



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES SUSPECTED OPIOID OVERDOSE RESPONSE

The Huron-Superior Catholic District School Board is committed to the protection of the health and safety of its staff, students, and visitors.

In accordance with *The Occupational Health & Safety Act*, employers are required to provide life-saving naloxone kits in the workplace "where an employer becomes aware, or ought reasonably to be aware, there may be a risk of a worker having an opioid overdose at the workplace." To protect the employee's privacy, it also sets out limits on disclosure.

The Board shall obtain, maintain, and administer doses of an opioid antagonist, specifically naloxone, for emergency use to assist a student, staff member or other individual believed or suspected to be experiencing an opioid overdose. Naloxone is indicated for reversal of respiratory depression or unresponsiveness in the setting of opioid overdose.

The Board, in consultation with the appropriate Public Health Unit, shall develop and maintain procedures for the acquisition, stocking, administration of Naloxone and related emergency response procedures pursuant to this procedural guideline.

The Principal, manager, supervisor or designate shall be responsible for building-level administration of naloxone and management of naloxone stocks. The Principal, manager, supervisor or designate shall review regularly the procedures set out below for administration of naloxone and shall evaluate recordkeeping, safety practices, and effectiveness of this procedural guideline.

Scope

The Board recognizes the potential need for the emergency administration of medication to a worker, student, or other individual who becomes ill, injured or unconscious as a result of an opioid overdose while on Board owned property.

The *Occupational Health and Safety Act* requires an employer to provide a naloxone kit in the workplace "where an employer becomes aware, or ought reasonably to be aware, there may be a risk of a worker having an opioid overdose at the workplace." To protect the employee's privacy, it also sets out limits on disclosure.

To treat a case of suspected opioid overdose in a school setting, a staff member trained in opioid overdose response may administer naloxone to any student or staff suspected of having an opioid-related drug overdose.

Definitions

Naloxone: Naloxone HCL (Narcan): pure opioid antagonist. Naloxone temporarily reverses the effects of opioids by competing for the same receptor sites. Naloxone is available in Ontario without a prescription and is administered inter nasally.

Opioid: Depressant medication typically used for pain relief that has the potential to slow the breathing and heart rate. They may be prescribed or obtained from the illicit market. Common opioids include heroin, fentanyl, oxycodone, codeine, morphine, methadone and hydromorphone.

Overdose: An overdose is a physiological event induced by the introduction of a substance or substances in the body of a person.

Opioid Overdose: An acute life-threatening event that requires medical assistance. Defined as the body's response to excessive opioids which results in unconsciousness, respiratory depression and pinpoint pupils.

School Administrator: The individual in charge of the daily operations of a school.

Worker: An employee of the Huron-Superior Catholic District School Board

Training

Before any school board employee may have custody of naloxone or administer naloxone under this policy, the employee must successfully complete training on recognizing opioid-related overdoses, administering naloxone and promptly seeking medical attention for drug overdoses. A refresher of this training is required yearly.

Evidence that such training has been completed will be placed in the employee's personnel file. A list of school board employees who successfully complete such training will be maintained, updated, and posted on the workplace's health and safety information board.

All staff trained in the administration of naloxone are encouraged to be certified in Standard First Aid/CPR/AED. If not trained, a staff member certified in Standard First Aid must be called to help in the response.

Acquisition, Storage and Disposal

Naloxone will be safely stored in the school and Board department administrative office or other location designated by the School Administrator, supervisor or designate in accordance with the drug manufacturer's instructions.

At least one naloxone kit will be stored with the Automated External Defibrillator (AED) in each location. All properly trained employees will be informed of the exact location where naloxone is being stored. Community Use of Schools groups will be made aware of the location of naloxone kits and AED machines in the school/site they are using.

The Health and Safety Officer will maintain records of expiry dates and supply inventory to school Administrators or designates. School Administrators or designates will request naloxone stocks, ensure contents of the kit, and maintain records thereof, in accordance with the established internal procedures, manufacturer's recommendations, and the Huron-Superior Catholic District School Board.

The Health and Safety Officer will also coordinate collection and disposal of any unused and expired naloxone. Empty naloxone nasal sprays can be disposed of in the non-hazardous garbage.

Administration of Naloxone

When responding to a suspected drug overdose, school board employees will follow the steps outlined in **Naloxone Information and Administration Procedure**.

Referral to Law Enforcement and Parental Notification

The School Administrator and/or designate will immediately report incidents involving the use of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school-sponsored activity, to the local police department that has jurisdiction over the school's property, in accordance with the Ontario law and regulations.

The School Administrator and/or designate will notify the parent/guardian of any student directly involved in an incident involving use of controlled substances immediately, as soon as practicable. The School Administrator or designate will inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The School Administrator or designates will document attempts made to reach the parent/guardian.

Indemnification

The Board will indemnify and hold harmless any employee who administers naloxone in good faith (Good Samaritan Act, 2001, S.O. 2001, c. 2,) to another individual experiencing a suspected drug overdose, if all these conditions apply:

- a. The employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering naloxone to that individual.
- b. The employee promptly sought additional medical assistance before or immediately after administering naloxone.
- c. The employee is administering naloxone pursuant to the policy.