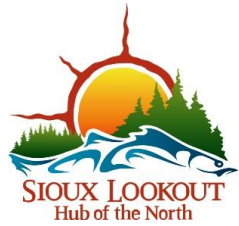


Naloxone and First Aid Administration



The Municipality of Sioux Lookout Human Resources Policy

Section:	Personnel		
Policy No:	2026-HR-17	Date:	July 8, 2026
Approved by:	CAO	Repeal:	

Purpose

To ensure that Municipality employees are enabled to respond appropriately to a medical emergency, including a suspected opioid overdose, and are prepared to administer naloxone (Narcan) and first aid safely and effectively. This policy aims to protect the health and safety of all individuals in the workplace and to ensure compliance with the Occupational Health and Safety Act, R.S.O. 1990, c. O.1 and applicable municipal policies.

Policy Statement

The Municipality of Sioux Lookout is committed to maintaining a safe and supportive work environment. Employees are encouraged and supported to respond promptly to medical emergencies using available first aid resources, including naloxone. The Municipality will provide training, equipment, and support to enable employees to act confidently and without fear of liability when rendering emergency assistance in good faith.

Scope

This policy applies to all employees of the Municipality of Sioux Lookout.

Definitions

Term	Definition
Naloxone (Narcan)	A Health Canada–approved nasal spray medication that temporarily reverses the life-threatening effects of an opioid overdose by ejecting opioids from receptors in the brain, restoring breathing and reversing sedation.
Opioid	A class of central nervous system (CNS) depressant drugs that slow the body down. Opioids may be prescribed or used illegally. Common opioids include fentanyl, heroin, morphine, methadone, codeine, and oxycodone.
Opioid Overdose	A life-threatening emergency where a toxic amount of opioids causes a person to become unresponsive and/or unable to breathe adequately.

Term	Definition
First Aid	Emergency care provided to an ill or injured person before professional medical assistance is available. Only trained and certified employees are authorized to administer first aid under this policy.
Designated First Aid Attendant	An employee trained and certified in workplace first aid and CPR who is designated to respond to workplace emergencies.
Health and Safety Representative	An employee designated under the OHSA to support health and safety compliance in their department or worksite.
Good Samaritan Drug Overdose Act	Federal legislation (S.C. 2017, c. 4) providing legal protection to individuals who call 911 or administer naloxone during an overdose emergency.
OHSA	The Ontario Occupational Health and Safety Act, R.S.O. 1990, c. O.1.

Part 1 — First Aid

General Provisions

The Municipality recognizes its obligation under the Ontario Occupational Health and Safety Act, R.S.O. 1990, c. O.1 (OHSA) and Ontario Regulation 1101 (First Aid Requirements) to provide first aid in all workplaces. The following provisions apply to all municipal facilities and worksites:

- Only employees who hold a valid first aid certificate issued by a recognized agency are authorized to administer first aid. Uncertified employees should not attempt to provide first aid beyond calling 911 and keeping the individual calm until a certified attendant or EMS arrives.
- Employees may refuse to provide first aid assistance if doing so would place themselves in danger. The safety of the responding employee is paramount.
- The Municipality shall comply with the minimum first aid requirements set out in Ontario Regulation 1101, including the number of certified first aid attendants, level of training, and first aid supplies required for each workplace, based on factors including the hazard rating of the workplace, the number of workers present during a shift, and the distance from a hospital.
- The Municipality shall contact 911 and request first responders or provide transportation for any employee who requires further medical attention at a hospital or clinic following a workplace injury or illness for any employee who requests transportation.
- All employees are required to report any workplace injury or sudden illness to their immediate supervisor as soon as possible, as required under the OHSA.
- Any use of a first aid kit must be reported by the employee to their supervisor and documented through the Municipality's incident report process as soon as practicable.
- Any items used from the first aid kit must be documented on the provided book found inside the kit.

Designated First Aid Attendants

The Human Resources Department is responsible for the coordination of an overall first aid plan for all municipal facilities in accordance with Ontario Regulation 1101. Designated First Aid Attendants will be identified for each municipal worksite. A current list of Designated First Aid Attendants and their locations shall be maintained by the Human Resources Department and made available to all departments via health and safety boards.

- Designated First Aid Attendants must hold a valid Standard First Aid and CPR certificate issued by a recognized agency and renewed as required.
- Attendants whose normal work duties would restrict their ability to respond to emergencies will not be designated as first aid providers.
- For serious injuries or illnesses, employees shall call 911 immediately, then contact their Designated First Aid Attendant or supervisor.
- Persons with suspected serious or life-threatening injuries must be transported by ambulance. For minor injuries, transportation by personal vehicle is acceptable or transportation by Municipal vehicle may be requested.

