
BRIEFING NOTE

To: Board of Education

Prepared By: Dave Eberwein, Superintendent

Subject: Administrative Procedures Updates

Date: November 20, 2025

BACKGROUND

Policy 14 – Role of Superintendent specifies that the Superintendent is to manage and keep current, all district Administrative Procedures (APs). Specifically, sections 4.2, 4.3 and 4.4 states:

Policy 14.4

4.2 Develops and keeps current an Administrative Procedures Manual that is consistent with Board policy and provincial policies, regulations and procedures.

4.3 Appropriately involves individuals and groups in the Administrative Procedures development process.

4.4 Ensures system adherence to Policies and Administrative Procedures.

Policy 6 – Policy Making and Review indicates that the Superintendent must inform the Board of any new administrative procedure or any substantive change to an existing one, as an information item on a board meeting agenda.

NEW / UPDATED ADMINISTRATIVE PROCEDURES

AP167 – Unexpected Health Emergencies

NEW

- An amendment to Ministerial Order M149/89 requires all school districts to have a new policy or administrative procedure on Unexpected Health Emergencies in place by Dec 31, 2025. An AP has been created for Saanich Schools due to the operational nature of this requirement.
- This new AP is intended to address the availability and implementation of Automated External Defibrillators (AEDs) and Naloxone (drug used to reverse the effects of opioids) in schools. It requires all school districts to adhere to the following timelines:
 - *Policy / AP Submission* – All districts must submit their policy or AP to the Ministry by December 31, 2025.
 - *Secondary Schools* – Automated External Defibrillators and Naloxone must be in all secondary schools by December 31, 2025.
 - *Elementary and Middle Schools* – AEDs and Naloxone must be in all elementary and middle schools by September 8, 2026.

- All schools and the SBO are currently equipped with AEDs. All secondary schools are currently equipped with Naloxone. Naloxone will be acquired for middle and elementary schools over this school year. Staff training is being coordinated by the Health & Safety Department.

AP216 – Career Programs

UPDATED

- This AP was modernized to reflect current language on Career Programs including provincial support programs. No substantive changes were made to the content or intentions of the AP.

AP400 Appendix – Criminal Record Reviews for Staff and Volunteers

UPDATED

- The AP400 Appendix states the District will meet the requirements of the Criminal Record Review Act (the "Act"). Under the Act, organizations have a duty to ensure a criminal record review is completed for employees and volunteers who work with children or vulnerable adults. The Act requires that this review be completed at least once every 5 years. In between reviews, employees and volunteers also have a duty to report any relevant new convictions or outstanding charges.
- In Saanich Schools, a criminal record review for employees and practicum students is completed every 5 years in accordance with the Act. However, the AP Appendix required that this review be completed every 3 years for volunteers and non-employees. The use of inconsistent intervals increases the time for district staff to administer the criminal record review process, and increases the time and effort required by volunteers and other non-employees. This is in part due to the shorter intervals required for reviews, but more so because a separate 3-year interval must be tracked for district staff (who are also volunteering) instead of relying on the process already in place for staff. Many non-employees are also reviewed on a 5-year interval by their employers or by other organizations where they volunteer. If the intervals were aligned, district staff and non-employees could share their existing CRC instead of potentially needing to complete another review process.
- With the amendments to the AP, the review interval for volunteers and non-employees would be aligned with the interval used by Saanich Schools for employees and practicum students, and with the review interval used by other organizations.

Respectfully submitted,



Dave Eberwein
Superintendent of Schools

RESPONSE TO UNEXPECTED HEALTH EMERGENCIES (OPIOID POISONING / CARDIAC ARREST)

Background

The District recognizes that unexpected Health Emergencies may occur within schools and worksites, and that there is an importance for lifesaving medical devices and a prompt response.

The purpose of this administrative procedure is to define the accessibility, maintenance, and use of life-saving medical devices, and to provide clear directions for their implementation in response to unexpected Health Emergencies.

The District will make available at each location both Automated External Defibrillators (AEDs) and Naloxone kits to assist in the response of the associated Health Emergencies.

