

ADMINISTRATIVE PROCEDURES #105

RESPONSE TO UNEXPECTED HEALTH EMERGENCIES

BACKGROUND

The Burnaby School District will provide Automated External Devices (AEDs) and naloxone kits at all school sites, along with necessary training and maintenance, to ensure quick and effective responses to unexpected health emergencies. AED's and naloxone kits will be accessible and administered in a non-stigmatizing and equitable manner.

PROCEDURES

1. Locations and Installation - AEDs will be in a clearly marked unlocked wall cabinet in an accessible area with clear signage above. Naloxone kits will be stored at room temperature, protected from direct sunlight.
2. Training - First Aid designates and alternates will be certified in AED and naloxone use. Site specific first aid procedures will be updated to include location(s) of AED's and naloxone kits.
3. Maintenance - AEDs and naloxone kits will be routinely inspected for use.
4. Incident Reporting - AED and naloxone use will be reported to the principal. Data retrieved from the AED will be shared with emergency services if requested.

Roles and Responsibilities

1. Principal
 - a. Ensure AEDs are in a clearly marked and accessible area and that naloxone kits are appropriately stored.
 - b. Designate staff (i.e., first aid designates) responsible for routine checks.
 - c. Ensure staff are aware of the AED and naloxone kit locations.
 - d. Record AED and naloxone kit use and maintenance.
 - e. Report AED and naloxone use to the Manager of Health & Safety.
 - f. Ensure AED and naloxone kits are functional. Arrange for maintenance or replacement when required.
2. First Aid Attendants or Alternates
 - a. Conduct and document AED and naloxone kit inspections
 - b. Maintain AED and naloxone kit readiness.

3. Staff

- a. Follow established emergency response procedures.
- b. Immediately call 911 in the event of a health emergency and follow dispatcher instructions.

Date Adopted: 2025-11
Date Revised:

Cross References: