

Administrative Procedure 407

FIRST AID

Background

The Division believes having staff with first aid training enhances the Division's ability to provide for the physical well being of students and other staff.

The Superintendent expects site-based administrators to ensure that up-to-date first aid kits are in place in Division facilities and vehicles.

Definition

First aid is defined as treatment that will protect the life and comfort of the victim until authorized medical treatment is secured.

Worker is defined as a person engaged in an occupation.

Work site is defined as a location where a worker is, or is likely to be, engaged in any occupation and includes any vehicle or mobile equipment used by a worker in an occupation.

Low hazard work means work at administrative sites where the work performed is clerical or administrative in nature. Division offices and the transportation office are considered low hazard work.

Medium hazard work is everything that is not "high hazard". School sites, custodial work and operation and maintenance are considered medium hazard work.

High hazard work means work involving construction or demolition; operation and maintenance of processing plants, sawmills, heavy equipment repair facilities, foundries, gas, oil and chemical process plants, metal fabrication shops, woodlands operations, gas and oil well drilling, mining and quarry operations, seismic operations and detonation of explosives.

Procedures

1. In the case of a serious accident involving injury requiring medical treatment, the parent of the young person involved or in the case of an employee the contact person, if known, should be contacted and advised of the situation.
2. The Principal of the school, or designate, shall decide whether the young person or individual should be transported to a medical facility.
3. In the event of any ambulance or other transportation costs associated with moving an individual from an accident scene to a treatment facility, the parent or injured employee is responsible for completing and submitting claim forms to the insurance carrier, as applicable.
4. Under no circumstances shall employees provide consent for medical treatment except for themselves.
5. Each worksite shall have:

- 5.1 Certificated first aid trained personnel as specified in Section 11 of the Occupational Health and Safety Code – Table 5 or 6 of Schedule 2, as outlined in this procedure.
- 5.2 A written first aid plan with the components of name of first aiders, their qualifications (level, organization issuing, expiry date), first aid supplies, communication plan of how to access first aid, transportation plan, and storage and access to first aid records. Plan Template is available for this purpose in Forms **F407-2**.
- 5.3 First aid supplies as per tables 3, 5, and 6 of Schedule 2 of the Occupational Health and Safety Code.
6. Each school and school bus shall have appropriate first aid supplies and equipment, including supplies to deal with blood and other body fluids as outlined in this procedure. These are to be provided and maintained by the school for the worksite and school owned vehicles; and by contractors for buses.
7. In the event of a school or bus accident injury, the appropriate accident report forms shall be completed.
8. Student Accident Insurance shall be purchased by the Division to cover all students during the regular school day and during school-related activities including weekend school events.
9. The Division will underwrite the cost of approved first aid courses successfully taken by all staff members on their own time to a maximum of two staff members per worksite per year.
10. In the event of first aid being given to a worker, the appropriate first aid record form (**F407-1**) shall be completed by the First Aider. A copy must be available to the injured worker. The original must be kept in confidence by the First Aider for three years before destruction, and made available only to authorized persons (ie. OHS inspectors from Alberta Human Resources and Employment, Alberta Occupational Health and Safety Investigators, School Division Safety Coordinator).
11. When System Day, Fall ATA Institute, or other staff only days occur (when students are not normally present), the worksite shall be considered a low hazard worksite and Table 5 of Schedule 2 of the Occupational Health and Safety Code applies for first aid requirements.
12. First aid provisions for work experience students, those acting as school volunteers, and students serving under the Registered Apprenticeship Program fall under OHS Act, Regulations, and Code. All other students shall have first aid provisions made under the “safe and caring clause” of the Alberta School Act.

TABLE 5 – First Aid Requirements for low hazard work (Division offices, Transportation office – clerical worksites)

Number of Workers a Work Site per Shift	Close Work Site (less than 20 minutes to nearest hospital)	Distant Work Site (20–40 minutes to nearest hospital)	Isolated Work Site (+40 minutes to nearest hospital)
<i>1 Worker</i>	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
<i>2-9 Workers</i>	No. 1 First Aid Kit	1 Emergency First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 Kit
<i>10-49 Workers</i>	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
<i>50-99 Workers</i>	1 Emergency First Aider 1 standard First Aider No. 2 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit	2 Standard First Aiders No. 2 First Aid Kit
<i>100 – 199 Workers</i>	1 Emergency First Aider 2 standard First Aiders No. 3 First Aid Kit Designated area for first aid services.	1 Emergency First Aider 2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services.
<i>200 or more</i>	1 Emergency First Aider 2 Standard First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers. No. 3 First Aid Kit Designated area for first aid services.	1 Emergency First Aider 2 Standard First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers. No. 3 First Aid Kit 3 blankets, stretcher and splints. Designated area for first aid services.	3 Standard First Aiders plus 1 Standard First Aider for every additional increment of 1 to 100 workers. No.3 First Aid Kit 3 blankets, stretcher and splints. Designated area for first aid services.

