

## COMMUNITY RELATIONS

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**Visitors****1250**

The Regional School District No. 1 Board of Education encourages visits by citizens, taxpayers and parents to the Housatonic Valley Regional High School. In order to promote a safe and productive environment for all students and staff, the Board prefers all visitors receive prior approval from the school Principal, or his/her designee. The Board of Education, through the administration, reserves the right to limit visits in accordance with administrative regulations. Upon arrival, all visitors must report directly to, and sign in and out at, the visitors' reception area of the Housatonic Valley Regional High School office.

**Administrative Regulations Regarding Visitors to the School**

1. Any persons wishing to visit the school buildings, and/or observe any student program, must obtain prior approval from the Principal or responsible administrator of the respective school building or program.
2. A visitor to any school building or program must be able to articulate a legitimate reason for his/her proposed visit and/or observation. Where the visitation involves direct contact with district students, or observation of an identified student or student program, the visitor must have a sufficient educational nexus with the district, its educational programs or the student to support such request.
3. All visits must be reasonable in length and conducted in a manner designed to minimize disruption to the district's educational programs.
4. When determining whether to approve a request to visit and/or observe student programs, the building Principal or responsible administrator shall consider the following factors:
  - a) the frequency of visits;
  - b) the duration of the visit;
  - c) the number of visitors involved;
  - d) the effect of the visit on a particular class or activity;
  - e) the age of the students;
  - f) the nature of the class or program;
  - g) the potential for disclosure of confidential personally identifiable student information;
  - h) whether the visitor/observer has a legitimate educational interest in visiting the school;
  - i) whether the visitor/observer has professional ethical obligations not to disclose any personally identifiable student information; and
  - j) any safety risk to students and school staff.
5. The building Principal or responsible administrator has the discretion to limit or refuse requests for visits and/or observations of student programs in light of the above criteria.

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6. If the building Principal or responsible administrator approves a request to visit a school building and/or observe a student program, arrangements must be made in advance to ensure that the visit will not disrupt educational programs. Upon arrival, all visitors must report directly to the visitors' reception area of the school office. All visitors must sign in and out of the building and shall be accompanied by appropriate school personnel while in school buildings. The length and scope of any visit shall be determined by the building Principal or responsible administrator in accordance with these regulations and accompanying Board policy.

**Use of School Facilities**

**1330**

**A. Application Procedures**

In accordance with Connecticut General Statutes, Sec. 10-239, the Regional School District No. 1 Board of Education may permit the use of the Housatonic Valley Regional High School facility for non-profit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of the Housatonic Valley Regional High School facility for public, educational or other purposes, including the holding of political discussion, at such time as the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes, whether or not school is in session. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent, or his/her designee, considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing the use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Application for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building Principal or responsible administrator, and shall not be used without the express written permission of the administrator.

The building Principal or other responsible administrators shall submit copies of each Building Use Form with a notation of whether or not such uses have been approved. Approval of school facilities by the Principal or other responsible administrator may be revoked at any time by the Superintendent, or his//her designee.

**B. Eligible Organizations and Priority of Use**

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

**Use of School Facilities****1330**

Order of priority:

1. school-sponsored programs and activities;
2. activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations);
3. town department or agency activities;
4. activities of non-profit organizations operating within the town, other than school-related organizations covered by Item #2 above;
5. activities for non-profit organizations operating within the town;
6. out-of-town organizations.

**C. Restrictions on Use of School Facilities**

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend, as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
6. Activities that are disruptive of the school environment are not permitted.

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Any violation of this policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

**D. Fees and Other Costs**

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. The following guidelines shall be incorporated into such fee schedule:

<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities	No rental fee or associated costs
2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations)	No rental fee or associated costs
3. Town department or agency activities	Associated costs
4. Activities of non-profit organizations Operating within the town, other than School-related organizations covered Under Item #2 above	Associated costs
5. Activities of for profit organizations Operating within the town	Rental fee and associated costs
6. Out-of-town organizations	Rental fee and associated costs

“Associated costs” shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel, or other personnel deemed by the responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent, or his/her designee, if such waiver is deemed by the Superintendent, or his/her designee, to be in the best interest of the school system and/or the town.

**E. Responsibility of Damage to Property or Loss of Property**

In order to use Housatonic Valley Regional High School facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to, and/or theft or loss, of any school district property arising out of the use of the facilities.

