

**WINCHESTER PUBLIC SCHOOLS
WINSTED, CONNECTICUT**

**AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
AGENCY NOTIFICATION LETTER**

TO: OFFICE OF EMERGENCY MEDICAL SERVICES, STATE OF CONNECTICUT

FROM: WINCHESTER PUBLIC SCHOOL SYSTEM

We would like to notify you and your department about a Public Access Defibrillator Program in the Winchester Public School District.

- Our Medical Director for the Automatic External Defibrillator (AED) program is Andrew Szczepanski, M.D. He works directly with the Superintendent of Schools regarding the implementation and management of the AED program.
- We have Automatic External Defibrillators in all school buildings. The defibrillators are strategically placed and readily accessible to Predetermined AED Providers to maximize rapid utilization.
- The AED is available during school hours and after school hours during on site school activities.
- Each school nurse has received training in the use of the AED.
- A list of Predetermined AED Providers is available in each school nurse's office, the principal's office, and in the office of the Superintendent of Schools.
- The Predetermined AED Providers are school nurses and any other person who has received AED and CPR training (American Heart, American Red Cross, or an equivalent training), has a completion card on file with the Superintendent of Schools of the Winchester Public School System, has received and read the Winchester Public Schools policy and administrative regulations and certified in writing his/her agreement to comply with same.

We look forward to meeting the challenge of healthcare in the new millennium and are constantly trying to enhance and improve our program. We appreciate your support.

Sincerely,

DIRECTOR, PUPIL PERSONNEL SERVICES

DATE

SUPERINTENDENT OF SCHOOLS

DATE