



First Aid Program

Revised August 2011, August 2015, February 2016

First Aid Procedures

Purpose

1. To assist principals and worksite managers in meeting the government regulation and Division standards of Administrative Procedure No. 321.
2. To provide guidelines for meeting the legislative requirements and Division standards.
3. To provide direction for implementation process.
4. To assign staff to first aid responsibilities.

The purpose of the First Aid Regulation is ensure that every worksite in the Province has the equipment, supplies, and trained employees to support an injured or ill person until complete medical care and treatment can be administered. The Regulation specifies *minimum* requirements but in some cases schools and departments may find it necessary to exceed these requirements depending on the nature of their programs and the environment.

Administrators and worksite managers can view the OHS First Aid Regulations (Part 11) by clicking below on the Alberta Human Resources and Employment's hyperlink:

http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2009.pdf
Occupational Health and Safety Code-2009

Guidelines for meeting Legislative Requirements and Division Standards

The First Aid Regulation and Division standards require each workplace to have the following:

1. Employees trained and certified in first aid to attend to the need of students and employees.

When selecting individuals for training, consideration should be given to employees who are readily accessible (e.g., custodial, office staff, lunch room supervisors); employees who work with special needs children and employees who work in higher hazards areas such as science labs, CTS labs or physical education facilities. It is up to each principal or worksite manager to select and recommend training for the appropriate number of employees.

2. First aid kits and other equipment.

Principals and worksite managers are responsible for ensuring the first aid services, equipment, and supplies are readily available at the work site. Equipment and supplies must be quickly and easily accessible during all working hours, including after hours when custodial or other employees may be in the building. Equipment and supplies must be ready for use and kept in a clean and dry location and in serviceable condition. The first aid supply storage containers must be clearly marked to indicate that they are intended for first aid, and employees must know where to find them.

First Aid kits must not contain any prescription or non-prescription drugs for employees, visitors, volunteers, or contractors. The inclusion of symptom-relief medication (s) is beyond the scope of the Regulation

A first aid kit is required for employees, who work and /or travel alone (e.g., maintenance staff, IT staff, and consultants)

3. Signage indicating the location of first aid supplies and trained certified first aiders.

Signs should be posted throughout the premises, indicating the names of trained first aid personnel and the location of first aid services, supplies and equipment. The signs should be visible and easy to understand. Where signs are not practical, employees and building occupants must be informed of the location of the services, equipment and supplies by other means such as printed materials or verbal instructions.

First aid procedure signs should indicate the following:

- Name of first aiders who are readily assessable for immediate response and location of these individuals.
- Expiry date of certification for each trained first aider
- Locations of emergency supplies and equipment
- Emergency numbers and conveyance procedures for medical and non-medical emergencies.

Please note: Emergency transport – municipal or commercial ambulance – must be readily available to a workplace.

For outlying schools, if an ambulance cannot reach the workplace within ten or fifteen minutes, alternate means of emergency transportation shall be provided.

An individual with a serious injury shall be accompanied by at least one person other than the operator of the emergency vehicle while being transported, and that person shall have the minimum qualification of a Standard First Aid Certificate.

4. First aid records

Various written records must be developed and maintained as part of a First Aid Plan. The records are to include:

- a. names of first aiders, including their certificate and training records;
- b. injury and illness records

a. Record of first aiders

A record must be kept of the names and qualifications of all first aid personnel. A sample is included in this package. A sample copy of the *Trained First Aiders Form* can be accessed through Division Shared in the Health and Safety resource folder filed under First Aid.

b. Record of employee injuries and illness

Principals, supervisors and department managers must recording of all acute injuries to employees regardless of whether first aid is administered.

Employees are required to report any physical injury or sudden occurrence of illness experienced while at school or work. The principal or worksite manager should designate who is to receive the report at each school or worksite e.g., first aider, secretary, or some other individual. Designating one or two individuals responsible for entering accident/incident information into the *Online Accident Incident Reporting System* will help ensure consistency and

accuracy of the information. Prompt reporting also helps to ensure complete reporting of relevant information and allows the injury or illness to be assessed and treated as necessary.

Schools and Division worksites must keep blank individual *Accident/Incident Reports* readily available. One of these forms must be filled out each time the first aid supplies are used or a work related injury is reported in response to an acute illness or injury involving students, employees, volunteers or visitors. Once the report form is completed, the first aider should forward the form to a person designated by the principal or site manager for entry into the Online Accident/Incident Reporting System.

The forms necessary to report accident/injury can be accessed through Division Shared in the Health and Safety resource folder filed under First Aid.

5. Emergency showers or eye-wash equipment

If corrosive or other chemicals harmful to the eyes or skin are used in the workplace, emergency eye wash equipment must be available. Review the need for eyewash stations and ensure they are properly installed and maintained.

Employees, students, visitors or volunteers are to be shown the eye-wash equipment appropriate for their work area and shall be shown how to use it.

Eyewash stations (portable or fixed) should be located in areas where corrosive chemicals are used (e.g., boiler rooms science lab and CTS shops).

