

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**ADMINISTRATIVE PROCEDURE
STUDENTS: NO. 317**

Effective	August 21, 2019
Last Revised	August 15, 2023

OPIOID OVERDOSE RESPONSE PLAN

PURPOSE

The James Bay Lowlands Secondary School Board makes every reasonable effort to promote the physical, mental, and emotional safety of all students.

The Board believes that all students are entitled to safe and healthy environments, including access to Naloxone Kits for use during emergencies when a student is experiencing a known or suspected opioid overdose. This administrative procedure has been developed in order to minimize the danger to each student experiencing distress from a known or suspected opioid overdose at school or at a school-related event.

This administrative procedure supports Board Governance Policy GOV-23 Emergency Response Plans.

DEFINITIONS

Naloxone: Naloxone (also commonly known as Narcan) is a medication that can reverse an overdose that is caused by an opioid drug. When administered, Naloxone can restore breathing following an opioid overdose and can be given by injection or by way of a nasal spray. Naloxone has no potential for abuse and is a non-narcotic and non-addicting prescription drug.

Opioids: Opioids are a class of drugs that include the illegal drug heroin, and synthetic opioids such as fentanyl, and pain relievers available legally by prescription, such as oxycodone (OxyContin[®]), hydrocodone (Vicodin[®]), codeine, morphine, and many others.

Opioid Overdose: An opioid overdose is an acute life-threatening condition caused by the use of too much opioids. Opioids can slow or stop a person's breathing. Symptoms may also include blue lips and nails, being unresponsive, choking, making gurgling or snoring sounds, having cold/clammy skin, and tiny pupils.
[See Appendix A for a list of signs and symptoms.]

School Principal: This reference may include a person designated by the principal to be in charge of the daily operation of the school.

Staff: Any employee of the school board.

Trained Overdose Responder: Any employee of the organization who has completed training in overdose prevention, recognition and response, including administration of naloxone.

ADMINISTRATIVE PROCEDURES

1. Administrative Responsibilities

- 1.1. The principal will communicate to the staff, parents, and students at the beginning of each school year the presence of Naloxone Kits in the school and the procedures governing their use in emergency situations. [See Appendix C for a letter to parents.]
- 1.2. The principal will follow the directives set out in this administrative procedure regarding the use of Naloxone Kits, and will provide the staff with information from the training received by trained overdose responders.
- 1.3. The principal will ensure that administration of Naloxone only occurs in circumstances when a sanctioned Naloxone Kit is available, and a qualified Naloxone administrator or trained overdose responder is present. The responder shall immediately ensure that someone calls 9-1-1 for emergency medical service personnel to be dispatched to respond to a suspected drug overdose.
- 1.4. The principal will ensure that at least two staff members (more if possible) have received training and are current about the use and application of Naloxone in the event of emergencies. Release time and all costs required for the training of staff will be provided by the Board. A list of school board employees who successfully completed such training will be maintained, updated, and kept in the school office.
- 1.5. The principal will ensure that a file or incident report is maintained for each deployment of Naloxone in the school or at any school-related event.
- 1.6. The principal is responsible for overseeing that Naloxone is appropriately stored, consistent with manufacturer instructions, in a secure location within the school and is readily accessible to those employees who have completed the required training to administer it in the event of suspected drug overdose. All properly trained employees shall be made aware of the exact location where Naloxone is being stored within the school office.

2. Emergency Procedures

[Note: The following emergency procedures are adapted from a document developed by the District School Board Ontario North East, and are used with permission of that Board.]

- 2.1. The school principal will designate first-aid providers who have training in administering naloxone medication to care for students in life-threatening emergencies.

- 2.2. Where a student is demonstrating signs of an opioid overdose, any available staff member shall clear the area of other students, provide assistance to the best of their ability, and stay with the student until a trained staff member arrives.
- 2.3. Any staff member witnessing the overdose emergency shall call 9-1-1 immediately, even if the parents have not yet been notified.
- 2.4. Where a student is suspected of having an opioid overdose, a trained staff member will administer Naloxone and compressions or CPR and/or rescue breathing in accordance with the protocol described below in Appendix B. The staff member will remain with the student until the ambulance arrives.
- 2.5. In any case of administering Naloxone to a student suspected to have a life-threatening overdose, an Individual Student Log of Prescribed and Non-Prescribed Medication will be filled out and retained in the school office. [Appendix D]

3. Acquisition, Storage, and Disposal

- 3.1. Naloxone will be safely stored in the school administrative office or other location designated by the principal in accordance with the drug manufacturer's instructions. All trained employees will be informed of the exact location where Naloxone is being stored.
- 3.2. A qualified staff member will regularly take inventory, check the expiry date, and refresh Naloxone stocks and contents of the kit, and maintain records of these stocks, in accordance with established Board procedures and the manufacturer's recommendations.
- 3.3. Unused and expired Naloxone will be returned to the nearest pharmacy.

