

AED & Equipment Readiness Checklist

Printable working template | Complete with the school medical team before use.

AED readiness

- ☐ AED location identified and accessible _____
- ☐ Device status indicator checked according to manufacturer _____
- ☐ Pads in date and appropriate for expected users _____
- ☐ Battery / maintenance status checked _____
- ☐ Staff know who retrieves AED _____

Sideline readiness

- ☐ First aid supplies stocked _____
- ☐ PPE / gloves available _____
- ☐ Bleeding-control supplies per school protocol _____
- ☐ Splinting / immobilization resources per local plan _____
- ☐ Water / heat-illness response supplies as applicable _____
- ☐ Communication device functional _____
- ☐ Emergency access and lighting confirmed _____

Staff confirmation

- ☐ Designated equipment lead _____
- ☐ Inspection date / time _____
- ☐ Missing item / corrective action _____
- ☐ Recheck completed by _____

Important

- ☐ Follow device instructions and local medical protocols _____
- ☐ Do not use this checklist as a substitute for clinical training _____

Review note: Adapt to local school policy, athletic trainer guidance, medical oversight, applicable laws and EMS protocols. This is a planning resource, not medical advice or a substitute for a professionally approved emergency action plan.