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Legal References:	C.G.S. Section 10-239	Use of School Facilities for Other Purposes
	C.G.S. Section 10-215f	Certification that food meets nutrition standards
	C.G.S. Section 10-221q	Sale of beverages
	C.G.S. Title 9	Elections

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### **Prohibition Against Smoking**

**1331**

The Regional School District No. 1 Board of Education prohibits smoking on the real property or any school or administrative office building or at any school-sponsored activity. Real property means the land and all temporary and permanent structures comprising the district's school buildings and administrative offices, and includes, but is not limited to, classrooms, hallways, storage facilities, theaters, gymnasiums, fields and parking lots. As defined by C.G.S. Section 10-233a (h) a school-sponsored activity means "any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property."

Legal References:

Pro-Children Act of 2001, Pub. L. 107-110, 115 Stat 1174, 20 U.S.C. Sec 7183



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### **Regulations Regarding Sexual Offenders**

**1400**

Pursuant to state law, the Connecticut Department of Public Safety is obligated to notify school superintendents whenever a sexual offender is released into the community.

In order to provide information from the Connecticut Department of Public Safety to interested persons in the Housatonic Valley Regional High School community, a link to the Connecticut Department of Public Safety's sexual offender registry will be placed on the school district's website.

When the Superintendent of Schools receives a specific notification from the Connecticut Department of Public Safety that a registered sexual offender is being released into the Housatonic Valley Regional High School community, the Superintendent, or his/her designee, will post the notification from the Connecticut Department of Public Safety on the district's website within a reasonable period of time.

In addition, school district personnel shall cross-reference the Connecticut Department of Public Safety's sexual offender registry prior to hiring any new employee and prior to permitting a volunteer to work with students in any capacity. Registration as a sexual offender constitutes grounds for denial of employment and/or volunteer opportunities in Region One School District.

The Superintendent, or his/her designee, shall provide training to appropriate staff members regarding the methods for accessing the sexual offender registry information posted by the Connecticut Department of Public Safety and the provisions of these regulations.

Legal References:

Connecticut General Statutes Sec. 54-258

**Possession of Deadly Weapons and/or Firearms**

1411

## I. Definitions:

- A. **Deadly Weapon** means “any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.” *Connecticut General Statutes Section 53a-3 (6)*.
- B. **Firearm** means “any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded, from which a shot may be discharged.” *Connecticut General Statutes Section 53a-3 (19)*.
- C. **Peace Officer** means “a state police officer, a member of the local police department, an inspector in the State Division of Criminal Justice, a sheriff, deputy sheriff or special deputy sheriff, a conservation officer or special conservation officer, a constable who performs criminal law enforcement duties, a special policeman, an adult probation officer, a Department of Corrections official authorized by the Commissioner of Corrections to make arrests in a correctional institution or facility, an investigator in the Investigations Unit of the Office of the State Treasurer, or any special agent of the federal government authorized to the provisions of Title 21 of the United State Code.” *Connecticut General Statutes Section 53a-3(9)*.
- D. **Real Property** means “the land and all temporary and permanent structures comprising the district’s schools and administrative office buildings. Real property includes, but is not limited to, the following: classrooms, hallways, storage facilities, theaters, gymnasiums, fields and parking lots.”
- E. **School-Sponsored Activity** means “any activity sponsored, recognized or authorized by the Board of Education and includes activities conducted on or off school property.” *Connecticut General Statutes Section 10-233a(h)*.

## II. Prohibition of Deadly Weapons and Firearms

In accordance with Connecticut General Statutes Section 29-28(e) and Section 53a-217(b), the possession and/or use of a deadly weapon or firearm on the real property or any school or administrative office building in this district, or at any school-sponsored activity, is prohibited, even if the person possessing the deadly weapon or firearm has a permit for such item.

## III. Peace Officer Exception

A peace officer engaged in the performance of his/her official duties, who is in lawful possession of a deadly weapon or firearm, may bring such item on the real property of any school or administrative office building in the district, or to a school-sponsored activity.

**Possession of Deadly Weapons and/or Firearms****1411**

## IV. Other Exceptions

Persons in lawful possession of a deadly weapon or firearm may possess such item on the real property of any school or administrative office building in this district, or at a school-sponsored activity, if:

- A. the person brings the deadly weapon or firearm on the real property of any school or administrative office building or to a school-sponsored activity for use in a program approved by school officials. In such case, the person must give school officials notice of his/her intention to bring such item, and the person must receive proper written permission from school officials.
- B. the person possesses the deadly weapon or firearm on the real property of any school or administrative office building, or at a school-sponsored activity pursuant to a written agreement with school officials or a written agreement between such person's employer and school officials.

