

Provision of First Aid

Administrative Procedure

Status:	Active
Effective:	January 2012
Revision Date:	February 2025
Review Date:	February 2029
Responsibility:	Superintendent of Human Resources

INTENDED PURPOSE:

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

The concept of duty of care is fundamental to the issue of providing first aid. Duty of care is a legal principle that identifies the obligation of individuals and organizations to take reasonable measures to care for and to protect their employees and students clients to an appropriate level or standard. If the employees or students 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:

The Board's liability policy provides coverage for employees while acting within the scope of their duties with the Board. Thus all employees that administer first aid within the scope of their duties are 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:

1. First Aid Training to Meet Legislative Requirements:
 - a) At the end of each September, the Health and Safety Department will identify which schools and administrative facilities require First Aiders or First Aiders requiring recertification.

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- b) The Health and Safety Department will advise the Principals/administrative facility Manager of the need for additional First Aiders and First Aiders requiring recertification.
- c) The allocation of First Aiders per school/administrative facility are:
 - 2 full time employees for each elementary school
 - 3 full time employees of secondary school
 - 2 full time employees of each administrative facility
- d) The Principal/administrative facility Manager at each school/administrative facility will identify full time employees that will receive Standard Level First Aid training/recertification and advise the Health and Safety Department.

If additional employees are interested in participating in First Aid training 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.

- e) Arrangement of First Aid training will be through the Health and Safety Department.

2. First Aid Kits

The Principal/administrative facility Manager shall:

- a) ensure an adequate number of First Aid kits are provided and that the kits are maintained and a recorded inspection occurs quarterly;
- b) in consultation with the Health and Safety Department, be responsible for determining the number of First Aid kits required based on (First Aid) Regulation 1101, the layout of the school and the high risk areas such as, Science, Family Studies, Technical/ Industrial Arts, Physical, and Arts classrooms;

Note: See *myhdsb* for a checklist of items that should be included in all First Aid kits.

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3. Provision of First Aid

Under the direction of the Principal/administrative facility manager, employees will:

- a) apply first aid and call 911 as appropriate for injured or ill persons;
- b) consult with the Principal or designate/administrative facility Manager regarding the need to transfer the injured/ill person to hospital or home;
- c) in the case of a student injury, contact family members regarding the injury. They may elect to transport the injured party for medical assistance in the case of minor injuries/illness;
- d) maintain appropriate records of first aid rendered to injured persons.

4. First Aid Action Plan

- a) Due to the physical design and organization of schools/administrative facilities, each location shall have a First Aid Action Plan (form is available on *myhdsb*). This plan will provide direction to employees dealing with minor or major injuries and illness, and make employees aware of the following:
 - locations of First Aid kits;
 - identification of people on staff who have completed first aid training;
 - Universal Precautions or General First Aid Guidelines (Appendix A).
- b) A copy of the First Aid Action Plan shall be posted in the office, on the Health & Safety Bulletin Board, and made available in the Safe Schools binder.
- c) The plan will be reviewed with ALL staff in the school each fall, and individually or collectively with new employees, supply teachers and volunteers.

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APPENDIX A

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 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](#)

For Employees: [Employee Incident Report \(EIR\)](#)

Duties of Key Persons

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

For example, the clerical 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 hospital etc.

Note: In the event of a serious accident it may be valuable to involve the Traumatic Event Response Team (TERT) to debrief employees and/or students.

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APPENDIX B

Routine Precautions for the First Aid Provider

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 as per '*Infection Prevention – Bodily Fluid (Spill) Clean-Up*' Administrative Procedure.
5. Any articles, furniture, door knobs, etc. soiled with any body fluid should be decontaminated as per '*Infection Prevention – Bodily Fluid (Spill) Clean-Up*' Administrative Procedure.
6. Wash hands thoroughly with soap and water after administering the first aid.
7. If blood accidentally enters an open cut or sore on the First Aid provider's person:
 - 7.1. Wash hands thoroughly with soap and water.
 - 7.2. **Seek medical attention.**
 - 7.3. Complete an Employee Incident Report as per "*Infection Prevention – Bodily Fluid (Spill) Clean-up*" Administrative Procedure.

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Cross-Reference:

Legislation

[Workplace Safety and Insurance Act, R.R.O. 1990, Reg. 1101 - First Aid Requirements;](#)
[Good Samaritan Act](#)

Ministry Policy & Program Memoranda

Board Policies, Procedures & Protocols

[Health and Safety Policy;](#)
[Occupational Health and Safety Administrative Procedure](#)
[Infection Prevention – Bodily Fluid \(Spill\) Clean-up](#)

Revision History

- February 2025 - Minor revisions
- November 2022
- November 2020
- October 2016