Definitions

Naloxone (Narcan): Naloxone temporarily reverses the effects of opioids by competing for the same neural receptor sites. Administration is by injection into the muscle or inhaled intranasally.

Opioid: Depressant medication typically used for pain relief that has the potential to slow breathing and heart rate. Opioids may be prescribed or obtained from an illicit source. Common opioids include heroin, fentanyl, oxycodone, codeine, morphine, methadone and hydromorphone.

Overdose: An overdose is a physiological response induced by the introduction of a substance or substances in the body of a person.

Automated External Defibrillator (AED): A portable device that delivers an electric shock to restore normal heart rhythm in the event of sudden cardiac arrest.

School Administrator: The individual in charge of the daily operations of a school.

Trained Responder: A School District employee with the required training to administer lifesaving devices in the case of unexpected health emergencies.

Responsibilities

This table outlines the responsibilities of the District regarding lifesaving medical devices and response to unexpected health emergencies. Overall administration of medical devices is the responsibility of the School Administrator.

<i>Procurement</i>	
AED	Funded by the District and ordered through the Health and Safety Department
Naloxone	Funded by Learning Services if applicable, otherwise funded by school
<i>Maintenance</i>	
AED	Inspected monthly by individual schools as part of Health and Safety inspections
	Inspected annually by Facilities
	Replacement parts procured through the District
Naloxone	Inspected regularly by individual school
	Replacements procured through the District
<i>Accessibility</i>	
AED	To be mounted at the front of the school within visual limits of the office
Naloxone	To be stored with other emergency medical supplies
<i>Administration of Devices</i>	
AED	Primary administration is by trained First Aid Attendants
	Secondary administration is by any individual who has reviewed the manufacturer training video
Naloxone	Primary administration is by trained First Aid Attendants who have completed the overdose response training video
	Secondary administration is by any individual who has completed the overdose response training video
<i>Training</i>	
AED	All school staff complete the Zoll AED training video.
	Training administered by school administrator and tracked by the Health and Safety Department
Naloxone	Training completed by administration, counsellors, first aid attendants, and others determined by each school
	Training administered by school administrator and tracked by the Health and Safety Department

Procedure

1. The District will achieve its unexpected health emergencies response objectives by
 - 1.1. Assigning school administrators to oversee the response to emergencies within the school
 - 1.2. Providing support to school administrators from Learning Services and Health and Safety departments
 - 1.3. Ensuring a defined process to respond to emergencies is captured in this procedure.

- 1.4. Ensuring lifesaving medical devices are available and accessible to staff and students.
- 1.5. Providing the required training and instruction to employees to ensure the safe performance of their duties

2. Unexpected Health Emergency response

- 2.1. First on the scene shall notify the school administrator
- 2.2. Contact 9-1-1 immediately
- 2.3. Follow the guidance of the 9-1-1 dispatcher
- 2.4. Pass off emergencies to medical professionals
- 2.5. School Administration to notify Superintendent's Office of unexpected Health Emergency
- 2.6. If employee related, fill out the Incident Form and advise the Health and Safety Department
- 2.7. If student or community related, fill out a Schools Protection Program (SPP) form and advise the Health and Safety Department
- 2.8. Individuals administering life saving devices in good faith and in accordance with the procedure shall be protected by applicable Good Samaritan legislation

3. Opioid Poisoning response

- 3.1. Look for signs of opioid poisoning
 - 3.1.1. Blue lips and fingertips (light skin), purple lips and fingertips (darker skin tones)
 - 3.1.2. Breathing is less than every 5 seconds
 - 3.1.3. Snoring or gurgling sounds
 - 3.1.4. Cannot be woken / remains unresponsive
- 3.2. Check/Clear airway and provide breaths
 - 3.2.1. Tilt head back, check airway, prepare to give breaths
 - 3.2.2. Pinch nose, give 1 breath, watch for chest rising
 - 3.2.3. Evaluate breathing. Give 1 breath in between each of the next steps
- 3.3. Prepare Naloxone.
 - 3.3.1. Take out Naloxone ampoule
 - 3.3.2. Hold the ampoule by the top, tilt and swirl to get liquid into the bottom
 - 3.3.3. Snap the top of the ampoule, snapping away from yourself
 - 3.3.4. Put the needle into the ampoule and draw the plunger to load the Naloxone
- 3.4. Prepare needle and administer naloxone.
 - 3.4.1. Point needle up and push out air
 - 3.4.2. Push the needle into the upper arm or thigh and push the plunger until it clicks
 - 3.4.3. Check for breathing
- 3.5. After 3 minutes if they are not breathing on their own give another dose of Naloxone