Portable eyewash stations (squeeze bottles) can be used while in transit to a fixed eyewash station. A fixed eyewash station should be located in science and CTS laboratories.

Eyewash stations must be maintained and serviced on a regular basis. To prevent contamination of the water used on the eyes and thus prevent infections or additional injury keep equipment clean and free from dirt and chemicals. A log must be kept of weekly/monthly maintenance.

Portable eye-wash containers should have the water changed weekly and the container should be cleaned with soap and water at least every six months.

Check container, water tubing, fountain and bubblers often to make sure they are working.

Fixed Eye-wash station water should be run through the lines weekly to help keep the water fresh and clean.

Please complete the *First Aid Check List* on the following page and file a copy in Section 6 of the *Occupational Health and Safety Document Binder* under the *First Aid Tab*.

A copy of this procedure, record forms, and *First Aid Check List* can be accessed through Division Shared in the Health and Safety Resource Folder.

First Aid Check List

- Ensure appropriate numbers of personnel with valid first aid certificates of training are available at the worksite.
- Complete the [First Aid Training Log](#), covering all trained first aiders in your location,
- Ensure [First Aid and Medical Assessment Procedures](#) and First Aid Training Log are posted in key locations that indicate the names of trained personnel. These signs should be located in immediate proximity to the first aid supplies.
- Assign a designated person to maintain the first aid training log. File a copy of the completed log sheet under the First Aid Tab in Section 6 of the Health and Safety Document Binder. Ensure photocopies of the trained first aiders certificates are filed behind the training log form.
- Ensure the required first aid equipment and supplies are quickly and easily accessible when required.
- Assign a designated person to routinely maintain first aid supplies and equipment.
- Inspect current inventory of first aid supplies. Order new supplies and update and/or replace supplies as required. Ensure first aid kits do not contain any prescribed or over the counter medications. Note: Medication for student use should be kept separate from the first aid kit.
- Ensure all physical injuries or sudden occurrences of illnesses are recorded in the Division Online Accident/Incident Reporting System (OARS) regardless of whether first aid is administered.
- Train office staff on what to do when an incident is reported to the office i.e., provide support and appropriate first aid response to the reporting employee, ensure an accident/incident form report is completed and filed in the site Accident/Incident Report Binder and maintained in a confidential location.
- For convenience blank [Accident/Incident First Aid Forms](#) may be kept with the first aid kit, however, completed forms must be retained in the Accident/Incident Reports Binder.
- At the end of each school year remove records from the Accident/Incident Reports Binder and file sequentially in a school filing system. The person(s) designated by the principal or manager must ensure the information is kept confidential.
- Ensure portable eye wash stations are available in all areas where corrosive chemicals are used (e.g., boiler rooms, science and CTS labs).
- Assign a designated person to inspect and maintain eyewash stations.
- Ensure fixed eyewash stations are unobstructed and located on the same floor level, near the work area that creates the hazard (e.g., science and CTS labs).
- Ensure eyewash stations are located away from electrical sources.
- Ensure eyewash stations are marked with clear signage to flag their location.
- Ensure fixed emergency showers are unobstructed and located where severe chemical hazards exist.

Please complete this *First Aid Check List* and file a copy in Section 6 of the *Occupational Health and Safety document Binder* under the First Aid Tab.

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First Aid and Medical Assessment Procedures

1. Assess the Scene

Is it safe for staff to approach injured person?

If NO

- Notify the front office of the situation
- Send someone to direct Emergency Services to the scene

If YES

2. Assess the Injured Person

- Does there appear to be a life-threatening condition
- Does there appear to be a breathing difficulty?
- Is there severe bleeding?
- Is the injured person unable to walk?
- Is the injured person disoriented or incoherent?

If NO to all of the above

- Apply first aid
- Notify the front office of the situation and advise whether a non-medical emergency procedure is required i.e., notify injured persons emergency contact, conveyance required etc.
- Complete the Accident Report

If YES to any of these items

- Notify the front office of the situation, so they can call 9-1-1
- Get qualified first aider to scene to begin first aid.
- Send someone to direct ambulance to the scene.
- Complete the Accident Report

Emergency Services

Ambulance, Police, Fire Department

9-1-1

If you call 9-1-1 contact the front office to notify of the situation.

If you call 9-1-1 after normal office hours send someone to the front entrance to direct emergency services to the scene.