First Aid Kits — Supply and Maintenance

The Human Resources Department is responsible for supplying first aid kits to all municipal facilities in compliance with Ontario Regulation 1101. The following standards apply:

- Kits must be stocked with the minimum supplies required under Ontario Regulation 1101 for the applicable workplace classification.
- Kits must be kept in a clean, dry, and easily accessible location.
- Kits must be checked regularly by the Joint Health and Safety Representative; expired or depleted supplies must be reported to a manager or supervisor promptly. Kits will not be locked during working hours.
- The Joint Health and Safety Representative must sign and date the inspection card as a record.
- Employees who use supplies from a first aid kit must report the use to their supervisor and through the incident report process. The manager, supervisor or Health and Safety Representative must then notify the Human Resources Department of the need for replacement supplies.
- The Human Resources Department will arrange for restocking of kits upon receiving notification of request.

First Aid Records

A first aid record must be completed by the Designated First Aid Attendant following any incident in which first aid is administered, as required under Ontario Regulation 1101. A copy must be forwarded to the Human Resources Department and retained for a minimum of five (5) years from the date the record was made. Each record must include:

- The full name of the injured or ill individual
- The date and time of the incident
- The nature of the injury or illness

- The location where the incident occurred
- A description of how the incident occurred
- A description of the first aid provided, the name of the first aider, and the time of administration
- Signatures of both the injured or ill worker and the first aider
- The date and time the report was completed
- The name of the person receiving the report

Part 2 — Naloxone (Narcan) Administration

Effective June 1, 2023, Ontario amended the Occupational Health and Safety Act (Bill 88, Working for Workers Act, 2023) to require that employers with 20 or more employees ensure naloxone kits are available in the workplace where the employer reasonably believes there is a risk of an opioid overdose. The Municipality complies with this requirement as follows:

General Provisions

- The Human Resources Department is responsible for supplying naloxone kits to all applicable municipal facilities and for ensuring kits are restocked when notified.
- Naloxone kits shall be kept in accessible, clearly marked locations in all applicable municipal facilities, stored at room temperature (15–25°C) and away from direct light.
- Employees who use a naloxone kit must report the use to their manager or supervisor and through the incident report process. The manager, supervisor or Health and Safety Representative must then notify the Human Resources Department of the need for replacement supplies.
- No employee will be disciplined or penalized for administering naloxone in good faith during an emergency.
- Employees are not required to administer naloxone; however, all trained employees are strongly encouraged to respond.
- Emergency services (911) must be called immediately in any situation involving a suspected overdose, regardless of whether naloxone is administered.
- The Good Samaritan Drug Overdose Act (S.C. 2017, c. 4) provides legal protection to those who call 911 or administer naloxone during an overdose emergency.

Signs of an Opioid Overdose

Employees should be aware of the following signs that may indicate an opioid overdose:

- Absent breathing, or slow and erratic breathing; throat gurgling or snoring sounds
- Inability to wake up, even when shaken or shouted at
- Blue, grey, or pale lips, nails, or fingertips
- Very small (“pinpoint”) pupils
- Cold and clammy skin

If a person is making unusual breathing sounds while appearing to be asleep, attempt to wake them — this may be an early sign of an opioid overdose. Early response significantly improves the chance of survival.

Opioid Overdose Response Procedure

Any employee who identifies a person who may be experiencing an opioid overdose shall follow the steps below:

Step 1: Attempt to Rouse the Individual

- Shout the person's name and shake their shoulders firmly.
- If unresponsive, attempt a sternal rub: rub your knuckles firmly on the person's chest bone for 5–10 seconds. Note: this may cause the individual to become agitated upon rousing.
- Look for the signs of overdose listed above.

Step 2: Call 911

- If the individual does not respond, call 911 immediately or direct another person to do so.
- Provide the dispatcher with: the address and exact on-site location; signs of overdose observed; any treatment already administered; and the individual's current status.
- When paramedics arrive, inform them of any known drug use, the number of naloxone doses given, and any other relevant information.

Step 3: Administer Naloxone (Intranasal)

If physically possible, lay the person on their back and proceed as follows:

1. Peel back the blister foil on the naloxone nasal spray. Do NOT test or prime the device — this wastes the entire dose.
2. Tilt the person's head back and support the neck with one hand.
3. Hold the device between your first two fingers and gently insert the nozzle tip into one nostril until your fingers rest against the bottom of the nose.
4. Press the plunger firmly with your thumb to deliver the full dose.
5. Remove the device and discard. The device is single-use only.

Step 4: Initiate CPR

Begin CPR (chest compressions and rescue breathing) if the person is not breathing. Follow the Municipality's standard emergency response procedures for CPR.

Step 5: Reassess

- If the person does not begin breathing within 2–3 minutes, administer a second dose of naloxone in the other nostril using the same procedure as Step 3.
- Continue alternating CPR and naloxone (alternating nostrils) until the person responds or EMS arrives.
- Do not transfer care to EMS until directed to do so by paramedics.
- If the person begins breathing or must be left alone, place them in the recovery position (on their side) to keep the airway clear and prevent choking.

