

# Memphis-Shelby County Schools

## AED & Narcan Checklist

Name of School/Site \_\_\_\_\_

Academic School Year:

Unit Serial Number \_\_\_\_\_ Location \_\_\_\_\_

Inspectors Name:

Date \_\_\_\_\_  
Initials \_\_\_\_\_

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June

### Instructions and Recommended Corrective Action

Adult pads present, in place (installed on the front of the machine) and have not expired. Note adult pad expiration date: If pads are expired, complete the <a href="#">AED Service Request</a> form available on Risk Management's website.												
Battery is present, in place (installed on the back of the machine and has not expired. Note battery expiration date: If the battery has expired, complete the <a href="#">AED Service Request</a> form available on Risk Management's website.												
Green light is visible and flashing on readiness display. If not, press the blue "i" button, note the issue, and if necessary complete the <a href="#">AED Service Request</a> form available on Risk Management's website.												
Infant/child pads stored with AED. Note expiration Date: If pads have expired, complete the <a href="#">AED Service Request</a> form available on Risk Management's website.												
Other Resuscitation equipment stored with AED. If missing, complete the <a href="#">AED Service Request</a> form available on Risk Management's website.												
Opioid Reversal Kit stored with AED. Notify <b>Health Services</b> if missing. Blister pack #1 lot number: _____ expiration date _____ Blister pack #2 lot number: _____ expiration date _____		N/A	N/A									

#### IMPORTANT REMINDERS:

1. Information on this form must be entered into the MSCS online database each month by the Schools Security Officer or Designee.
2. Complete the [AED Reporting Use Form if the machine is used](#).
3. Request battery replacement when expiration is within 90 days of inspection.
4. Complete the Narcan Reporting Use form if it is used and contact Health Services.

If your AED has any issues, complete the [AED Service Request](#) form available on Risk Management's website.

Risk Management phone number: 416-5515

Health Services phone number: 416-5600