

SIKH ACADEMY

Independent School – Policy on Response to Unexpected Health Emergencies

Effective Date: September 1, 2025

Review Date: Annually in September

Approved by: Board, Sikh Academy

1. Purpose

As an independent school in British Columbia, Sikh Academy is committed to ensuring the health and safety of all students, staff, and visitors. While independent schools are not subject to the amended *Support Services for Schools Ministerial Order (M149/89)*, Sikh Academy voluntarily adopts this policy in alignment with provincial expectations to promote preparedness in the event of unexpected health emergencies.

2. Scope

This policy applies to all individuals present at Sikh Academy, including students, staff, volunteers, visitors, and contractors during school hours, events, or activities occurring on or off campus.

3. Definitions

- **Unexpected Health Emergency:** A sudden medical crisis such as cardiac arrest, opioid overdose, seizure, or anaphylaxis, requiring immediate response.
- **AED (Automated External Defibrillator):** A device that analyzes heart rhythm and, if necessary, delivers an electrical shock to restore a normal heartbeat.
- **Naloxone:** A fast-acting medication used to temporarily reverse the effects of an opioid overdose.

4. Policy Statements

a) Public Access to Policy

- This policy will be posted on the Sikh Academy website and made available at the school office for all stakeholders.

b) Emergency Medical Equipment

- **AED:** At least one AED will be installed in a visible, marked, and centrally accessible area of the school building (e.g., outside the main office).
- **Naloxone Kit:** A naloxone kit will be stored in the office and accessible to trained staff.

c) Trained Personnel

- Sikh Academy will ensure that at least one staff member per 100 students/staff is trained and certified in:
 - Standard First Aid and CPR (including AED usage)
 - Naloxone administration
- Training records will be maintained by the **Office Manager** and updated annually.

d) Maintenance & Readiness

- AED and naloxone kits will be checked monthly for:
 - Expiry dates
 - Functionality
 - Supply integrity
- Used, expired, or damaged items will be replaced immediately.

e) Emergency Response Protocol

If a health emergency occurs:

1. **Call 911 immediately.**
2. Administer **first aid**, AED, or naloxone as trained.
3. Notify the **Principal** and **First Aid Attendant**.
4. Inform the student's **emergency contact**.
5. Document the incident using Sikh Academy's **Incident Report Form** within 24 hours.

5. Roles and Responsibilities

- **Principal:** Oversee implementation, review policy annually, ensure staff training and readiness.
- **Office Manager:** Maintain records of AED/naloxone checks and staff certifications.
- **First Aid Attendant:** Respond to emergencies, document incidents, and assist EMS.
- **All Staff:** Know the locations of emergency equipment and follow emergency protocols as trained.

6. Confidentiality and Compliance

All personal health information will be protected in accordance with the **Personal Information Protection Act (PIPA)**. Health emergencies will be documented and shared only with authorized personnel.

7. Alignment with Broader Safety Plan

This policy complements Sikh Academy's **School Emergency Management Plan (SEMP)** and is aligned with the *Emergency Management Planning Guide for Independent Schools*. Regular drills and training include:

- Fire (6 annually)
- Earthquake (3 annually)
- Lockdown (2 annually)
- Medical emergencies and first aid simulations

8. Review and Evaluation

The Principal will review this policy annually in September or after any major health-related incident. Updates will be made based on:

- Staff feedback
- Regulatory changes
- Fraser Health recommendations
- School-wide risk assessments