

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Naloxone Administration in an Overdose Emergency

School Operations D-20

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

May 13, 2024

New

1 of 4

May 2025

POLICY STATEMENT

Naloxone is a lifesaving medication that is given when someone is experiencing an overdose from opioids that may reverse their effects. The Protestant Separate School Board (PSSBP) recognizes that mitigating risks for the public's health and safety while at or on school property, specifically students, is a priority. It is also important that all individuals involved in an opioid overdose response ensure that they maintain the privacy, dignity, and confidentiality of the patient as much as possible.

PURPOSE

To provide direction on the care and control of the use of Naloxone at Burkevale Protestant Separate School and to provide a consistent response by staff to those who may be experiencing a suspected opioid overdose.

DEFINITIONS

Opioids: A class of drugs that derive from, or mimic, natural substances found in the opium poppy plant. These medications work in the brain to produce a variety of effects, including pain relief. Commonly known opioids include heroin, as well as prescription medications used to treat pain such as morphine, codeine, methadone, oxycodone, fentanyl, and buprenorphine.

Opioid Overdose: Occurs when an opioid or combination of substances with an opioid overwhelms the body and, consequently, the central nervous system (CNS) is no longer able to control basic life functions (i.e. breathing, heart rate, body temperature, consciousness).

Naloxone: An antidote to opioid overdose that can reverse the damaging effects.

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Naloxone Administration in an Overdose Emergency

School Operations D-20

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

May 13, 2024

New

2 of 4

May 2025

ADMINISTRATIVE PROCEDURE:

1.0 Naloxone Kits

- Naloxone Kits will be stored at a location identified by the school Principal that will provide access and maintain integrity of the kit contents as per the manufacturer's instruction.
- PSSBP will use the nasal type of naloxone kits.
- Naloxone kits will follow the most current Ontario Health and Safety Association [Regulation 559](#) for contents.
- A Naloxone administration poster that provides instructions on the administration of Naloxone is to be posted in a suitable location in the school.
- Kits must be inspected monthly and stored according to manufacturer's recommendations.

2.0 Naloxone Disposal

- Empty naloxone nasal sprays can be disposed of in non-hazardous garbage.

3.0 Naloxone Training

- Staff will be offered the opportunity to be trained on how to administer Naloxone. This will not be mandated.
- A minimum of three staff members will be trained.
- Training will be from a third party provider.
- Names of the workers who have received Naloxone training, and who have offered to provide support in a suspected opioid overdose, will be posted in the main office and/or nearest to where the Naloxone kit is stored.

4.0 Naloxone Administration and Process

- Signs of Opioid Overdose:
 - Breathing is very slow, erratic, or not at all and the person may be "nodding" off or drowsy

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUIHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Naloxone Administration in an Overdose Emergency

School Operations D-20

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

May 13, 2024

New

3 of 4

May 2025

- Fingernails and/or lips are blue or purple
- Body is limp
- Deep snoring or gurgling sounds
- Loss of consciousness
- Unresponsive to stimuli
- Pinpoint pupils
- First Aid and Training
 - The Health and Safety committee and the Supervisory Officer must be notified if someone experiences unconsciousness in the workplace.
 - The Principal must complete an Ontario School Board Insurance Exchange (OSBIE) report when Naloxone is used for students, and a staff incident report for staff.
 - A debriefing with staff should occur after the event to provide support to all parties involved.
 - Students involved will be monitored and supports will be provided as necessary.

5.0 Responsibilities

5.1 Responsibilities of School Administrator(s)

- a) Keep a minimum one (1) Naloxone nasal spray kit at the school for opioid-related emergencies. The Administrator is to contact Shoppers Drug Mart if replenishment is required.
- b) Ensure 911 is immediately called at the time (when notified) of the suspected overdose.
- c) Complete monthly inspection of the Naloxone kit, as per Health and Safety requirements.
- d) Attend/complete Naloxone Kit Administration training as identified.
- e) Ensure there are trained staff who are willing to provide a response during a suspected opioid emergency.
- f) Remind staff that discretionary training is available and review the school specific procedures to summon immediate response during a medical emergency.

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Naloxone Administration in an Overdose Emergency

School Operations D-20

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

May 13, 2024

New

4 of 4

May 2025

- g) Notify all other relevant parties of the medical emergency/suspected opioid overdose/use of Naloxone (parent/guardian, Supervisory Officer, etc.)
- h) Provide information about community support(s) (e.g., public health addiction counselling, referral to community agencies) as applicable to the person who experienced the opioid overdose.
- i) Communicate with the Supervisory Officer if a staff member discloses the risk of an opioid overdose to them.

5.2 Responsibilities of Staff

- a) Be aware of the signs/symptoms of a suspected opioid overdose and that discretionary training is available.
- b) Notify the office for dispatching of the Naloxone trained staff member and initiate a call to 911. Staff will call 911 as required when a suspected opioid overdose occurs.
- c) Alert the Principal/Vice Principal if there is an indication that someone may be at risk of an opioid overdose.
- d) Complete a Safe Schools Incident Reporting Form, if the individual involved is a student, depending upon the activity for which suspension/expulsion must be considered (e.g., possessing illegal drugs, trafficking illegal drugs).
- e) Are asked to disclose if they are at risk of an opioid overdose to their Supervisor.
- f) Complete an OSBIE form if an opioid overdose incident occurs.

5.3 Mental Health Lead

- a) Provide support and/or debriefing, as required (as a resource)