4. Referral to Law Enforcement and Parental Notification

- 4.1. The principal 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.
- 4.2. The principal will notify the parent or guardian of any student directly involved in an incident involving use of controlled substances as soon as possible. The principal will inform the parent or guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The principal will document attempts made to reach the parent or guardian.
- 4.3. See Section 6 below for details about how the *Good Samaritan Drug Overdose Act* offers some legal protections for those experiencing a drug overdose.

5. Non-Employee Administration of Naloxone

Nothing in this procedure is intended to regulate, restrict, or otherwise deter a law enforcement officer, paramedic, firefighter, licensed medical professional or other authorized individual from administering his or her own supply of Naloxone when responding in good faith to a suspected drug overdose occurring on school property.

6. Indemnification

6.1. The Board will indemnify and hold harmless any employee who administers Naloxone in good faith to any individual experiencing a suspected drug overdose, according to the terms of the *Good Samaritan Drug Overdose Act*, 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 following the established protocol.

[Note: The *Good Samaritan Drug Overdose Act* is intended to reduce fear of police attending overdose events and to encourage people to help save a life. The *Act* provides some legal protection for people who experience or witness an overdose and call 9-1-1 for help. It can protect from charges for possession of a controlled substance (i.e. drugs) under section 4(1) of the *Controlled Drugs and Substances Act*.]

REFERENCE DOCUMENTS

Legal:

Education Act, Section 265 Duties of Principal: Attention to the Health of Pupils
Ontario Regulation 298 Operation of Schools, section 20 Duties of Teachers: Ensure all reasonable safety procedures are carried out
Good Samaritan Drug Overdose Act, May 2017
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Personal Health Information Protection Act (PHIPA)

Board:

Board Policy GOV-01 Values, Vision, and Mission
Board Policy GOV-09 Board Communications
Board Policy GOV-22 Police/School Board Protocol
Board Policy GOV-23 Emergency Response Plans
Administrative Procedure 143 Student Accidents and Illness
Administrative Procedure 321 Administration of Medication and Medical Procedures

Resource:

Government of Canada: <https://www.canada.ca/en/health-canada/services/substance-abuse/prescription-drug-abuse/opioids/naloxone.html>

APPENDIX A**SIGNS AND SYMPTOMS OF AN OPIOID OVERDOSE**

Assess the individual for signs and symptoms related to a potential opioid-related overdose. The following are the signs and symptoms of an opioid overdose:

- The student is not moving
- The student is unresponsive to stimuli such as shaking or shouting
- Breathing will be slow or absent
- Lips and fingernails are blue
- The body is limp
- You can hear gurgling sounds or snoring
- The student may be choking or vomiting
- The student's pupils are tiny
- The skin feels cold and/or clammy

APPENDIX B

EMERGENCY RESPONSE TO AN OPIOID OVERDOSE

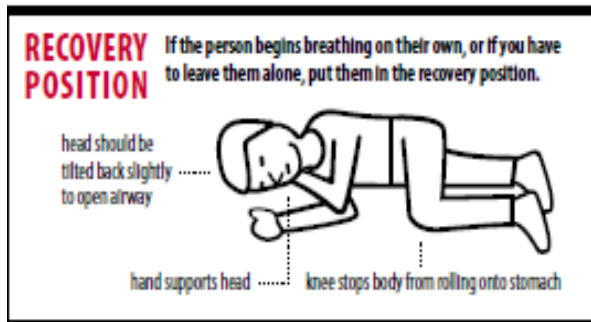
If the student is unresponsive and/or experiencing any of the opioid-related overdose signs and symptoms noted in Appendix A:

1. Shout the student's name and shake his or her shoulders
2. Call 911 immediately if the student is unresponsive
3. Obtain the Naloxone (Narcan) kit from the secure location. Trained staff will be responsible for administering Naloxone
4. Follow the directions in the Naloxone kit. Peel back the tab of Naloxone (Narcan) Nasal Spray. Put one spray into one nostril by pressing the plunger.

