



# School District No. 54 (BULKLEY VALLEY)

"To empower all learners to live the challenges of a diverse and changing world."

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VIA: Email

December 2, 2025

Dear SD54 Parents &/or Guardians and Policy Stakeholders,

## Consultation on Policy Revisions

Policy revision continues to be ongoing focus of the Board of Education and the Board values the consultative input of its stakeholders throughout the process.

Attached you will find the following a new policy that has been created by the policy committee. We would appreciate your consideration and comments with respect to this new policy.

- 1) Policy # 6.930 – Unexpected Health Emergencies
- 2) Administrative Procedures – Unexpected Health Emergencies

Policy 6.930 is a new policy that is required by the Ministry of Education and Child Care. This policy is intended to align with requirements of the Ministry of Education and to provide guidelines for the implementation of the automated external defibrillators and naloxone kits for unexpected health emergencies in schools.

We would appreciate receiving your comments prior to Friday, February 6, 2026. It is our hope to present final draft revisions to the Policy Committee on Tuesday, February 10, 2026 and seek board approval at the February 24, 2026 board meeting. You would be welcome to attend both committee and board meetings.

Should you have any questions, please do not hesitate to contact me directly at 250-877-6825.

Yours truly,

Dave Margerm  
Secretary Treasurer  
School District #54(Bulkley Valley)

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Attachments

cc: M. McDiarmid, Superintendent of Schools  
J. Fox, Assistant Superintendent  
Policy Committee

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

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**UNEXPECTED HEALTH EMERGENCIES**

**6.930**

**POLICY**

The Board of Education ('Board') is committed to ensuring the health and safety of all students, staff, and visitors in schools. A timely and effective response to unexpected health emergencies is essential to ensuring a safe school environment. Unexpected medical emergencies can arise without warning and require an immediate response. The Superintendent is responsible for the implementation of protocols for automated external defibrillators (AED) and Naloxone kits in each school.

**VALUES**

It is the Board's responsibility to provide a safe environment for students, staff, volunteers and public within the District.

**GUIDING PRINCIPLES**

1. Provide administrative and emergency procedures with guidelines for the use of the equipment;
2. Install, maintain and monitor automated emergency defibrillators and naloxone kits in each school;
3. Ensure staff are trained on the use of AED and Naloxone kits;
4. Provide barrier-free and equitable access to accommodate the diverse needs of students and staff.

**REGULATIONS**

Administrative Procedure AP-6.930 outlines parameters and specific guidelines for both AED and Naloxone kits.

**Resources and References**

BC School Act- [School Act](#)

Ministry of Education and Childcare - [Response to Unexpected Health Emergencies](#)

Support Services for Schools Ministerial Order – [Support Services for Schools](#)

Administrative Procedure AP- 6.930 Unexpected Health Emergencies

Adopted: XXXX, 2026

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

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**UNEXPECTED HEALTH EMERGENCIES**  
**Administrative Procedure**  
(Policy 6.930)

**GENERAL**

As per Policy 6.930 Unexpected Health Emergencies, School District 54 (Bulkley Valley) is committed to ensuring the health and safety of all students, staff and visitors. This procedure is intended to align with requirements of the Ministry of Education and to provide guidelines for the deployment, maintenance, use and training associated with AEDs and naloxone kits for unexpected health emergencies in schools.

**DEFINITIONS**

**Automated external defibrillator (AED)** is a portable device used to administer an electric shock to the heart and restore the heart's normal rhythm during sudden cardiac arrest.

**Sudden cardiac arrest (SCA)** is a condition that occurs when the electrical impulses of the human heart malfunction causing a disturbance called ventricular fibrillation (VF) in the heart's electrical rhythm. This erratic and ineffective electrical heart rhythm causes complete cessation of the heart's normal function of pumping blood, resulting in SCA.

**Cardiopulmonary Resuscitation (CPR)** is an emergency procedure involving chest compressions and rescue breaths when a person's heartbeat or breathing has stopped.

**Naloxone Kit** is a kit with the supplies to administer naloxone to someone who appears to be experiencing an opioid overdose.

**REGULATIONS**

1. Each school must be prepared to act in the event of an unexpected health emergency by calling 911 and with clearly identified life-saving tools in accordance with applicable Ministerial Order(s) and Policies.
2. All health emergency responses shall align with applicable legislation, including the School Act and relevant WorkSafeBC requirements.
3. **Location**
  - a) All School District #54 (Bulkley Valley) schools will have both Naloxone Kits and an AED equipment available for school and community use.
  - b) Naloxone Kits and AEDs will be clearly marked with non-stigmatizing standardized signage to ensure easy and timely identification for use and will be located in accessible locations to maximize barrier free use for diverse users.
4. **Maintenance**
  - a) Ensure that emergency kits and devices are routinely inspected as per district, provincial and manufacturer's guidelines and specifications.
  - b) Immediately report any functionality concerns for follow-up with the Facilities Department

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**5. Training**

- a) Ensure that appropriate staff have the prescribed training to support the use of these emergency devices
- b) Students are not expected to use AEDs or Naloxone kits; this is the responsibility of the trained staff.

**Emergency Procedures:**

- 1. Access Situation
- 2. Administer first aid
- 3. Call Emergency services 911 and notify emergency contacts

Approved: xxxxxx, 2026