

CPR/AED Training/Procedure

St. Joseph Academy
(SJA)

Number	300.1
Effective Date:	January 12, 2009
Review Date:	2/5/2021
Revised Date:	1/24/2020
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I. Purpose:

This procedure stipulates that all Felician Sponsored Ministry employees at St. Joseph Academy are required to receive CPR/AED Training.

II. Objective:

St. Joseph Academy strives to not only meet the state licensing requirements but also to exceed these standards in both the classroom setting and in other ancillary areas important to the well-functioning of the Academy. All Academy staff must be prepared to meet basic safety and emergency care functions in order to ensure that essential care is provided on emergency basis.

III. Procedure:

1. All Milwaukee Ministry employees housed in the St. Joseph Academy campus shall be CPR/AED Certified within six months of hire. Your certification must remain current through the duration of your employment with the agency.
2. The HR Department will track CPR Certification. This department will periodically schedule CPR trainings throughout each fiscal year. You will be notified in advance of upcoming training events.
3. It is your responsibility to ensure your CPR remains current. Failure to maintain CPR Certification may result in suspension of employment until certification is renewed up to and including termination of employment.

Approved by: _____



Director of Human Resources

Date: _____

2/10/21

Approved by: _____



President/CEO

Date: _____

2/9/2021