



CPR, AED and First Aid Program

I. Policy

It's the policy of California State University, Fullerton to have employees qualified in cardio-pulmonary resuscitation (CPR), automated external defibrillator (AED), and first responder First Aid. Job classifications that respond to medical emergencies or locations where individuals may be called upon to render aid shall be CPR/First Aid certified.

II. Purpose

One out of every two people in the United States can expect to die from a heart attack or a related disease of the blood vessels. Most people who die from a heart attack die before they get to a hospital. Some people survive a heart attack because someone trained in CPR was able to quickly respond and render immediate aid. It's therefore important for the University to have as many employees trained in CPR as possible.

It is the purpose and goal of this program to have a well trained group of employees who are scattered throughout the campus to render aid when necessary.

III. Scope

The University requires all University Police personnel, Student Health Center physicians and nurses, and lifeguards to be certified in CPR/AED for the Professional Rescuer. Building Marshals are expected to become certified as a lay responder by taking First Aid/CPR/AED for the Workplace, School and Community. Department Safety Coordinators and all other employees are also encouraged to participate in this program.

IV. Responsibilities

A. Environmental Health and Safety (EHS)

1. Perform the function of Authorized Provider for the University.
 - a. Assure maintenance of American Red Cross standards.
 - b. Maintain standards and quality control over training center classes.
 - c. Maintain contact with other campus instructors.

2. Maintain provider and instructor documentation and records.
3. Issue the course completion cards.
4. Order supplies, as needed.
5. Disseminate changes in standards and guidelines.
6. Deposit any money collected into the CPR trust account. Expenses related to the program will be funded from this same account.

B. Instructors

1. Instructors will maintain the standards of the American Red Cross.
2. Teach a minimum of one class per year for the University.
3. Provide EHS with all documentation and class rosters following the classes.
4. Maintain certification as outlined by the American Red Cross.
5. Provide EHS with their schedule of classes, in advance.

V. Program

The American Red Cross has a program whereby individual training centers can be set up to conduct classes as long as certain criteria are met. The University has qualified under these guidelines and is an Authorized Provider.

A. Cost

1. The University owns and must pay for all supplies, manikins and maintenance of equipment. Due to recent budget shortfalls, the charge is \$20.00 per person, per session/certificate for each scheduled class.
2. The following people or groups may request a special training session; charges will be \$30.00 per person/per session/certificate for each class of a minimum participation of 8 students:
 - a) Resident Assistants (University Housing)
 - b) Upward Bound/Summer Bridge Counselors
 - c) Students
 - d) Off-campus individuals
 - e) Associated Students, Inc.
 - f) Auxiliary Services Corporation
 - g) Parking & Transportation Services

B. Schedule of Classes

1. EHS will offer various open enrollment lay responder CPR/First Aid classes per semester.
2. Sign-up Procedure - Class schedules are located on the campus portal. Click on the *Training* tab, click on the *Employee Training Center General Calendar* to choose a class. Follow the instructions to enroll. For special scheduling requests contact the EHS at x7233 (SAFE) or Safety Training & Development directly at x8673.

Responsible Executive:

Vice President for Administration and Finance

Responsible Office:

TBD

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