TABLE 6 – First Aid Requirements for medium hazard work (School worksites, custodial, Operation & Maintenance) *Table 3 contains contents of First Aid Kits

Number of Workers a Work Site per Shift	Close Work Site (less than 20 minutes to nearest hospital)	Distant Work Site (20–40 minutes to nearest hospital)	Isolated Work Site (+40 minutes to nearest hospital)
<i>1 Worker</i>	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
<i>2-9 Workers</i>	No. 1 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit 3 blankets	1 Standard First Aider No. 2 Kit 3 blankets
<i>10-19 Workers</i>	1 Emergency First Aider 1 Standard First Aider No. 1 First Aid Kit	1 Emergency First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
<i>20-49 Workers</i>	1 Emergency First Aider 1 standard First Aider No. 2 First Aid Kit	1 Emergency First Aider 1 Standard First Aider No. 2 First Aid Kit 3 blankets	2 Standard First Aiders No. 2 First Aid Kit 3 blankets
<i>50-99 Workers</i>	2 Emergency First Aider 1 standard First Aider No. 3 First Aid Kit	2 Emergency First Aider 1 Standard First Aider No. 3 First Aid Kit 3 blankets	3 Standard First Aiders No. 3 First Aid Kit 3 blankets
<i>100 – 199 Workers</i>	2 Emergency First Aider 2 standard First Aiders No. 3 First Aid Kit Designated area for first aid services.	2 Emergency First Aider 2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Standard First Aiders 1 Advanced First Aider No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services.
<i>200 or more</i>	2 Emergency First Aider 2 Standard First Aiders 1 Nurse or 1 E.M.T.-P plus 1 Standard First Aider for every additional increment of 1 to 100 workers. First Aid room	2 Emergency First Aider 2 Standard First Aiders 1 Nurse or 1 E.M.T.-P plus 1 Standard First Aider for every additional increment of 1 to 100 workers. First Aid Room	4 Standard First Aiders 1 Nurse or 1 E.M.T.-P plus 1 Standard First Aider for every additional increment of 1 to 100 workers. First Aid Room

Table 3 - First Aid Equipment and Supplies

(Occupational Health and Safety Act, April 30, 2005 – Schedule 2)

NO. 1 FIRST AID KIT consists of the following:

- 10 antiseptic cleansing towelettes, individually packaged;
- 25 sterile adhesive dressings, individually packaged;
- 10 10cm X 10 cm sterile gauze pads, individually packaged;
- 2 10cm X 10 cm sterile gauze compress dressings, with ties, individually packaged;
- 2 15cm X 15 cm sterile gauze compress dressings, with ties, individually packaged;
- 2 conform gauze bandages – 75 millimeters wide;
- 3 cotton triangular bandages;
- 5 safety pins;
- 1 pair of scissors;
- 1 pair of tweezers;
- 1 25 mm x 4.5 meters of adhesive tape;
- 1 crepe tension bandage – 75 mm wide;
- 1 resuscitation barrier device with one-way valve;
- 4 pairs of disposable surgical gloves;
- 1 first aid instruction manual;
- 1 inventory of kit contents;
- 1 waterproof waste bag.

NO. 2 FIRST AID KIT consists of the following:

- 10 antiseptic cleansing towelettes, individually packaged;
- 50 sterile adhesive dressings, individually packaged;
- 20 10cm X 10 cm sterile gauze pads, individually packaged;
- 3 10cm X 10 cm sterile gauze compress dressings, with ties, individually packaged;
- 3 15cm X 15 cm sterile gauze compress dressings, with ties, individually packaged;
- 1 20 cm X 25 cm sterile abdominal dressing;
- 2 conform gauze bandages – 75 millimeters wide;
- 4 cotton triangular bandages;
- 8 safety pins;
- 1 pair of scissors;
- 1 pair of tweezers;
- 1 25 mm x 4.5 meters of adhesive tape;
- 2 crepe tension bandages – 75 mm wide;
- 1 resuscitation barrier device with one-way valve;
- 6 pairs of disposable surgical gloves;
- 1 first aid instruction manual;
- 1 sterile, dry eye dressing;
- 1 inventory of kit contents;
- 1 waterproof waste bag.

NO. 3 FIRST AID KIT consists of the following:

- 24 antiseptic cleansing towelettes, individually packaged;
- 100 sterile adhesive dressings, individually packaged;
- 50 10cm X 10 cm sterile gauze pads, individually packaged;
- 6 10cm X 10 cm sterile gauze compress dressings, with ties, individually packaged;
- 6 15cm X 15 cm sterile gauze compress dressings, with ties, individually packaged;
- 4 20 cm X 25 cm sterile abdominal dressing;
- 6 conform gauze bandages – 75 millimeters wide;

- 12 cotton triangular bandages;
- 12 safety pins;
- 1 pair of scissors;
- 1 pair of tweezers;
- 2 25 mm x 4.5 meters of adhesive tape;
- 4 crepe tension bandages – 75 mm wide;
- 1 resuscitation barrier device with one-way valve;
- 12 pairs of disposable surgical gloves;
- 1 first aid instruction manual;
- 2 sterile, dry eye dressing;
- 1 tubular finger bandage with applicator;
- 1 inventory of kit contents;
- 2 waterproof waste bags.

TYPE P FIRST AID KIT consists of the following:

- 5 antiseptic cleansing towelettes, individually packaged;
- 10 sterile adhesive dressings, assorted sizes, individually packaged;
- 5 10cm X 10 cm sterile gauze pads, individually packaged;
- 1 10cm X 10 cm sterile gauze compress dressings, with ties, individually packaged;
- 1 cotton triangular bandages;
- 1 pairs of disposable surgical gloves;
- 1 waterproof waste bag.

Reference: Emergency Medical Aid Act

Occupational Health and Safety Code, Table 3,5 and 6 of Schedule 2
 Alberta School Act, Section 45(8)