

# CPR/AED Training/Procedure

St. Joseph Academy  
(SJA)

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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 an 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. HR will schedule CPR trainings on a quarterly basis 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. Failure to obtain recertification within three months of certification expiration is cause for termination of employment.

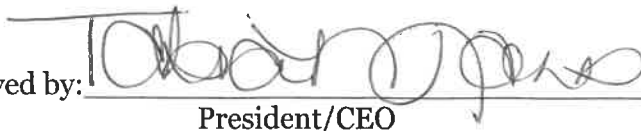
Approved by: \_\_\_\_\_

  
Director of Human Resources

Date: \_\_\_\_\_

8/4/23

Approved by: \_\_\_\_\_

  
President/CEO

Date: \_\_\_\_\_

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