## V. Consequences

- A. Unless subject to one of the exceptions listed above, any person who possesses a deadly weapon or firearm on the real property of any school in this district or administrative office building, or at a school-sponsored activity, whether or not the person is lawfully permitted to carry such deadly weapon or firearm, will be reported to the local police authorities once school officials become aware of its possession.
- B. A student who possesses and/or uses any deadly weapon or firearm on school property is in violation of this policy and shall be disciplined in accordance with the Board of Education's Student Discipline Policy.
- C. The Board of Education reserves the right to forbid anyone caught possessing a deadly weapon or firearm on the real property of its school buildings or administrative office buildings, or at a school-sponsored activity, from using any and all school facilities.

Legal References:

Connecticut General Statutes Sections 10-233(a), 28-29(e), 53(a)-3, and 53(a)-217(b).

**Green Cleaning Program****1420**

It is the policy of the Regional School District No. 1 Board of Education to, on or before July 1, 2011, implement a green cleaning program in which the Board procures and properly uses environmentally preferable cleaning products in school buildings and facilities.

The Board of Education shall provide the staff of the Housatonic Valley Regional High School and, upon request, the parents and guardians of each child enrolled at Housatonic Valley Regional High School, with a written statement of the school district's green cleaning program. Such notice shall include (1) the types and names of environmentally preferable cleaning products being applied in schools, (2) the location of the application of such cleaning products in the school buildings and facilities, (3) the schedule of when such cleaning products are applied in the school building and facilities, (4) the statement, "no parent, guardian, teacher, or staff member may bring into the school facility any consumer product which is intended to clean, deodorize, sanitize, or disinfect," and (5) the name of the school administrator, or a designee, who may be contacted for further information. Such notice shall be provided to the parents or guardians of any child who transfers to a school during the school year and the staff hired during the school year.

The Regional School District No. 1 Board of Education shall make such notice, as well as the report submitted to the State Department of Education pursuant to subsection (a) of Section 10-220 of the Connecticut General Statutes (i.e. required report on condition of facilities, action taken to implement the Board's long-term school building program, indoor air quality and green cleaning program), available on its website and the website of each school under such Board's jurisdiction. If no such website exists, the Board shall make such notice otherwise publicly available.

Legal References:

Connecticut General Statutes Sections 10-220(a) and 10-231(g)

**Pesticide Application on School Property****1421**

It is the policy of the Regional School District No. 1 Board of Education to implement an integrated pest management plan to reduce the amounts of pesticides applied in any building or on the grounds of the Housatonic Valley Regional High School, by using all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.

The decision to apply pesticides in any building or on the grounds of Housatonic Valley Regional High School is dependent on results of periodic monitoring of pest populations to determine if a pest problem exists that exceeds acceptable threshold levels.

No application of pesticide shall be made in any building or on the grounds of Housatonic Valley Regional High School during regular school hours or during planned activities in any school building except as provided by Connecticut statute or regulation.

Parents or guardians of children at Housatonic Valley Regional High School, and/or staff members, may register for prior notice of pesticide application at their school. Housatonic Valley Regional High School shall maintain a registry of persons requesting such notice and shall provide notice to registered individuals in accordance with applicable Connecticut statutory and regulatory provisions.

The Superintendent may direct that an emergency application of a pesticide be made during regular school hours or during planned activities at school without prior notice made to parents or guardians of children and/or staff members in the school in the event of an immediate threat to human health, subject to applicable Connecticut statutory and regulatory provisions.

Legal References:

Connecticut General Statutes Sections 10-231(a), 10-231(b), 10-231(d).

**Administrative Regulations Regarding Pesticide Application on School Property****A. Definitions:**

1. **Pesticide** means a fungicide used on plants, an insecticide, a herbicide, or a rodenticide, but does not mean a sanitizer, disinfectant, anti-microbial agent, or a pesticide bait.
2. **Lawn Care Pesticide** means a pesticide registered by the United States Environmental Protection Agency and labeled pursuant to the Federal Insecticide, Fungicide and Rodenticide Act for use in lawn, garden or ornamental sites or areas.

