

Administrative Procedures Manual	Administrative Procedure 158
	Administration of Narcan Nasal Spray (Naloxone)
	APPROVED: September 1, 2013
Page 1 of 6	AMENDED/REVIEWED: January 2022, September 2019
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Section 2b Emergency Medical Act Part 1, Section.3, 4, 5 OHS Act

Background

There has been a substantial increase of deaths in Canada, in Alberta and in Grande Prairie related to the misuse of opioids such as fentanyl. In response to this crisis, the Division has made Narcan Nasal Spray (Naloxone) kits available at our high schools.

Purpose

The Division is committed to promoting a safe and healthy workplace and has developed this Administrative Procedure as an emergency response procedure if an individual experiences an opioid related poisoning on Board owned or leased property.

Definitions

Opioids - Opioids are drugs used to relieve pain. The most common forms are:

- Codeine
- Oxycodone
- Methadone
- Hydromorphone
- Fentanyl

Opioids can be pharmaceutical-grade and prescribed by physicians and surgeons. Prescription opioids can end up for illegal sale. These can be altered or tainted with other compounds, including fentanyl.

Fentanyl - Fentanyl is a very strong, odourless and tasteless synthetic narcotic about 50 to 100 times more potent than morphine. Non-illicit fentanyl is typically prescribed to control severe pain.

Illicitly manufactured fentanyl is being imported, mixed with other drugs and illegally sold in pill form (fake OxyContin and other club drugs) or powder form (as heroin or fentanyl) and powder form mixed into other drugs (e.g. cocaine, crystal meth, etc.).

Three or 4 grains of fentanyl may be enough to kill an average adult.

Carfentanil - Carfentanil is a fentanyl analogue and opioid drug 10,000 times more potent than morphine and 100 times more potent than fentanyl. It is not licensed for use in humans, but is meant to sedate large animals under strict safety conditions, such as elephants. One grain may be enough to kill an adult.

Narcan Nasal Spray (Naloxone)- Life saving medication that blocks or reverses the effects of opioid medication. It is used to treat a narcotic poisoning in an emergency. Narcan Nasal Spray (Naloxone) is administered through nasal passage by a bottle plunger.

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Approved Training

Training provided by an approved first aid or emergency response training facility (i.e. St. John Ambulance (www.reactandreverse.ca), Red Cross, AHS) or a community harm reduction organization (i.e. Northreach, AHS).

Authorized User

Any person(s) who has received approved training from an approved trainer for the administration of Narcan Nasal Spray (Naloxone).

**In Alberta, there are over 2000 sites where a person can pick up a Naloxone Kit for free (includes the Muscular Injection Naloxone only), and training is available wherever the kits are provided. Any employee of GPPSD who is NOT an 'authorized user' under this Administrative Procedure can make the personal choice to carry a Naloxone kit. When an employee decides to carry a personal Naloxone kit, the Naloxone kit must be always kept within their control. In the event of an emergency where a personal kit may be used 911 must be called prior to its use and it must be used according to the guidance of the 911 operator. The schools authorized users of Narcan Nasal Spray (Naloxone) must also be called. Naloxone is not a substitute for emergency medical support. Always call 911 when administering any type of Naloxone.*

Liability

A person who provides assistance to a person who has experienced an opioid related poisoning is protected under The Alberta Emergency Medical Aid Act (commonly known as the Good Samaritan Act).

Section 2 (b): A person who voluntarily renders emergency first aid assistance and that assistance is rendered at the immediate scene of the accident or emergency, the person is not liable for damages for injuries to or the death of that person alleged to have been caused by an act or omission on his or her part in rendering the medical services or first aid assistance, unless it is established that the injuries or death were caused by gross negligence on his or her part.

Procedures

1. Medication

1.1. The selection to store Narcan Nasal Spray (Naloxone) will depend on a variety of factors such as budget, storage and training.

2. Location and Storage

2.1. The Division authorizes the placement of Narcan Nasal Spray (Naloxone) at the high schools. Each site will be responsible for determining the optimal storage location for their site.

2.2. The following will be considered prior to placement:

2.2.1. Response Time – retrieving the Narcan Nasal Spray (Naloxone) in a timely manner is important. Authorized users must have access to the medication

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during an emergency.

2.2.2. Narcan Nasal Spray (Naloxone) will be stored in a secure location that prevents tampering, theft, and/ or misuse, and restricts access by unauthorized individuals.

2.2.3. Narcan Nasal Spray (Naloxone) storage will be clearly marked, unobstructed and readily accessible for emergency situations.

2.2.4. The minimum quantity to be stored at each approved location will be 1 Narcan Nasal Spray (Naloxone) Kit (contains 2 doses).

2.3. The location of the Narcan Nasal Spray (Naloxone) will be made known to all school employees by way of e-mail and during Health and Safety meetings.

3. Maintenance

3.1. Each school will appoint an authorized staff member to be the Narcan Nasal Spray (Naloxone) Kit Coordinator, to ensure inspections of the medications are conducted and recorded. Records of inspection will be kept in the School Safety Binder and recorded in Public School Works.

