SD42 PROCEDURE 9405

UNEXPECTED HEALTH CARE EMERGENCIES AT SCHOOLS

PURPOSE

The district is committed to ensuring that schools are prepared to respond promptly and effectively to unexpected health emergencies.

This procedure establishes requirements for the availability, accessibility, maintenance, and use of life-saving emergency response tools in district schools, including automated external defibrillators (AEDs) and naloxone.

PROCEDURES

Emergency Response

- immediately call 911 or ensure that 911 has been called;
- provide first aid or other emergency assistance within the scope of their training;
- access available emergency response equipment, including an AED or naloxone, where appropriate; and
- follow the direction of emergency medical personnel upon their arrival.

Emergency assistance should not be delayed while attempting to contact a parents/guardians or emergency contact.

Automated External Defibrillators (AEDs)

Each school must have an AED that is readily accessible in accordance with provincial requirements.

AEDs must:

- be located in a readily accessible area;
- be clearly identified using appropriate signage;
- be maintained in accordance with the manufacturer's instructions; and
- be routinely inspected to confirm functionality and identify equipment requiring replacement or maintenance.

Naloxone

Naloxone kits must:

- be stored in a readily accessible location;
- be clearly identified;
- be routinely inspected; and
- be replaced as required, including when supplies have been used or have expired.

Naloxone must be administered in accordance with Procedure 9410.1 Opioid Response Procedure.

Accessibility and Non-Stigmatizing Access

AEDs and naloxone must be readily accessible and provided in a manner that supports equitable, responsive, and non-stigmatizing access.

The location and signage for emergency response tools should enable them to be quickly identified and accessed during an emergency.

ROLES AND RESPONSIBILITIES

The principal is responsible for:

- ensuring staff are aware of this procedure and the location of emergency response equipment;
- ensuring emergency response equipment is accessible and clearly identified;
- ensuring naloxone kits are routinely inspected and replaced following use or expiry;
- promptly reporting AED maintenance, functionality, or replacement concerns to the Facilities Department; and
- supporting staff access to appropriate emergency response information and training.

The Facilities Department is responsible for:

- monitoring district AED equipment;
- maintaining an inventory of AEDs in district schools;
- coordinating routine AED inspections, maintenance, repair, and replacement in accordance with provincial requirements and the manufacturer's instructions; and
- supporting the appropriate placement and identification of AEDs.

Employees are responsible for:

- knowing the location of emergency response equipment at their worksite;
- responding to emergencies within the scope of their training; and
- reporting the use of, damage to, or concerns about emergency response equipment to the principal or designate.

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