



Response to Unexpected Health Emergencies

Context

School Act Ministerial Order: Support Services for Schools Order requires that each board must establish, maintain and make publicly available a procedure for responding to unexpected health emergencies at schools in the District.

The procedure must ensure that the following are readily accessible in each school:

- (a) Automated External Defibrillators, and
- (b) Naloxone.

This Administrative Procedure provides information and direction to School Principals to ensure that Automated External Defibrillators (AEDs) and Naloxone are readily accessible in each school.

This procedure is intended to ensure that lifesaving first aid tools, including AEDs and Naloxone kits, are readily accessible to respond to unexpected health emergencies that could occur on school property. A timely and effective response to unexpected health emergencies is essential to ensuring a safe school. Unexpected health emergencies can occur without warning and require immediate action to improve survival outcomes by providing critical intervention before emergency responders arrive. Ensuring schools are equipped and prepared supports students and staff safety, enabling school communities to focus on learning and well-being while increasing confidence and security.

Procedures

Administration Procedures Related to Automated External Defibrillators (AEDs)

1. Ordering AEDs:

New and replacement of AEDs is organized through the Purchasing Department. Costs related to installation/maintenance of one AED per school are covered by the District.

2. Installation of AED's:

Organized by the Operations Department. New and replacement AEDs will be installed in a public area of the school (e.g. main lobby). School administration will be consulted as to locations.

3. Maintenance of AEDs:

Routine maintenance is organized through the Purchasing Department and District Health & Safety Department.

4. Monthly Checks and Testing of AEDs:

OHS First Aid Attendants conduct monthly checks to ensure the battery is charged. Attendants will sign the District Health & Safety form located within the AED box to document checks. The District Health & Safety Department will check the AEDs District wide over the summer school closure period.

5. Repair of AEDs:

If repairs are required, administrators are asked to contact the District Health & Safety Department at healthand.safety@sd23.bc.ca if the AED has malfunctioned. School administrators are responsible to ensure the AED is identified as off-line and to inform staff.

6. Training for the use of AEDs:

OHS First Aid Attendants receive training on AEDs as part of their OHS First Aid Certification. Attendants will also receive training provided by the District Health & Safety Department on the specific AED at their school. The District Health & Safety Department will monitor ongoing to ensure Attendants have completed training.

7. Requests for additional AEDs/training:

One AED per school meets the requirement. School administrators may request additional AEDs. If approved, related costs are borne by the school. School administrators are to contact the District Health & Safety Department regarding training requests for other workers.

8. Reporting and Documentation related to AEDs

In the event that an AED is used in an emergency situation, school administrators are required to report to the District Health & Safety Department. AED use related to staff should be documented using the standard process. AED use pertaining to students and the public should be documented using the standard process for non-staff (including online report to the Schools Protection Program).

Administration Procedures Related to Naloxone

1. Ordering Naloxone:

New and replacement of Naloxone kits is organized through the Purchasing Department. Naloxone kits expire after two years, however that may vary by product. School administrators are responsible for ordering new Naloxone kits through the Purchasing Department.

2. Equipment:

The District supplies all schools with one Nasal Naloxone kit.

3. Storage of Naloxone:

One Naloxone kit must be available in the First Aid room/area. School administrators are responsible to ensure that any additional Naloxone kits in the school are securely stored.

4. Annual Checks of Naloxone:

OHS First Aid Attendants check the Naloxone kit/s in the first aid room/area as part of school-startup. Attendants will notify school administrators when Naloxone kit/s need to be replaced.

5. Training for the use of Naloxone:

OHS First Aid Attendants are required to complete one of the following training courses: [Naloxone 101 Training](#) or [Naloxone Training](#). Upon completion, Attendants must send a copy of their certificate to the District Health & Safety Department and to their supervisor. The District Health & Safety Department will monitor training completions.

6. Costs for Naloxone:

Costs for the one Naloxone kit in the first aid room/area is covered by the District.

7. Requests for additional Naloxone kits/training:

One Naloxone kit per school meets the requirement. School administrators may order additional Naloxone kits, however, related costs are borne by the school. Other District employees may complete the free online training outside of work time.

8. Reporting and Documentation related to Naloxone:

In the event that Naloxone is used in an emergency situation, school administrators are required to report to the District Health & Safety Department. Naloxone use related to staff should be documented using the standard process. Naloxone use pertaining to students and the public should be documented using the standard process for non-staff (including online report to the Schools Protection Program).

Relevant Board Policy:

Developed by: Employee Wellness Manager

Date Agreed: December 10, 2025

Date Amended:

Related Documents: