

Halton District School Board

Operational Policies/Procedures

NUMBER:	<i>to be determined</i>
TOPIC:	First Aid in Schools: Elementary/Secondary
EFFECTIVE:	February 2004
CROSS-REFERENCE:	
REVISION DATE:	February 2007
RESPONSIBILITY:	Office of the Director

POLICY STATEMENT:

Each school location is required to provide for the administration of first aid to students and staff.

The concept of duty of care is absolutely fundamental to the issue of providing first aid. Duty of care is a legal principle which identifies the obligation of individuals and organizations to take reasonable measures to care for and to protect their clients to an appropriate level or standard. If the clients (students, employees) are vulnerable, if they cannot protect, defend or assert themselves, permanently or temporarily, as can occur in an accident or first aid situation, then that duty becomes more intense and the standard higher.

PREAMBLE / INTRODUCTION:

The Board's Liability policy provides coverage for employees while acting within the scope of their duties with the Board. Thus all school staff, who administer first aid within the schools would be covered.

In the event of injury, all employees in the vicinity will provide interim first aid measures until the identified first aid provider or emergency services arrive on the scene. No injured person should be left unattended following an accident.

PROCEDURE:

The principal at each school will:

- 1) provide an adequate number of First Aid kits in the school, ensure that the kits are maintained and a recorded inspection occurs quarterly.
- 2) identify at least two full time staff at each elementary school, and four staff at each secondary school to receive first aid training.

First Aid Training

Each September at least two members of the staff at each elementary school and four at each secondary school will be identified to receive first aid training.

If additional staff are interested in taking the First Aid program they will be encouraged to do so as resources are available to provide the training. Priority will be given to those staff members who are able to provide the most appropriate coverage for the school based on the school needs as defined by the Principal.

Arrangement for training of staff will be through the Coordinator of Occupational Health and Safety of the Board. The names of staff requiring training should be forwarded to his/her office by the third week of September in each school year.

APPENDIX A

KIT FOR FIRST AID PROVIDERS

- (a) A CURRENT EDITION OF A Standard St. John Ambulance First Aid Manual
- (b) 24 safety pins
- (c) 1 basin, preferably stainless steel
- (d) Dressings consisting of:
 - (i) 48 adhesive dressings, individually wrapped
 - (ii) 2 rolls of adhesive tape, 1 inch wide
 - (iii) 12 rolls of 1 inch gauze bandage
 - (iv) 48 sterile gauze pads, 3 inches square
 - (v) 8 rolls of 2 inch gauze bandage
 - (vi) 8 rolls of 4 inch gauze bandage
 - (vii) 6 sterile surgical pads, individually wrapped
 - (viii) 12 triangular bandages
 - (ix) splints of assorted sizes and
 - (x) 2 rolls of splint padding
 - (xi) 5 large pressure dressings
 - (xii) 2 elastic pressure bandages, 4 ½ x 6 ½ inches
- (e) Disposable latex gloves (or non latex equivalent)

Additional First Aid Kits

- (a) A CURRENT EDITION OF A Standard St. John Ambulance First Aid Manual
- (b) A card of safety pins
- (c) Dressings consisting of:
 - (i) 12 adhesive dressings, individually wrapped
 - (xiii) 4 sterile gauze pads, 2 inches square
 - (xiv) 2 rolls of 2 inch gauze bandage
 - (xv) 2 field dressings, 4 inches square or two 4 inch sterile bandage compresses
 - (xvi) 1 triangular bandage
 - (xvii) 1 large pressure dressing
 - (xviii) 1 elastic pressure dressing, 4 ½ x 6 ½ inches
- (d) Disposable latex gloves (or non latex equivalent)**

APPENDIX B

**SAMPLE
ELEMENTARY/SECONDARY SCHOOL FIRST AID ACTION PLAN**

Telephone Numbers:

Emergency

Hospital

The following personnel have completed first aid training:

NAME

LOCATION

<u>NAME</u>	<u>LOCATION</u>

Note: A copy of an up to date First Aid Certificate for staff named above must accompany this Plan.

LOCATION OF FIRST AID KITS:

INSTRUCTIONS TO PERSONS FIRST OBSERVING A FIRST AID INCIDENT

Minor Accident or Illness Situations

1. Do not ignore any accident.
2. Provide any immediate assistance that is appropriate in the circumstances.
3. Take the person in need of first aid to the location of a First Aid kit and request additional assistance from someone with first aid training if needed
4. Advise the Principal/ Supervisor of the incident.

Major Accident or Illness Situations

1. Send someone or call for additional help. **Do not leave the victim alone.**
2. Provide any immediate assistance that is appropriate in the circumstances.
3. Advise the Principal/ Supervisor of the incident.
4. Advise the helper to request that someone with first aid training come to the scene, and retrieve the master First Aid kit from the closest area.
5. Make the victim as comfortable as possible until help arrives.
6. Principal/ Supervisor is to arrange for the investigation of the incident and completion of an accident report.

For Students – Student Accident Report – Original to Manager of Purchasing

For Employees – WSIB Workplace Safety & Insurance Procedure (Exchange: Public Folder/H&S/WSIB)

DUTIES OF KEY PERSONS

Outline any specific duties or responsibilities assigned to key persons at your school.

For example, the secretary (office staff) may be responsible for calling an ambulance, making an announcement over the P.A. System for first aid trained people, guiding ambulance attendants to the scene. The Principal (or designate) will be responsible for determining if the victim should be transported to medical assistance. Etc.

NOTE: In the event of a serious accident it may be valuable to involve the Tragic Response Team (TRT) to debrief staff and/or students.

APPENDIX C

ROUTINE PRECAUTIONS: GENERAL FIRST AID GUIDELINES

1. Wash hands before proceeding.
2. Organize materials for cleansing and dressing the wound.
3. Where blood or other body fluids are involved as with an open wound, menstruation, bleeding nose, saliva, etc., disposable gloves **MUST** be worn.
4. Soiled gloves, paper towels plus any other disposable materials are to be placed in a garbage bag and discarded in the garbage.
5. Any articles, furniture, door knobs, etc. soiled with any body fluid should be cleansed with diluted bleach (one part household bleach to 9 parts water).
6. Wash hands thoroughly with soap and water after administering the first aid.

If blood accidentally enters an open cut or sore on the First Aid Provider's hands etc.:

1. Wash hands thoroughly with soap and water.
2. Contact family physician for advice.