OR

- Inject one vial or ampoule into an arm or leg.
5. Perform rescue breathing and/ or chest compressions.

If the individual wakes up and/or breathing is restored, place the person into the recovery position and stay with him or her until emergency services arrive.



6. **If there is no improvement after 2 or 3 minutes, repeat Steps 4 and 5 above. If applying nasal spray, apply it in the other nostril the second time. STAY WITH THE STUDENT**
7. If the student does not wake up and is not breathing, continue with CPR until emergency services arrive.
8. Once the ambulance has arrived, the staff will provide paramedics with a verbal report of the care provided.

APPENDIX C: Page 1 of 2**Drug Awareness--Letter for Parents**

James Bay Lowlands Secondary School Board is actively working with local health units, police services, and other community partners to raise awareness about drug use in our community. It is important to be prepared and support our youth in the light of the increased use of opioids in our community.

Parents and families have a key role to play in their children's drug education. The top two things you can do is to be informed about drug issues and talk to your kids about drugs. Also, ensure that you secure prescription medications in your home. Two-thirds of students who used prescription drugs obtained them from someone they live with.

Opioids are a classification of drugs that are prescribed to treat pain. They include morphine, codeine, opium, oxycodone (oxycotin), methadone, hydromorphone, and heroin. Fentanyl is a synthetic opioid that is significantly stronger than other opioids. Even small doses, as little as the size of two grains of salt, can be lethal. Fentanyl has been found mixed into a variety of illicit substances and so a person may not even know that they are using fentanyl.

An overdose occurs when a person uses more of a drug, or combination of drugs, than their body can handle. The person may pass out, stop breathing, have heart failure, or experience seizures. Anyone can overdose. There is no exact formula for determining how much of a certain drug, or combination of drugs, will lead to an overdose.

Naloxone has now been stocked at the Northern Lights Secondary School to ensure everyone's safety. It may be used in emergencies to assist a student or other individuals in the school 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.

Know the facts:

- Canada has the second-highest level of prescription opioid use globally.
- A report published in June 2018 by the Public Health Agency of Canada notes that Canada has experienced an increase of 34% of deaths potentially being linked to drug overdoses. In 2017, there were 3,987 deaths linked to the use of opioids in Canada, which represents 11 lives lost per day.
- Lock up your prescription drugs at home and check regularly for missing medications.
- Return unused or expired medications to your pharmacy or to a pharmacy participating in the Ontario Medication Return Program.

For more information, including tips for talking to your kids about drugs, information on opioids including fentanyl, how to spot an overdose, what to do in an overdose, and where to get naloxone, visit the resources listed below and/or ask your principal about prevention efforts being planned for students, families, and educators.

APPENDIX C: Page 2 of 2**Parent Resources**

Info sheet Prescription Opioids, including fentanyl: What parents and caregivers need to know.

<https://smh-assist.ca/wp-content/uploads/Info-Sheet-Prescription-Opioids-Parent-English.pdf>

Drug Free Kids Canada: Tips for Parents

<https://www.drugfreekidscanada.org/prevention/tips-for-parents/>

Health Canada: Talking with teenagers about drugs

<https://www.canada.ca/en/health-canada/services/substance-use/talking-about-drugs/talking-with-teenagers-about-drugs.html>

Parent Action on Drugs: Stats, Facts & Talking Points

<http://parentactionondrugs.org/wp-content/uploads/2012/08/PADParentActionPack2013EN.pdf>

APPENDIX D

**JAMES BAY LOWLANDS SECONDARY SCHOOL BOARD
NORTHERN LIGHTS SECONDARY SCHOOL**

CONFIDENTIAL

INDIVIDUAL STUDENT LOG OF PRESCRIBED AND NON-PRESCRIBED MEDICATION

STUDENT'S NAME: _____

D.O.B.: _____ HOME ROOM: _____

PARENT/GUARDIAN: _____ PHONE: _____

ALTERNATE CONTACT: _____ PHONE: _____

ALTERNATE CONTACT: _____ PHONE: _____

DATE	TIME	MEDICATION	DOSAGE	NAME OF PERSON ADMINISTERING	COMMENTS

Personal information is collected under the authority of the *Education Act*. Questions about collection of personal information should be directed to: The Co-ordinator, Freedom of Information and Protection of Individual Privacy—office of the supervisory officer, James Bay Lowlands Secondary School Board.

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