3.6. Additional Opioid Poisoning information

- 3.6.1. Providing breaths is critical to reduce the chance of brain injury
- 3.6.2. Only provide CPR/breaths if trained to do so
- 3.6.3. Naloxone only works on opioids and will not cause harm
- 3.6.4. Responding to an overdose may be traumatic for the responder. Debrief protocols should be followed

4. Cardiac Arrest Response

4.1. Look for the signs of Cardiac Arrest

- 4.1.1. Sudden collapse
- 4.1.2. Loss of consciousness
- 4.1.3. Unresponsive to touch or sound

4.2. Call 9-1-1 for help and obtain the AED

4.3. Start Cardio-Pulmonary Resuscitation (CPR)

4.4. Use AED

- 4.4.1. Turn on the power
- 4.4.2. Follow prompts of AED
- 4.4.3. Place pads on bare chest as per the illustrations
- 4.4.4. Press the shock button when prompted by automated voice
- 4.4.5. Continue CPR until emergency personnel arrive
- 4.4.6. Responding to a Cardiac Arrest may be traumatic for the responder. Debrief protocols should be followed

Reference: School Act – Section 88
Ministerial Order M149/89 Support Services for Schools Order

Approved: November 2025

Career Programs

Background

Through purposeful career-life development, students learn to recognize their evolving interests and strengths, refine their learning goals and apply this self-knowledge to exploration of post graduation possibilities in diverse educational, work-related and personal life contexts. ~~Career Programs~~ **Career Programs** are important learning opportunities for students as they prepare to transition from secondary schools. Career Programs include **required Career-Life Education 10 (CLE) and Career-Life Connections 12 (CLC) and optional additions such as** Work Experience (WEX), Youth Work in Trades Apprenticeships (YWIT), and Career Life Education (CLE), and Career Life Connections (CLC), **Youth Train in Trades (YTIT) programs and trade sampler programs.**

Work Experience (WEX) gives students the opportunity to participate in, observe, and learn about the tasks and responsibilities related to an occupation or career.

Youth Work in Trades Apprenticeship (YWIT) **and Youth Train in Trade (YTIT) is are an** educational programs jointly supported by the Ministry of Education **and Child Care** and the **Industry Training Authority (ITA) Skilled Trades BC (STBC)**. In Career Life Education (CLE) and Career Life Connections (CLC) students learn how to effectively manage their life journey toward preferred future possibilities, developing the confidence, knowledge and competencies necessary to succeed in an ever-changing world.

In the implementation of Career Programs, the standards for Ministry Work Experience and Youth Work in Trades Apprenticeship must be upheld with an emphasis on work-site safety and student conduct.

Procedures

1. Work Experience (WEX)

- 1.1. In accordance with Ministry of Education **and Child Care** policies, Work Experience Ministerial Order 237/11, and the Work Experience Program Guide, the District authorizes participation in Work Experience programs for students who are fourteen (14) years of age or older **and in Grade 10, 11 or 12.**
- 1.2. District staff are responsible for guidelines regarding conduct, supervision, evaluation, and participation of students as required by Work Experience Order MO237/11 and Elective Work Experience Courses and Workplace Safety Policy.
- 1.3. The Assistant Superintendent is responsible to ensure that, in accordance with Ministry guidelines and District administrative procedures, all documentation is completed and filed with specific attention to the Work Experience Placement Agreement 237/11(MO33/09) and WorkSafe BC Clearance Letter.
- 1.4. All Work Experience placements help prepare students for the transition from secondary school to the world of work, for further education and training, or for other post-graduation opportunities.

