

Procedure Title	First Aid - Employees		
Date of Issue	February 3, 1999	Related Policy	BP 3801-D
Revision Dates	October 19, 2022	Related Forms	AF 3891; AF 3892; AF 7850
Review Date		Originator	Administrative Council
References			
Education Act; Workplace Safety and Insurance Board (WSIB) Act and Ontario Regulation (O. Reg.)1101 'First Aid Requirements'; AP 7850-D "Incident, Injury, and Investigation Reporting"			

1.0 RATIONALE

1.1 This procedure defines the minimum first aid coverage requirements for board employees in Bluewater District School Board schools and administration buildings. First aid requirements for students have been identified in the Education Act and in curriculum documentation; for the purpose of this procedure, only the requirements for the provision of first aid for board employees will be addressed.

2.0 PROCEDURE

2.1 DUTIES AND RESPONSIBILITIES

2.1.1 Bluewater District School Board (the employer) will:

- i. provide first aid coverage, based on the number of employees at a workplace, as specified in O. Reg. 1101.

2.1.2 The administrator/supervisor will:

- i. ensure that administrative form AF 7850 "Injury/Illness/Incident Investigation Report" is completed if there is a reportable injury (in accordance with AP 7850-D "Incident, Injury, and Investigation Reporting");
- ii. ensure that an approved first aid kit and station is maintained in the main office or other location(s) accessible and known to all staff;
- iii. ensure that the first aid kit is visible and can be easily transported to the area of the injured person;
- iv. not include unnecessary equipment that is potentially dangerous (e.g., antibiotic ointments) in a first aid kit;
- v. ensure that trained staff members inspect the kit(s) on a quarterly basis and written records are maintained (AF 3891 – six to fifteen employees, or AF 3892 – 16 to 199 employees, as appropriate);
- vi. ensure that, on an annual basis, all staff are made aware of the location(s) of first aid kits and the names of the staff members that hold a current first aid certificate;

- vii. ensure the WSIB form 82 poster is posted near the first aid kit;
- viii. ensure that valid first aid certificates are posted by the kit(s); and
- ix. ensure that kits and/or first aid supplies are replaced from the school budget as required using a vendor approved by the Purchasing Department.

2.1.3 Employees needing first aid care will complete or provide the information for the completion of AF 7850, following treatment.

2.2 FIRST AID COVERAGE

Each first aid station is to be supervised by three (3) full time staff, trained to Standard Level First Aid, to provide first aid coverage for day workers, as appropriate. Administrators are to ensure that their school meets these requirements.

2.2.1 Elementary Schools

- i. The first aid station is to be established in or near the main office.

2.2.2 Secondary Schools

- i. The size of a secondary school requires at least two workplace first aid stations to be established.
- ii. Note: Kindergarten to grade 12 schools will fall under secondary school requirements.

2.2.3 Afternoon and Evening Requirements

- i. Schools that have more than five (5) board employees working at hours other than the regular day schedule (8:30 a.m. – 4:30 p.m.), e.g., night school, must have at least two (2) emergency level first aid trained employees at that location during the scheduled work period.

2.2.4 Custodian/Maintenance Staff

- i. Workplace mobility and shift scheduling require that all head and assistant head custodians and maintenance staff are trained in Emergency Level First Aid.

2.3 FIRST AID STATION

2.3.1 Each first aid station is to be maintained by a first aid trained staff members. Their responsibility includes inspecting and restocking the first aid kit and maintaining compliance with the O. Reg. 1101.

2.3.2 A copy of the Workplace Safety Insurance Board, O. Reg. 1101 and a first aid kit inventory list (AF 3891 – six to fifteen employees, or AF 3892 – 16 to 199 employees, as appropriate) are to be posted on the location's health and safety bulletin board.

2.3.3 Pills, tablets, creams, ointments, hydrogen peroxide, etc. are not part of a Workplace Safety Insurance Board approved first aid kit. The potential for an adverse reaction to this type of medication is always present. The first aid station is available to provide first aid, not to dispense medication.