Review Date:

APPENDIX 1

**First Aid Training Supplies
Minimum Requirements for Schools and Division Worksites**

No. of Employees in school, facility or field group at any time of the day	No. and qualifications of first aid trained staff required on site at all times.	Supplies and Equipment Required		
		Main first aid station	Additional stations (e.g., CTS, science labs, boiler room, athletic areas).	Comments/Examples
0-1	Recommended but not required.	<ul style="list-style-type: none"> Type P Kit 		Employees who work from vehicles (e.g. maintenance workers, consultants).
2-9	1 Emergency First Aider	<ul style="list-style-type: none"> No. 2 First Aid Kit (e.g., schools, and Division departments) Accident/Incident Report Form(s) 		Afternoon/Evening custodial staff; maintenance workers driving division vehicles.
10-49	1 Emergency First Aider 1 Standard First Aider	<ul style="list-style-type: none"> No. 2 First Aid Kit Accident/Incident Report and Form(s) Two blankets 	No. 2 Kit Eye Wash Station	
50-99	2 Emergency First Aiders 1 Standard First Aider	<ul style="list-style-type: none"> No. 3 First Aid Kit Accident/Incident Report Form(s) Two blankets 	No. 2 Kit Eye Wash Station	
100-199	2 Emergency First Aiders 2 Standard first Aiders	<ul style="list-style-type: none"> Designated Area for first aid services No. 3 First Aid Kit Eye Wash Station Accident/Incident Report Form(s) Two blankets 	No. 2 Kit Eye Wash Station	
200 or More	2 Emergency First Aiders 2 Standard first Aiders 1 Nurse or 1 EMT-P 1 Additional Standard First Aider for every increment of 1-100 employees	<ul style="list-style-type: none"> Designated Area for first aid services No. 3 First Aid Kit Eye wash station Accident/Incident Report Form(s) Four blankets 	No. 2 Kit Eye Wash Station	

APPENDIX 2

Required Contents of First Aid Kits

No. 1 First Aid Kit

A No. 1 Kit consists of the following:

- a. 10 - antiseptic cleansing towelettes, individually packaged
- b. 25 - sterile adhesive dressings, individually package
- c. 10 - 10 cm x 10 cm sterile gauze pads, individually packaged
- d. 2 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- e. 2 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- f. 2 - conform gauze bandages - 7.5 cm
- g. 3 - cotton triangular bandages
- h. 5 - safety pins - assorted sizes
- i. 1 - pair of scissors
- j. 1 - pair of tweezers
- k. 1 - 25 mm x 4.5 m roll of adhesive tape
- l. 1 - crepe tension bandage - 75 mm
- m. 1 - artificial resuscitation barrier device with a one-way valve
- n. 4 - pairs of disposable surgical gloves
- o. 1 - first aid instruction manual (condensed)
- p. 1 - inventory of kit contents
- q. 1 - waterproof waste bag

No. 2 First Aid Kit

A No. 2 Kit consists of the following:

- a. 10 - antiseptic cleansing towelettes, individually packaged
- b. 50 - sterile adhesive dressings, individually packaged
- c. 20 - 10 cm x 10 cm sterile gauze pads, individually packaged
- d. 3 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- e. 3 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- f. 1 - 20 cm x 25 cm sterile abdominal dressing
- g. 2 - conform gauze bandages - 7.5 cm
- h. 4 - cotton triangular bandages
- i. 8 - safety pins - assorted sizes
- j. 1 - pair of scissors
- k. 1 - pair of tweezers
- l. 1 - 25 mm x 4.5 m roll of adhesive tape
- m. 2 - crepe tension bandages - 75 mm
- n. 1 - artificial resuscitation barrier device with a one-way valve
- o. 6 - pairs of disposable surgical gloves
- p. 1 - sterile, dry eye dressing
- q. 1 - first aid instruction manual (condensed)
- r. 1 - inventory of kit contents
- s. 1 - waterproof waste bag

No.3 First Aid Kit

A No. 3 Kit consists of the following:

- a. 24 - antiseptic cleansing towelettes, individually packaged
- b. 100 - sterile adhesive dressings, individually packaged
- c. 50 - 10 cm x 10 cm sterile gauze pads, individually packaged
- d. 6 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- e. 6 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- f. 4 - 20 cm x 25 cm sterile abdominal dressings, individually packaged
- g. 6 - conform gauze bandages - 7.5 cm
- h. 12 - cotton triangular bandages
- i. 12 - safety pins - assorted sizes
- j. 1 - pair of scissors
- k. 1 - pair of tweezers
 - a. 2 - 25 mm x 4.5 m rolls of adhesive tape
- l. 4 - crepe tension bandages - 75 mm
- m. 1 - artificial resuscitation barrier device with a one-way valve
- n. 12 - pairs of disposable surgical gloves
- o. 2 - sterile, dry eye dressings, individually packaged
- p. 1 - tubular finger bandage with applicator
- q. 1 - first aid instruction manual (condensed)
- r. 1 - inventory of kit contents
- s. 2 - waterproof waste bags

Type P Kit

A Type P Kit consists of the following:

- a. 10 - sterile adhesive dressings, assorted sizes, individually packaged
- b. 5 - 10 cm x 10 cm sterile gauze pads, individually packaged
- c. 1 - 10 cm x 10 cm sterile compress dressing, with ties
- d. 5 - antiseptic cleansing towelettes, individually packaged
- e. 1 - cotton triangular bandage
- f. 1 - waterproof waste bag
- g. 1 - pair of disposable surgical gloves