

AP 4201: First Aid Process

Background

To ensure the safety and well-being of all students, staff, and visitors in accordance with WorkSafeBC regulations, District staff are responsible for first aid in the workplace, ensuring that injured members of the school community can receive prompt and appropriate treatment and, if needed, be transported to medical aid without delay. This document outlines the first aid protocols and responsibilities for responding to injuries and medical emergencies within the school district.

Procedure

1. The principal or worksite supervisor ensures that the workplace has:
 - 1.1. The equipment, supplies, facilities, first aid attendants and services required by Schedule 3-A; and
 - 1.2. Any additional equipment, supplies, facilities, first aid attendants and services that are necessary to ensure that workers who have a workplace injury can be:
 - 1.2.1. promptly provided first aid; and
 - 1.2.2. promptly transported to medical treatment.
2. The principal or worksite supervisor must ensure that incidents are reviewed at monthly site-based JHSC meetings.
3. Employees shall report all injuries to the designated first aid attendant immediately.
4. School-based employees shall support students in accessing first aid care when needed.
5. Education and Training
 - 5.1. Principals and worksite supervisors will ensure that workers are made aware of first aid services available at their site through site orientations, signage, posted procedures, in-services, and other means as identified. All first aid attendants will be certified through a WorkSafeBC recognized training agency.
6. Annual First Aid Assessments
 - 6.1. WorksafeBC requires that all District locations have appropriate levels of trained first aid attendants, supplies and equipment. The level of first aid that is required at each location is determined by conducting a First Aid Assessment.
 - 6.2. The principal or worksite supervisor, in consultation with a joint health and safety committee representative, must conduct and submit the First Aid Assessment by September 30 to the Manager of Safe Schools & OHS by placing in the site safety folder.
 - 6.3. The First Aid Assessment must be posted at each worksite on the Health and Safety bulletin board.
7. Site Specific First Aid Procedures
 - 7.1. Each worksite must have up-to-date procedures for providing first aid and summoning the

designated first aid attendant in the event of an injury/illness.

7.2. First Aid procedures must be posted at each site and reviewed with staff on an annual basis.

7.3. The first aid procedures will include the following, as per Appendix C:

7.3.1. the equipment, supplies, facilities, first aid attendants, and services available,

7.3.2. the location of, and how to call for first aid,

7.3.3. how the first aid attendant is to respond to a call for first aid,

7.3.4. if there are any barriers to first aid being provided to injured workers, how injured workers will be accessed and moved,

7.3.5. the authority of the first aid attendant over the treatment of injured workers and the responsibility of the employer to report injuries to the Board,

7.3.6. who is to call for transportation for the injured worker, and the methods of transportation and calling,

7.3.7. if emergency transportation is required by section 3 of Schedule 3-A, the location of the method of emergency transportation, and

7.3.8. prearranged routes in and out of the workplace and to medical treatment.

7.4. The employer must post the procedures conspicuously in suitable locations throughout the workplace or, if posting is not practicable, the employer must adopt other measures to ensure that the information is effectively communicated to workers.

7.5. The first aid attendant and all other employees authorized to call for transportation for injured workers must be trained in the procedures.

8. Occupational First Aid Attendant Selection Process

8.1. First aid attendant candidates must be selected and approved by the principal or site supervisor and are selected based on ability and availability.

8.2. First Aid attendants must be full-time employees who are physically and mentally capable of safely and effectively performing the required duties. The principal or site supervisor must not assign, and the first aid attendant must not undertake, employment activities that will interfere with the attendant's ability to receive and respond to a request for first aid.

9. First Aid Records

9.1. The principal or worksite supervisor must maintain records of first aid logs at the workplace as outlined in Appendix B, a record of all injuries and exposures to contaminants that are reported or treated.

9.2. First aid records must be kept for at least 3 years.

9.3. First aid records are to be kept confidential and may not be disclosed except as permitted by FIPPA or other legislation.

- 9.4. First aid records must be available for inspection by the Manager of Safe Schools and OHS.
 - 9.5. Employees may request or authorize access to their first aid records for any treatment or report about themselves.
10. First Aid Attendants
- 10.1. First aid attendants must provide immediate first aid care as required.
 - 10.2. First aid attendants must maintain first aid supplies and equipment according to district standards.
 - 10.3. First aid attendants must complete and submit documentation for all first aid incidents, reporting severe incidents to supervisor.
11. First Aid Facilities and Supplies
- 11.1. First Aid Kits
- 11.1.1. Each school must maintain at least one level one first aid kit in a visible, accessible location.
 - 11.1.2. Kits must include supplies as required by WorkSafeBC appropriate for the site.
- 11.2. First Aid Room
- 11.2.1. Each school and worksite must have a designated space for first aid care.
 - 11.2.2. The first aid space must be equipped with a bed, blanket, and privacy for patients. The room should be easily accessible and identifiable by all employees and students.
12. First Aid Training Requirements
- 12.1. Certification
- 12.1.1. At least one staff member must be certified in Occupational First Aid (OFA) required as per WorkSafeBC guidelines.
 - 12.1.2. Certification must be renewed as required to maintain valid first aid credentials.
 - 12.1.3. First aid credentials must be kept on file by human resources for each first aid attendant.
- 12.2. First Aid Drills
- 12.2.1. A supervisor, first aid attendant, and applicable staff will participate in one annual first aid drill.
 - 12.2.2. First aid drills will be recorded on the First Aid Log.
 - 12.2.3. First aid attendant and administrator will complete the First Aid Drill Evaluation Form Appendix A.
13. First Aid Response Procedure for First Aid Attendants

13.1. Care and handling of injured students should follow AP 3203 - Care and Handling of Sick or Injured Students at School.

13.2. Minor Injuries

13.2.1. For minor injuries (e.g., scrapes, small cuts), first aid attendants should provide care on-site and document on the site First aid Log.

13.2.2. Complete basic care, noting the care given and any recommendations for follow-up.

13.3. Serious Injuries or Medical Emergencies

13.3.1. For severe injuries (e.g., fractures, head injuries, or loss of consciousness):

13.3.1.1. Call emergency services (911) immediately;

13.3.1.2. Notify the supervisor as soon as possible; and

13.3.1.3. Provide first aid care until emergency personnel arrive.

13.4. Student Allergies and Medical Conditions

13.4.1. Schools should maintain up-to-date records of any students with known allergies, medical conditions, or emergency action plans as outlined in AP 3205 - Anaphylaxis.

13.4.2. Employees should be informed of any students requiring specific emergency care, such as the use of an EpiPen for severe allergies.

14. Compliance and Review

14.1. 5.1 WorkSafeBC Compliance -The Manager of Safe Schools and OHS will ensure that all schools and worksites comply with WorkSafeBC's Occupational Health and Safety Regulations, including first aid requirements for low-hazard classification settings by conducting regular assessments