



Responsibility:	<i>Superintendent, Human Resource Services Manager, Health, Safety & Security</i>
Legal References:	<i>Education Act: Section 265 (1)(j) Duties of Principal: Care of Pupils; Workplace Safety and Insurance Act: Reg. 1101 (R.R.O. 1990), First Aid Requirements.</i>
Related References:	<i>Administrative Procedure 1360 – Safety Response Issues In Schools; Administrative Procedure 3140 – Reporting and Investigation of Employee Incidents, Accidents and Safety Concerns; Administrative Procedure 3790 – Automated Electronic Defibrillators (AED); Administrative Procedure 4890 – Insurance Claims/Accidents/Property Damage WRDSB First Aid Station Inspection Card; First Aid Responders Summary Sheet; Universal Precautions, “Routine Practices for Health/Home Care and Public Service Settings”, Region of Waterloo Public Health.</i>
Revisions:	
Reviewed:	<i>January 2016</i>

1. Preamble

1.1 This Administrative Procedure outlines the Board requirements for first aid training, first aid stations and emergency response to situations where first aid treatment is required.

2. Responsibilities of the Principal for First Aid

It is the responsibility of the Principal to ensure that:

- 2.1 A first aid station (equipment and supplies) is to be maintained as per the *First Aid Requirements* (Reg.1101) and is to be in the charge of an employee who holds a valid Standard First Aid certificate.
- 2.2 First Aid Responders are to be available on site to respond to situations where first aid treatment is required. A valid copy of the First Aid Responders' certificates must be posted at the first aid station.
- 2.3 Where an individual at the site has known medical conditions requiring specific first aid treatment (i.e. medical allergy requiring response), it is the responsibility of the Principal (with permission from the employee or student's guardian) to include pertinent response information pertaining to this individual in the site specific emergency plans and communicate this information to the First Aid Responders and staff accordingly.
- 2.4 The site-specific emergency plan must be communicated with all staff members during the first month of the school year, and individually or collectively with new employees, occasional staff, student teachers and volunteers.

3. Standard First Aid Training

3.1 Each WRDSB site is required to have an appropriate number First Aid Responders. The criteria for determining the number of mandated First Aid Responders is based on the current staff and student enrolment numbers at each worksite. The following chart outlines the Board requirement for number of First Aid Responders;

School Population (Staff + Students)	Mandated First Aid Responders
Under 400	2 people
400 – 600	3 people
Over 600	5 people

- 3.2 Standard First Aid training, including the use of Automatic External Defibrillators (AED), is provided annually by the Board through the Safety, Wellness and Security department.
- 3.3 The minimum training required to be a First Aid Responder is a certification in Standard First Aid, AED and CPR Level C (one and two-rescuer CPR and choking maneuvers for adult, child and infant casualties), which lasts for 3 years. To attain this certification from the instructor, participants must spend 16 hours in class (2 full working days) with 100% attendance, pass the skills demonstration and written exam.
- 3.4 When the 3 year certification is set to expire, First Aid Responders are eligible to attend a one-day recertification course. The original certification must be valid at the time of recertification (i.e., the certificate cannot be expired). All individuals attending a recertification course will be required to take the full certification course upon expiry of the 3 year recertification. If a current First Aid Responder would like to attend the full two-day course rather than the one-day recertification, they may choose to do so.
- 3.5 Copies of the certificates of active First Aid Responders must be posted at the first aid station. For quick reference, a listing of certified staff can be made using the *First Aid Responders Summary Sheet* (available on the Health & Safety conference on Waterworks).
- 3.6 It is recommended by Safety, Wellness and Security that the Emergency Response Team members be trained in Standard First Aid in order to be first responders to medical emergencies. At a minimum, as per Administrative Procedure 1360 – Safety Response Issues in Schools, at least one member of Emergency Response Team shall be trained.

4. First Aid Stations

- 4.1 As per Regulation 1101, the Board must ensure that all first aid stations at all Board sites are in the charge of employees who hold a valid first aid certificate. Contents for the first aid stations must be maintained to the standards outlined in the *First Aid Requirements* (Reg. 1101). Please refer to the *WRDSB First Aid Station Inspection Card* for a list of what is to be included at your first aid station (updated copy available on the Health & Safety conference on Waterworks).
- 4.2 On a monthly basis the Workplace Inspection Team (WIT) in consultation with the First Aid Responder must inspect the contents of the first aid station and sign and date the inspection card posted inside the station. If a site chooses to have additional first aid kits, they are not controlled or inspected by the First Aid Responder. It is the responsibility of the site to maintain any additional first aid kits.
- 4.3 Should items need to be replenished in the first aid station, the First Aid Responder must notify the Principal who will order the supplies through the appropriate vendor identified by Purchasing Services.
- 4.4 First Aid Stations are not to include medications (including personal or over-the-counter). Items that may trigger an allergic response (i.e. cleansers, ointments) are not to be included in the station.
- 4.5 All first aid stations must be easily accessible and free from obstruction.

5. Initial Response to Medical Emergencies

- 5.1 In any emergency situation, the first responsibility is the safety of students and staff. Unless assigned a specific duty, a teachers' prime responsibility is to remain with their students in a safe place and to maintain direct supervision of their well-being. Support staff will carry out their assigned duty.
- 5.2 If you come across a scene where first aid is required:
 - 5.2.1 Contact your supervisor or administrator;
 - 5.2.2 Call/direct someone else to call in support if needed (i.e. 911, First Aid Responder, etc.);
 - 5.2.3 Provide assistance;
 - 5.2.4 Stay with the victim to calm and reassure.

6. First Aid Response

- 6.1 The Principal/Supervisor, in consultation with the members of the Emergency Response Team, will ensure that a site-specific emergency plan is in place to respond to situations where first aid treatment is required. At minimum, these procedures must include:
 - 6.1.1 Location of the first aid station;
 - 6.1.2 A list identifying First Aid Responders (staff certified in Standard First Aid);
 - 6.1.3 Any specific plans for response to staff or students with known medical conditions; and
 - 6.1.4 A copy of *Universal Precautions "Routine Practices for Health/Home Care and Public Service Settings"*, Region of Waterloo Public Health. (Available on the Health & Safety conference on Waterworks).
- 6.2 The site-specific emergency plan must be communicated to all staff members during the first month of the school year, and individually or collectively with new employees, occasional staff, student teachers and volunteers.
- 6.3 When a school or site has an individual with known medical conditions requiring specific first aid treatment (i.e. medical allergy requiring response), it is the responsibility of the Principal/Manager (with permission from the employee or student's guardian) to include pertinent response information pertaining to this individual in the site-specific emergency plans and communicate these to the First Aid Responders and staff accordingly.
- 6.4 A copy of the site-specific emergency plans are to be kept in the site's Emergency Binder and housed in a central location at each site (i.e. main office).
- 6.5 After a situation involving first aid response, the Principal/Supervisor must ensure the incident is reported. For incidents involving staff, please refer to Administrative Procedure 3140. For incidents involving students, parents, volunteers, visitors or others, please refer to Administrative Procedure 4890 and the OSBIE Incident Report form.