**Pesticide Application on School Property****1421**

3. **Integrated Pest Management** means use of all available pest control techniques including judicious use of pesticides, when warranted, to maintain a pest population at or below an acceptable level, while decreasing the use of pesticides.
4. **Restricted Use Pesticide** means any pesticide or pesticide use classified as restricted by the administrator of the United States Environmental Protection Agency or by the Connecticut Commission of Environmental Protection.

**B. Integrated Pest Management Plan:**

1. The Housatonic Valley Regional High School's integrated pest management plan shall be consistent with the model pest control management plan developed by the Connecticut Commissioner of Environmental Protection pursuant to Section 22a-661 of the Connecticut General Statutes.

**C. Notice of Pesticide Application:**

1. Parents/guardians of children in HVRHS, and/or staff members in HVRHS, may register for prior notice of pesticide application at their school.
2. HVRHS shall maintain a registry of persons requesting such notice.
3. Parents/guardians of children in HVRHS, and/or staff members who register for prior notice of pesticide application at their school shall be provided notice of each scheduled pesticide application at their school on or before the day that an application of pesticide is to take place.
4. The notice shall include the following information:
  - a. the name of the active ingredient of the pesticide being applied,
  - b. the location of the application on school property,
  - c. the date of the application,
  - d. the name of the school administrator, or his/her designee, who may be contacted for further information.

**D. Emergency Pesticide Application:**

1. In the event of a threat to human health, the Superintendent may direct that an emergency application of a lawn care pesticide be made without prior notice to parents/guardians of children, and/or staff members in the school.

**Pesticide Application on School Property****1421**

2. In the event of an immediate threat to human health, the Superintendent may direct that an emergency application of a pesticide be made, during regular school hours or during planned activities at school, without prior notice to parents/guardians of Children, and/or staff members in the school. Such application may only be made if (1) it is necessary to make the application during such period, and (2) such emergency application does not involve a restricted use pesticide.
3. In the event of such emergency application, no child may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
4. In the event of such emergency application, the provision set forth below in Section F regarding authorized pesticide applicators shall not apply if the Superintendent determines that it is impractical to obtain the services of any such applicator, provided that the application does not involve a restricted use pesticide.

**E. Record of Pesticide Application:**

1. A copy of the record of each pesticide application at HVRHS shall be maintained at the school for a period of five (5) years, which record shall include the information required by Section 22a-66a of the Connecticut General Statutes, as it may be amended from time to time.

**F. Authorized Pesticide Applicator:**

1. No person, other than a pesticide applicator with supervisory certification under Section 22a-54 of the Connecticut General Statutes or a pesticide applicator with operational certification under Section 22a-54 under the direct supervision of a supervisory pesticide applicator, may apply pesticide within any building or on the grounds of the district's school. [Agriculture Center]

## Legal References:

Connecticut General Statutes  
10-231a, 10-231b, 10-231d, 19a-79a, 22a-47, 22a-54, 22a-66a, 22a-661

United State Code: Insecticide, Fungicide and Rodenticide Act, 7  
U.S.C. Section 136 et.seq

**Automatic External Defibrillators (AEDs)****1422**

In order to assist individuals who may experience cardiac arrest on school property, the Regional School District No. 1 Board of Education has acquired external defibrillators for use in certain school buildings. It is the policy of the Board of Education to support the use of these automatic external defibrillators during medically appropriate circumstances on school property.

Requirements concerning the use of and maintenance of AEDs are set forth in the accompanying administrative regulations as may be supplemented by or amended by the administration from time to time.

For purposes of this policy and the accompanying regulations, an AED is a device that:

1. is used to administer an electric shock through the chest wall to the heart;
2. contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiological signals, make medical diagnoses and, if necessary, apply therapy;
3. guides the user through the process of using the device by audible and or visual prompts; and
4. does not require the user to employ any discretion or judgment in its use.

**Legal References:**

Connecticut General Statutes  
19a-175 Definitions  
19a-197 Automatic external defibrillators, registry established. Regulations.  
Simultaneous communication with physician not required.  
52-557b Good Samaritan Law (as amended by Public Act 09-59)  
10-212d Availability of Automatic External Defibrillators in Schools

Regulation of Connecticut State Agencies – Department of Public Health 19a-179 et seq



**Automatic External Defibrillators (Administrative Regulations)**

1422

**I. Definitions:**

**Automatic External Defibrillator (AED)** means a device that: (a) is used to administer an electronic shock through the chest wall to the heart; (b) contains internal decision-making electronics, microcomputers or special software that allows it to interpret physiological signals, make medical diagnoses, and, if necessary, apply therapy; (c) guides the user through the process of using the device by audible or visual prompts; and (d) does not require the user to employ any discretion or judgment in its use.

