

## **FIRST AID PROCEDURE**

### **Introduction:**

The Turtle Mountain School Division (The Division) is committed to the provision of an effective system of first aid management to protect the health and safety of all school employees, students and visitors as a requirement of the Workplace Safety and Health Act W210. The Division shall train First Aiders, ensure staff reports any injuries, and maintain first aid kits in each school.

### **Definitions**

First Aider 1 – A person is considered a first aider 1 if he or she holds a certificate issued by a first aid training provider showing that he or she has successfully completed at least eight hours in first aid training. The certificate must be issued by the training provider, state the title and duration of the course, level of qualification, and the date of issue as well as expiry date. The date of expiry must not be more than three years from the date of issue. The Division shall approve all courses to ensure the course meets the basic requirements under the Workplace Safety and Health legislation.

### **Procedures and Responsibilities:**

#### **First Aid kits:**

A first aid kit shall be maintained in all schools and Division buildings. All schools/buildings with 24 or fewer employees shall maintain 1 first aid kit, all schools with 25 to 50 employees shall maintain 2 first aid kits. All schools with 51 to 75 employees shall maintain 3 first aid kits. All buses shall maintain a first aid kit and any staff travelling on Division business shall carry with them a personal first aid kit. The contents of the first aid kits shall comply with the Workplace Safety and Health Regulation 217/2006 Schedule B. All first aid kits must be easily accessed and highly visible.

#### **First Aider 1:**

The Division shall ensure that each school and building that houses more than 10 employees has a person who holds a valid first aider 1 qualification. Any Division workplace with less than 10 employees shall ensure any employee who becomes ill or injured receives assistance from a supervisor.

#### **Employees Responsibilities:**

1. Shall inform the first aider as soon as reasonably practicable whenever they become ill or injured.
2. Any employee injured at work shall complete an Injury/Near Miss and Incident Reporting Investigation Form and follow the procedure.

Cross Reference: Policy A-11

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3. Any Employee or student found to not follow these requirements may be subjected to disciplinary action.

**Supervisor's Responsibilities;**

Supervisors shall:

1. Ensure all employees are aware of the location of the first aid kit and the names of who the first aid 1 responders are.
2. Ensure there is minimally one first aider 1 trained at each work location that has more than 10 employees.
3. Maintain a list of the names of all staff trained in first aid and post the list on the workplace safety and health bulletin board.
4. Allow anyone identified to be a first aider to receive required first aider training with no loss of pay or benefits.
5. Any Supervisor found to not follow these requirements may be subjected to disciplinary action.

**Conclusion/Review**

The Divisional Workplace Safety & Health committee will formally review the Safety & Health program every three years. The First aid procedure shall be a part of this review. A review of the program will commence sooner if there are changes in the workplace that may affect the safety and health of the employees.

**Possible changes include training to staff (physed Instructors) as trainers for CPR or First aid to students as part of new physed and Health curriculum.**