3.2. Narcan Nasal Spray (Naloxone) kits will be inspected on a regular basis to ensure that the medication is not expired and is readily available for use.

3.3. Ordering of replacement kits will be done by the Divisions Health and Safety Coordinator.

3.4. If the Narcan Nasal Spray (Naloxone) has been removed from the schools for any reason, the Principal will advise the Division of its removal.

4. Training:

4.1. Before Narcan Nasal Spray (Naloxone) kits are placed at the schools, selected staff at the school will be provided training regarding the appropriate administration of Narcan Nasal Spray (Naloxone). Staff will be trained on a voluntary basis.

4.2. Authorized users will be provided any necessary support to become familiar with the procedures required.

4.3. All authorized users will be informed of details with respect to their rights and responsibilities regarding administration of Narcan Nasal Spray (Naloxone)

4.4. A record of authorized users will be placed at the storage site as well as posted in common staff gathering areas (i.e. staff rooms). Recommended Form: [0501 – General Form – Staff First Aid Information Sheet](#)

4.5. The Principal is responsible to ensure that the minimum number of staff trained is maintained at each school (see 4.6)

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4.6. Training will be provided for four selected employees. Training will include:

- Opioid poisoning prevention
- Recognizing an opioid poisoning – signs and symptoms
- Responding to an opioid poisoning – SAVE ME
- Narcan Nasal Spray (Naloxone) – medication effects

5. Exposure to Opioids

Direct exposure to opioids can occur when a responder has to actively handle the drug (i.e. moving it from the person) or incidental exposure when performing first aid, airborne particles or cleaning the area after assisting a suspected an opioid poisoning). However exposed, inhalation of powder or skin absorption can lead to an unintentional an opioid poisoning.

Routes of Exposure:

If encountered, Fentanyl powder and powder residue can affect the health of first responders. Routes that fentanyl can be absorbed by the body include:

- Eyes – Aerosolized Fentanyl powder and residue can be absorbed through the eyes.
- Inhalation - Fentanyl can be dangerous if inhaled.
 - Aerosolized / misting of fentanyl powder/residue can incapacitate responders.
- Ingestion - Fentanyl can be lethal should incidental ingestion occur.
- Absorption - Fentanyl can be absorbed through unbroken skin; it does take some time for this to occur (hours to days). It can also be absorbed quickly by touching the mouth or eyes with contaminated hands.

Reducing Exposure

The following steps must always be following when responding to a suspected opioid poisoning:

- Assess the area when approaching, determine the hazards that are present, avoid disturbing any powders.
- Wear personal protective equipment (PPE) such as gloves and CPR masks.
- Avoid handling the drug and do not open any packages.

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- Do not place your hands near your face.
- Do not eat, drink or smoke until you have doffed all PPE and washed your face and hands.

Personal Protective Equipment

To prevent and reduce the likelihood of an unintentional an opioid poisoning, each Narcan Nasal Spray (Naloxone) kit includes the following PPE:

- Hand Protection – disposable nitrile gloves
- A CPR mask or shield

If a first responder has been exposed to an opioid and is showing signs and symptoms related to opioid exposure, naloxone should be administered by another qualified first responder, self-administration may be required.

6. Medical Emergency Protocol

Existing Medical Emergency Protocol will be followed:

- Step 1: Call 911 and contact the school office
- Step 2: Send for/ obtain first aid kit, a school first aider and AED if required
- Step 3: Direct students/ bystanders away from the area
- Step 4: Administer First Aid and Narcan Nasal Spray (Naloxone) for suspected opioid poisoning. Stay with the victim until medical aid arrives
 - Responding using the ‘SAVE ME’ procedures provided in approved training.
- Step 5 Complete incident report, record all details of incident, including quantities of Narcan Nasal Spray used and detail the first aid given.

7. Post Incident Review

- 7.1. When Narcan Nasal Spray (Naloxone) is administered for a suspected opioid poisoning, the Principal shall notify the Superintendent of its use immediately.
- 7.2. A written report of the incident must be completed within 24 hours of the occurrence which will include all details of the incident and any witness statements. When appropriate an online Student Accident Report or Employee Accident Report in Public School Works shall be utilized.
- 7.3. All incidents will be investigated in accordance with Occupational Health and Safety

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practices.

- 7.4. The Division will provide counselling support to the first responders or witnesses of any traumatic event.

References

Alberta Health Services:

- Drug Safe: <https://www.albertahealthservices.ca/info/Page12491.aspx>
- Get Naloxone: <https://www.albertahealthservices.ca/info/Page15586.aspx>
- Addiction Information for Teachers & Schools: <https://www.albertahealthservices.ca/amh/Page2674.aspx>
- Community Based Naloxone Program: <https://www.albertahealthservices.ca/info/page13663.aspx>

AB Occupational Health and Safety

- Bulletin - Naloxone in the workplace: <https://open.alberta.ca/dataset/2eb3cf2f-58c7-4cea-acf3-e635b8a019d4/resource/6a6ca6e2-100f-4077-852c-0880a4f89b0e/download/ohs-bulletin-ch076.pdf>