

Intradistrict Communication

DATE: August 29, 2017

TO: All Principals, Jordan School District

FROM: Administrators of Schools
Laura Finlinson, Administrator of Curriculum and Staff Development
Nancy Ward, Coordinator of Educational Support Services

SUBJECT: CPR/First Aid Certification

Jordan School District requires that at least 3 employees in each building be certified in CPR and First Aid. 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 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 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 memo will outline the steps necessary to complete the online portion of the course. The cost of the course is \$19.95 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 certification form and return it to the Educational Support Services office by **November 15, 2017**.