

APPENDIX IV

AED AGENCY NOTIFICATION LETTER

To: Office of Emergency Medical Services

From: Meriden Public Schools

We would like to notify you and your department about a Public Access Defibrillator Program in the Meriden Public Schools. Our Medical Director for the AED program is **[name]**. S/He works directly with the school nurse regarding the implementation and management of the AED program. We have Automatic External Defibrillators in certain school buildings. The defibrillators are strategically placed and readily accessible to maximize rapid utilization. The AED is available during school hours and after school hours during on site school activities. Each school nurse, administrator and athletic coach has received training in the use of the AED.

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,

Special Education Director

School Nurse

December 15, 2015