&#61607; Manufacturer of AED will provide monthly maintenance checklist.**

#### **TRAINING:**

**&#61607; 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**