

RESPONSE TO UNEXPECTED EMERGENCIES

Background:

The District supports universal access to potential life-saving interventions in all school sites. Each school district site will have at least one Automated External Defibrillator (AED) and an Overdose Response Kit (ORK) which contains Naloxone.

Procedures:

1. Automated External Defibrillator (AED)

Location

- All sites will have a functioning AED stored in an easily accessible location.
- School staff are informed of where the AED(s) are located at the September staff meeting.
- AED(s) location is listed on the school site specific safety orientation, and on JHSC information board.

Maintenance

- The District will ensure that the AED's undergo annual machine maintenance and pad checks.
- The site-based staff are responsible for checking the battery pack (green flashing light) and for testing the device periodically by turning it on to ensure it is working properly.

Training

- All Basic/OFA1 and Intermediate/OFA2 attendants are certified to use the AED.
- District Occupational Health and Safety (OHS) will support with training materials and information on the intranet page (my43 – AED inspection checklist / device manual), materials can be shared periodically at staff meetings
 - Under the Good Samaritan act, people are not liable for rendering emergency care

Incidents

- Emergency Services are contacted when AED's are used (911).
- If the device is used in a medical emergency, the site-based staff communicates with the Assistant Superintendent/OHS so that the device can be serviced and put back into use.
- Documentation:
 - Incidents for SD43 workers are documented through my43 reporting – District OHS is notified as soon as possible
 - Incidents for students/visitors/public are documented through Schools Protection plan (SPP) – building administrators follow up as needed and they notify their Assistant Superintendent

2. Naloxone - Overdose Response Kits

Location

- All sites are provided with a Naloxone Overdose Response Kit (ORK)
- The kits are stored with other emergency medical supplies.
- Signage to indicate location of ORK are placed in the front office.

Maintenance

- The District will have a standing order in place Purchasing to ensure all sites have kits and are placed at expiry dates (or if used).
- Site based staff are responsible for monitoring expiry dates, labeling medication as “Expired” and removing unused, expired medication. The “Expired” medication can be stored separately for training purposes or disposed at a pharmacy.

Training

- District OHS will manage Naloxone training and certification retention
- Online training is distributed to building administrators, designated First Aid attendants, and other identified building staff
- All trained staff require annual re-certification.
- District OHS will support with training materials and information on the intranet page (my43) for staff to access Toxic Drug Overdose Response Protocols
 - Materials will also be made available to building administration to share periodically at staff meetings

Incidents

- Emergency Services are contacted when kits are used (911).
- If the ORK is used in a medical emergency, the site-based staff communicates with the Assistant Superintendent/OHS so that the ORK can be replaced.
- Documentation
 - Incidents for SD43 workers are documented through my43 reporting – District OHS is notified as soon as possible
 - Incidents for students/visitors/public are documented through Schools Protection plan (SPP) – building administrators follow up as needed and they notify their Assistant Superintendent

Reference Section 88, 168 School Act

Support Services for Schools Ministerial Order

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