

# Administrative Procedure – Responding to Unexpected Health Emergencies

This administrative procedure is intended to ensure that all school sites are sufficiently prepared to respond to life-threatening health emergencies including identifying unexpected health emergencies, notifying emergency services, and appropriate debriefing. It requires the provision and maintenance of AEDs (Automatic External Defibrillators) and naloxone kits at all schools for responding to sudden cardiac events and opioid overdose and the necessary training for Designated First Aid Attendants to use the equipment effectively.

## Definitions

- Automatic External Defibrillator (AED): A medical device that analyzes heart rhythm and, where appropriate, delivers an electrical shock to restore normal rhythm in cardiac arrest.
- Naloxone kit: A supply of naloxone (intramuscular or intranasal formulation) for emergency administration in suspected opioid overdose.
- Unexpected health emergency: A sudden, unexpected medical event (e.g. cardiac arrest, overdose) that, without prompt action, poses an immediate risk to a person's life or health.
- Designated First Aid Attendants: School employees who hold a valid first aid certificate who are designated as a first aid attendant by the employer.

## Equipment

The North Vancouver School District shall provide and maintain the following life-saving tools in each school:

- **Automated External Defibrillator (AED) including:**
  - 1 Defibtech Lifeline AED with carrying case
  - Quick use instruction card
  - Adult Electrodes – quantity 2
  - Pediatric Electrodes – quantity 1
  - AED Preparation Kit – super snips scissors, facemask, gloves, razor, towel
- **Naloxone Kits**
  - 2 doses Intra-nasal naloxone (Narcan)
  - Carrying case
  - Gloves
  - Pocket mask

## Placement

AEDs will be installed in appropriate, centralized locations based on minimal response time and proximity to:

- Main office / front entrance
- Gymnasium or athletic areas
- Hallways near classrooms, common and high-traffic areas
- Access points to sports fields and playgrounds

Naloxone will be located inside the wall mount cabinet with the AED.

AED and Naloxone will not be accessible when the school building is closed and no workers are present.

## Training and Awareness

- Designated First Aid Attendants shall be provided the necessary training to respond to unexpected health emergencies by the North Vancouver School District.
- Designated First Aid Attendants shall be provided certification in Basic, Intermediate or Advanced First Aid and CPR based on the First Aid Risk Assessment of the school or school district office.
- Designated First Aid Attendants shall participate in annual naloxone training, either *Naloxone 101 – Naloxone Course* or *Naloxone Training – Towards the Heart*.
- Designated First Aid Attendants will review “How to Use Narcan Nasal Spray” annually.
- Orientation for staff on the location and use of AED and naloxone kits shall be provided at the start of each school year.
- Designated First Aid Attendants, if available, will support the response to unexpected health emergencies.

## Maintenance Requirements

- **Monthly inspections** conducted by site Designated First Aid Attendant to check equipment:
  - Case is intact
  - AED daily “Self-Check” status = GREEN
  - Pads are unopened and not expired
- **Annual scheduled AED maintenance.**
  - Shall be coordinated through District Occupational Health and Safety Office

## Emergency Response Procedures

1. Recognize health emergency (e.g. unresponsive individual, unstable, abnormal, or absent vital signs, suspected overdose or cardiac event)
2. Notify the site Designated First Aid Attendant, Administrator, and **call 911**
3. Designated First Aid Attendant and Administrator will respond within their skills and training, including:
  - a) Retrieve and apply AED or naloxone kit as appropriate.
  - b) Follow voice and visual prompts on AED; administer naloxone per training.
  - c) Continue first aid treatment until Emergency Health Services arrive or higher level first aid is available.
  - d) Complete incident documentation in Safety Spectrum.

## Post-Incident Response

All AED/naloxone deployments must be followed by submission of an Incident Report via the Safety Spectrum system

- NVSD will initiate Critical Incident Stress Management (CISM) procedures through the school based **Critical Incident Team for involved staff and students when appropriate.**

## Program Oversight and Review

The NVSD Health and Safety Manager will oversee the program and ensure district-wide compliance. Each school must designate an Administrator to serve as site coordinator for emergency medical equipment.

## Equity and Accessibility Commitments

Equipment will be clearly labeled with standardized signage:

- Two-way signage over the AED
- Wall-mounted accessible cabinet with alarm
- Wall-mounted cabinet labelled with AED DEA and OVERDOSE KIT NALOXONE

## Program Availability

The administrative procedure will be published on the NVSD Website

Related Policies:

- [Policy 303: Student Health Services and Medication Management](#)
- [Policy 304: Anaphylaxis](#)
- [Policy 307: Emergency Management and Response for Schools](#)

## Revision History

Date	Description	Name
Dec 16, 2025	Finalized	Nelson Dow