Career Programs

- 1.5. All work experience students must be supervised by a designated on-site Work Site Employer that is subject to the Worker's Compensation ~~Act~~, and ~~Act~~ [and](#) monitored and evaluated by a District educator in accordance with the Program Guide for Ministry-Authorized Work Experience Course guidelines.
- 1.6. Compliance with WorkSafe BC standards and procedures is mandatory, with an emphasis on the orientation by a supervising educator before a workplace placement commences.
- 1.7. Students with Individual Education Plans (IEPs) are to have access to career education opportunities if one or more career objectives are identified in the student's IEP. Within the regular curriculum, accommodations for students with an IEP may include:
 - 1.7.1. Increased time for employment training;
 - 1.7.2. Appropriate on-site supervision and support in the workplace; and,
 - 1.7.3. Specific and direct opportunities to increase work related skills.
2. Youth Work in Trade Apprenticeship (YWIT)
 - 2.1. In accordance with Ministry of Education [and Child Care](#) policies, Youth Work in Trade ~~Apprenticeship~~ authorizes students who are fourteen (14) years of age or older, and in grade 10, 11 or 12 to participate in YWIT programs. Graduated school-age students may also participate in the YWIT Program.
 - 2.2. Youth Apprenticeship educators are responsible for guidelines required in Work Experience Order MO237/11, regarding conduct, supervision, evaluation, and participation of students in an educational program that consists of workplace-based training where secondary students register as apprentices with the ~~Industry Training Authority~~ [Skilled Trades BC](#).
 - 2.3. District staff are responsible to ensure that, in accordance with Ministry guidelines and District administrative procedures, all documentation is completed and filed with specific attention to the ~~ITA~~ [Skilled Trades BC](#) Youth Apprenticeship and Sponsor Registration Forms and the WorkSafe BC Employer Clearance letter.
 - 2.4. Educators along with Employers/Sponsors must establish a training plan that articulates the skills and areas of knowledge to be developed, based on the program outline for the particular trade.
 - 2.5. The Youth Apprenticeship courses/programs must be supervised by a designated on-site Work Site Employer that is subject to the Workers' Compensation Act; and, monitored and evaluated by a District educator in accordance with the Program Guide for Secondary School Apprenticeship.

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- 2.6. Compliance with WorkSafe BC standards and procedures is mandatory, with an emphasis on the mandatory orientation by a supervising educator before a workplace placement commences.

Reference:

- Sections 20, 22, 65, 75, 85 School Act
- Workers' Compensation Act
- Workers' Compensation Coverage Order OIC344/11
- Graduation Program Order M302/04
- Work Experience Order M237/11
- ~~Policy Circular 95-05 Earning Credits in Career Programs~~
- ~~Career Education curriculum~~
- Program Guide for Ministry-Authorized Work Experience Courses
- Secondary School Apprenticeship Program Guide
- Special Education Services: A Manual of Policies, Procedures and Guidelines

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CRIMINAL RECORD REVIEWS FOR STAFF AND VOLUNTEERS

Background

Students are to be provided with a safe and secure environment in which to learn. In fulfilling its responsibilities, the District will meet the requirements of the Criminal Records Review Act (the “Act”).

The District acknowledges and accepts its responsibility to ensure that criminal record reviews are conducted on all employees and any other person who may potentially have unsupervised access to students.

Procedures

1. All employment with the District will be conditional upon a satisfactory criminal record review. Criminal record reviews are to be completed for employees and practicum students in accordance with the Act.
2. All persons other than employees and practicum students ~~who may have unsupervised access to students~~ are for the purpose of this Administrative Procedure defined as non-employees. Non-employees as defined in this Administrative Procedure include but are not limited to volunteers, contractors, and homestay parents. **All non-employees who may have unsupervised access to students, are required to have completed a satisfactory criminal record reviews in accordance with the Act.**

~~Review of non-employees is required every three years.~~

3. Criminal record reviews are to be held in strict confidence.
4. The results of the review must be satisfactory to the ~~Director of Human Resources~~ **Secretary Treasurer or designate** before the employee, practicum student or non-employee commences or continues an activity where unsupervised access to students may occur.

Approved: November 2020

Revised: November 2025