**Pre-determined AED Provider** is a person who is CPR and AED certified, and has a copy of his/her certification on record with Housatonic Valley Regional High School.

**II. Defibrillator Location**

1. The Housatonic Valley Regional High School will have defibrillators in school buildings designated by the Regional School District No. 1 Board of Education.
2. The AEDs will be strategically placed and readily accessible to Pre-determined AED Providers to maximize rapid utilization.
3. Contracted and other community activities utilizing school facilities are not guaranteed access to the AED as part of standard rental contracts.
4. Each AED within the district will be registered with the Town's Emergency Medical Service Provider and with the Connecticut Office of Emergency Medical Services, through the use of Appendix VI of these regulations.

**III. Responsibility for Operation, Maintenance and Record-Keeping**

1. The School Nurse at HVRHS will check the AEDs in the building on a regular basis, at least monthly. It will be that nurse's responsibility to verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. If the nurse notes any problems, or the AED's self-diagnostic test has identified any problems, the nurse must contact the Principal, or his/her designee, immediately.
2. After performing an AED check, the nurse shall indicate on the AED service log (Appendix IV) that the unit has been inspected and that it was found to be "In Service" or "Out of Service."
3. The School Nurse, or his/her designee, shall be responsible for the following:

**Automatic External Defibrillators (Administrative Regulations)****1422**

- a. AED service checks during the contracted school year;
- b. the replacement of equipment and supplies for the AED;
- c. the repair and service of the AED;
- d. all recordkeeping for the equipment during the school year;
- e. providing/scheduling training for all Board employees who require such training or would like to receive such training;
- f. maintaining a list of Pre-determined AED Providers;
- g. keeping all records concerning incidents involving the use of an AED;
- h. maintaining copies of the certifications signed by Pre-determined AED Providers regarding understanding of, and agreement to, comply with Regional School District No. 1's Board of Education AED policies and procedures (Appendix III).
- i. reporting the need for revising the AED policy and administrative regulations to the Special Education Director and/or Superintendent;
- j. assisting Pre-determined AED Providers in other appropriate ways, as determined by the administration; and
- k. registering the AEDs in accordance with state law (Appendix VI).

**IV. Training for Pre-determined AED Providers**

The Regional School District No. 1 Board of Education will provide training or retraining to the following classes of individuals on an annual basis:

1. Staff who work in the related Health Services, including all school nurses
2. Staff who work in the Athletic Department, including all athletic trainers, head coaches and the Athletic Director;
3. All building administrators; and
4. Volunteers from the faculty and staff

The training will be provided in accordance with the standards set forth by the American Red Cross or American Heart Association. Individuals completing this training will be considered Pre-determined AED Providers.

On an annual basis, a Pre-determined AED Provider shall certify in writing that he/she has read the Housatonic Valley Regional High School AED policy and administrative regulations, and provide such certification and a copy of AED training completion documentation to the School Nurse, or his/her designee. (Appendix III)

**Automatic External Defibrillators (Administrative Regulations)****1422****VI. Procedures for Use of an AED**

1. To the extent practicable, AEDs should be retrieved and used by Pre-determined AED Providers or other trained emergency medical services personnel. In the event no Pre-determined AED Provider is available or present, an AED may be used by Trained and Untrained Individuals in order to provide emergency care to an individual who may be cardiac arrest on school property.
2. AEDs may only be used in medically appropriate circumstances.
3. In the event of use, the Pre-determined AED Provider using the AED, or the school's Principal, or his/her designee, shall, if possible, immediately notify the building nurse, the Principal, the Superintendent of Schools, and the District Medical Advisor.
4. In the event of use, the Pre-determined AED Provider using the AED, or the school's Principal, or his/her designee, must also complete a copy of the AED incident report (Appendix II). The report should be forwarded to the School Nurse Supervisor no later than forty-eight (48) hours after the incident. The School Nurse Supervisor will forward a copy to the District Medical Advisor.
5. In the event of use, the School Nurse shall promptly thereafter complete an AED check and verify that the unit is in the proper location, that it has all the appropriate equipment (battery, mask, case, emergency pack), that it is ready for use, and that it has performed its self-diagnostic evaluation. Any problems with the AED shall be immediately reported to the School Nurse.