Step 6: Post-Overdose Management

When naloxone takes effect, the individual may wake suddenly or slowly, appear disoriented, want to use more drugs, or become agitated. When the individual regains consciousness:

- Reassure them and let them know they experienced an overdose.
- Orient them to their surroundings.
- Inform them of the number of naloxone doses administered.
- Advise them of the risk of a secondary overdose and the need for hospital assessment.
- Advise them that naloxone's effects will wear off within 30 minutes to 2 hours, and that remaining opioids may cause a second overdose during this period.
- Stay with the person until EMS arrives and watch for signs of the overdose returning.

Naloxone Kit Storage and Handling

- Naloxone kits must be stored in a dark location at room temperature (15–25°C).
- Expiry dates must be monitored and devices replaced before expiry.
- Managers, Supervisors, and Health and Safety Representatives are responsible for monitoring kit readiness and notifying the Human Resources Department when replacement supplies are needed.
- Kits shall be kept at clearly identified, accessible locations throughout each applicable municipal facility and shall not be locked during working hours.

Training

The Human Resources Department is responsible for ensuring that first aid and naloxone training opportunities are made available to employees, subject to approved budget. Training shall meet the requirements of the OHSA and Ontario Regulation 1101.

- Designated First Aid Attendants must hold a valid first aid and CPR certificate at the level required under Ontario Regulation 1101 for the applicable workplace, issued by a recognized agency and renewed as required. The Human Resources Department is responsible for coordinating certification and recertification and maintaining associated training records.
- Naloxone administration training will be offered to all employees on a voluntary basis. As required under the OHSA (Bill 88), at least one worker trained in the use of naloxone must be present at the workplace during working hours where a naloxone kit is required.
- All employees are encouraged to attend available training in naloxone use and overdose response.
- Training records for all first aid and naloxone certifications shall be maintained by the Human Resources Department.
- Department managers who identify employees whose work requires first aid training are responsible for communicating that need to the Human Resources Department.

Responsibilities

Role	Responsibilities
Human Resources Department	• Supply and restock first aid kits and naloxone kits across all applicable municipal facilities in compliance with Ontario Regulation 1101 and the OHSA.

Role	Responsibilities
	• Maintain a current list of Designated First Aid Attendants and their locations, and make this list available to all departments. • Coordinate first aid and naloxone training and maintain all associated training records, subject to approved budget. • Receive, retain, and file first aid records and incident reports for a minimum of five (5) years. • Arrange replacement of first aid and naloxone supplies upon notification from supervisors or Health and Safety Representatives.
Managers and Supervisors	• Ensure employees are aware of the location of first aid kits and naloxone kits in their work area. • Notify the Human Resources Department when first aid or naloxone supplies have been used and require replacement. • Provide final approval on all incident reports related to first aid or overdose events in their area. • Identify employees whose work responsibilities require first aid training and communicate those needs to the Human Resources Department. • Ensure employees under their supervision are aware of this policy and their obligations under it.
Health and Safety Representatives	• Monitor the readiness of first aid kits and naloxone kits in their area. • Notify the Human Resources Department when replacement supplies are needed. • Support departmental compliance with this policy and the OHSA.
Employees	• Familiarize themselves with the location of first aid kits and naloxone kits in their work area. • Report any workplace injury, illness, or overdose to their supervisor as soon as possible. • Report any use of first aid or naloxone supplies to their supervisor immediately following the incident. • Complete an incident report as soon as practicable following any use of first aid or naloxone resources. • Attend first aid and naloxone training as made available by the Municipality.

Follow Up and Incident Reporting

Any use of first aid supplies or naloxone kits must be reported through the Municipality's standard incident report process. This applies to all situations in which first aid is administered, naloxone is used, or emergency services are called. Incident reports must be submitted to the employee's supervisor as soon as practicable following the event and forwarded to the Human Resources Department. Records shall be retained for a minimum of five (5) years, as required under Ontario Regulation 1101.

Where a worker has been critically injured or killed in the workplace, the employer must also comply with the notice and reporting requirements under Section 51 of the OHSA.

Exceptions

Exceptions to any provision of this policy must be approved in advance by the CAO or designate and must not conflict with applicable legislation.

References

- Ontario Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- Ontario Regulation 1101 — First Aid Requirements
- Working for Workers Act, 2023 (Bill 88) — Naloxone Requirements
- Good Samaritan Drug Overdose Act, S.C. 2017, c. 4
- Good Samaritan Act, S.O. 2001, c. 2
- Workplace Safety and Insurance Act, 1997, S.O. 1997, c. 16, Sched. A
- Health Canada — Naloxone Information
- Municipality of Sioux Lookout Attendance Policy

Review and Revision

Review and Revision

This policy will be reviewed every three (3) years, or sooner if required by changes in legislation, collective agreements, organizational structure, or operational needs. The Human Resources Department is responsible for initiating and coordinating each review.

All revisions will be approved by the Chief Administrative Officer before taking effect. Employees and other covered persons will be notified of any material changes.