

February 26, 2026

**AMEND BOARD REPORT 21-1215-PO1**  
**THE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) POLICY**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Chicago Board of Education (“Board”) amends Board Report 21-1215-PO1 the Automated External Defibrillator Policy.

**PURPOSE:**

The purpose of this policy is to establish standard operating procedures required in the maintenance of Automatic External Defibrillators (AED) in Chicago Public Schools, establish a district Cardiac Emergency Response Plan (CERP), and provide clear guidelines on CPR and AED certification requirements. AEDs make early defibrillation, a potentially life-saving procedure, accessible to any individual in an active and occupied CPS facility.

**POLICY TEXT:**

**I. DEFINITIONS**

The following definitions apply to this Policy:

- A. **Automated External Defibrillator (AED):** an automated, portable medical device programmed to analyze heart rhythm, recognize rhythms that require defibrillation and provide visual and voice prompts for the device operator to deliver an electric shock if indicated.
- B. **AED Response Team:** individuals at a CPS facility where an AED is located who have been trained to use an AED and perform CPR in response to a possible sudden cardiac arrest situation.
- C. **Bystander CPR:** CPR without mouth-to-mouth breaths for use as initial first aid in response to a possible cardiac arrest situation, also called “Hands-Only CPR.”
- D. **Cardiopulmonary Resuscitation (CPR):** an emergency lifesaving procedure performed when the heart stops beating that provides chest compressions and breaths.
- E. **Defibrillation:** administering an electrical impulse to an individual in order to restore normal heart rhythms.
- F. **Emergency Medical System (EMS):** professional community responder agency for emergency events that provide medical assistance and/or ambulance transport.
- G. **Medical Emergency Preparedness Plan:** A school-based plan that describes the prevention and response protocols for health-related emergencies, including but not limited to anaphylaxis, diabetes emergencies, and cardiac arrest.
- H. **Sudden Cardiac Arrest (SCA):** A life-threatening event when a person’s heart stops or fails to produce a pulse.
- I. **Trained AED User:** a person who has successfully completed a course of instruction on AED use and performing CPR in accordance with the standards of a nationally recognized organization.
- J. **Cardiac Emergency Response Plan:** a plan of action for how to prepare and respond to a sudden cardiac event.

## II. SCOPE

This policy applies to all schools and administrative buildings that receive one or more District-issued Automatic External Defibrillators (AED). The Chief Health Officer and Chief of Facilities, or their designees, must collaborate to ensure schools comply with the emergency response protocols, training, and maintenance required under the district's AED program.

## III. RESPONSIBILITIES AND OVERSIGHT

- A. The Chief Health Officer will provide medical expertise and general oversight of the AED program. Responsibilities include but are not limited to the following:
  - 1. Approval of cardiopulmonary resuscitation (CPR) and AED training program. The Office of Student Health and Wellness will maintain a list of organizations approved to deliver CPR and AED training.
  - 2. Providing medical consultation and post-incident debriefing support.
  - 3. Approval of protocols for the use of AED and other medical equipment.
- B. The Chief Health Officer or designee will ~~oversee~~:
  - 1. ~~school training~~, Ensure that schools have been given the resources to complete CPR training, compliance and review of incidents involving the use of the AED.
  - 2. ~~The Chief Health Officer or designee will also~~ Act as a liaison between the school Emergency Management Team, CPR/AED trainers, and EMS.
  - 3. Update the district Cardiac Emergency Response Plan as Necessary
  - 4. Ensure all staff receive yearly Hands Only CPR and AED use information
- C. The Chief of Facilities will oversee the purchase, installation, and maintenance of AED units (Section VII).

## IV. AUTOMATED EXTERNAL DEFIBRILLATOR EMERGENCY RESPONSE PROTOCOL

- A. Medical Emergency Preparedness Plan
  - 1. The Principal or designee must complete and annually sign an acknowledgement of the Medical Emergency Preparedness Plan annually that includes planning for a possible sudden cardiac arrest. Plans must be submitted through the CPS Emergency Management Portal.
  - 2. The Office of Student Health and Wellness must submit plans to the Department of Public Health as required by Illinois law.
- B. Cardiac Emergency Response Plan
  - 1. The Principal or designee must:
    - a. Post the school's abbreviated Cardiac Emergency Response Plan.
    - b. Designate members of the Cardiac Response Team and ensure they are trained to the standards of a National Accredited Organization, such as the American Heart Association in CPR.
    - c. Ensure that each member of the Cardiac Emergency Response Team is aware of the Cardiac Emergency Response Plan and that the Cardiac Emergency Response Team has conducted at least 1 successful drill per

school year.

