

# Intradistrict Communication

DATE: August 31, 2023

TO: All Principals, Jordan School District  
Administrative Assistants

FROM: Michael Anderson, Associate Superintendent  
Jordan District Nurses

SUBJECT: CPR/First Aid/AED Certification

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Jordan School District requires that at least **3 full-time employees** in each building be certified in CPR, First Aid, and AED. Most certifications are valid for 2 years. It is also recommended that employees who will have direct responsibility for student health and safety be CPR/First Aid/AED certified. This may include front office staff, playground aides, hall monitors, P.E. teachers, etc. It is also recommended that you keep a list of current CPR/First Aid/AED certified staff members by all main phone lines where calls for emergency help may originate. A template is attached.

CPR, First Aid, and AED training and certification is now available to district employees in an online format through the [National Safety Council \(NSC\)](#). The attached document will outline the steps necessary to complete the online portion of the course. Information can also be accessed by going here: [CPR & First Aid](#). The cost of the course is \$29.95 and should be paid by the employee at the time of registration. Schools may provide reimbursement for the course, if funds are available, by following appropriate pre-approval and reimbursement procedures.

Once the online course is completed, employees may sign up to complete their certification by attending a 2 hour skills check session with our district nurses. To sign up for a skill check, you will need to register with [JPLS](#) under CPR/First Aid/AED skill check. All skill checks must be completed within 45 days of sign-up for the online course. The dates and times for the skill check sessions are listed on the attached flyer.

Please complete the attached CPR/First Aid/AED certification form and return it to the Nursing Services office (Nadine Page) by **November 16, 2023**.