BC. In the event of sudden cardiac arrest, school staff must:

1. Perform CPR and administer the AED IMMEDIATELY.
2. Call 911. When possible, one person should call 911 while another is performing CPR/administering the AED.
3. Notify the parent/guardian.

GD. Within 24 hours of the AED being used or CPR being performed on school property, a school administrator must:

1. File an incident report.
2. Notify the AED manufacturer that an AED has been used. A vendor technician will perform a service visit to replace any used disposals and return the AED to "Rescue Ready" status.

## V. LIABILITY

When an AED is used or CPR performed in good faith and in accordance with the individual's training, the individual is not responsible for any civil damages as a result of any act or omission, except for willful or wanton misconduct (actual or deliberate intention to cause harm or which, if not intentional, shows an utter indifference for the safety of others). Use of an AED or providing CPR may also be covered under the Good Samaritan Act.

## VI. AED TRAINING

- A. Training must include CPR and AED emergency medical care prepared according to nationally recognized standards. All certifications need to be renewed every 2 years or otherwise per original equipment maker's (OEM) recommendations.
- B. Certifications from other organizations must be pre-approved by the Chief Health Officer or designee.
- C. Each CPS building with an AED must have 2, full-time, permanent staff trained per AED unit in the building. Principals must identify staff to be certified in AED/CPR for their school buildings. The Office of Student Health and Wellness must work with non-school staff to ensure training compliance in administrative buildings.
  1. Certain job roles require AED/CPR certification independent of this policy. However, these positions only count towards a school's training requirement if they are staffed by full-time, permanent employees. These include, but may not be limited to:
    - a) Nurses
    - b) Lifeguards, in accordance with the District's Aquatics Policy
    - c) All Sport Coaches
    - d) Athletic Directors
  2. Job roles where AED/CPR certification is recommended:
    - a) Physical Education Teachers
    - b) ~~Coaches~~
    - c) Security guards
    - d) Special Education Classroom Assistants
    - e) Dining staff
    - f) ~~Athletic Directors or Coaches responsible for portable AEDs for off-site athletic events.~~
  3. All other staff are encouraged to complete Bystander or Hands-only CPR

Training.

**VII. AED MAINTENANCE**

- A. AED equipment must remain in good repair and must undergo regular maintenance inspections as prescribed by the AED manufacturer.
  - 1. The CPS Building Engineer must complete a monthly visual inspection to ensure the unit (battery, pads, etc.) is ready-to-use and displaying a green LED indicator light.
  - 2. AEDs must be serviced annually by manufacturer/vendor technicians.
  - 3. All documents and records of periodic AED maintenance must be retained by the contracted vendor(s) and must be made available to CPS upon request.
- B. The AED units, cabinets, and signage must be installed according to manufacturer guidelines and placed in the facility in accordance with State regulations.
- C. Requests for installation of additional AED units must be made by the Principal and approved by the Office of Student Health & Wellness in consultation with the Department of Facilities.

<b>Amends/Rescinds</b>	Rescinds 03-0625-PO02
<b>Cross References</b>	
<b>Legal References</b>	410 ILCS 4/1, 745 ILCS 49/12, 210 ILCS 74/1 - 74/55, 105 ILCS 110/3, Illinois Administrative Code - 77 Ill. Adm. Code 525.600
<b>Public Comment</b>	Pursuant to Board Bylaws <del>Rule 2-6</del> <u>1-2</u> this Policy was subject to Public Comment from:

**Approved for Consideration:**

DocuSigned by:  
  
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**Alfonso Carmona**  
**Acting Chief Education Officer**

**Approved:**

Signed by:  
  
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**Macquiline King, Ed.D**  
**Interim Superintendent/Chief Executive Officer**

Approved as to Legal Form: 

Signed by:  
  
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**Elizabeth K. Barton**  
**Acting General Counsel**