



PROCEDURE

Title: **FIRST AID AND TRAINING PROGRAM**

Procedure No.: **2005b**
Effective Date: **2001 January 09**

Department: Organizational Support Services – Human Resources

Reference(s):

- Policy: Health and Safety
- Policy: Field Trips and Excursions
- Occupational Health and Safety Act and Regulations
- Education Act
- Procedure: Naloxone Administration in an Overdose Emergency Procedure
- Policy: Automated External Defibrillators in Schools
- Procedure: Automated External Defibrillators (AEDs) in Schools

The intent of this procedure is to ensure Board compliance with the legislation (e.g. Occupational Health and Safety Act, Education Act) in Ontario) for the provision of first aid facilities, appliances, and trained personnel in the workplace. Compliance with these Acts will measurably reduce the effects of injury on staff, students, and the public. This procedure will be reviewed every five years per the Development and Management of Board Policies and Administrative Procedures Policy.

1.0 First Aid Area - Schools

Each school with a population of 100 students or more will have a first aid area. First aid areas will be located where an occupant can be monitored by assigned school staff. A qualified First Aider will be available to assist if necessary.

2.0 First Aid Area/Room - Facilities

Each facility with an employee population of 200 or more on one shift will have a First Aid Room in accordance with WSIB Legislation.

3.0 First Aid Station, Supplies and Kits – Inspection and Restocking

Health and Safety Provided First Aid Kits (Large Kits e.g., Wall bolted first aid kits):
A large size first aid kit will be provided in alignment with the first aid attendant requirements for the school. A kit is to be clearly identified and located on each level of a building. The location of first aid kits / stations should be considered for easy access for prompt treatment. Minimally these kits will meet the standards required by WSIB and will also contain additional supplies as specified from time to time by Health and Safety.

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Amendment Date(s): 2024 May 14, 2018 Jan 23, 2010 Oct. 12
Most Recent EIE Review Date: 2024 March 20

The principal or building manager is responsible for ensuring that the first aid kits are inspected and restocked monthly by themselves or a designate (e.g., by a first aid trained staff member). The checklist for the content requirements in the first aid kit is available through the Health and Safety website. Inspection records must be maintained on the outside of the first aid station.

First aid areas will be inventoried annually by the Principal/or Principal delegate. Annually the site may submit a "Health Room Supplies" order to Health and Safety to restock the First Aid Room. Supplies to replenish kits will be purchased by Health and Safety and delivered to the schools.

4.0 First Aid Training

TVDSB Organizational Support Services – Human Resources – Health and Safety will provide first aid certification training for workers who are part of their site's first aid complement. Health and Safety will measure to ensure successful outcome and implementation of this procedure by auditing the first aid complement at each facility on an annual basis or as needed. Health and Safety will assume costs associated with the first aid certification training for workers who are identified as part of their location's complement. Health and Safety will provide the list of first aid attendants who have completed the training through their program, all other first aid attendants must provide their certificate to their Principal / Vice-Principal / Building Manager.

The first aid complement will be comprised of:

- 2 employees under 400 occupants
- 3 employees – 400 – 600 occupants
- 5 employees – over 600 occupants

The principal/supervisor will identify the workers at their location that are to be certified while ensuring adequate ongoing first aid coverage in their school/facility. Consideration should be made for individuals that are available to provide first aid to the school population at any time during the school day, located throughout the building, etc. Custodians are not included in the school complement though they may be trained and available to provide support in an emergency.

First Aid certification training to complete the complement requirements for workers will be coordinated through Health and Safety and records retained.

First Aid training program(s) at TVDSB will be issued by a WSIB-Approved Training Organization (or equivalent). Health and Safety may train internal staff to provide training on behalf of a WSIB – approved training provider's program.

External training certificates may be provided to Health and Safety for validation. If the

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certificate meets the legislative guidance for the current first aid training standard the person's certificate will be added to the first aid attendant list. The person will be included in the complement.

Thames Valley District School Board supports first aid attendants who provide first aid assistance when called upon. First aid attendants are legally protected by the "Good Samaritan Act" when acting within the scope of their training.

5.0 High Risk/Curriculum Activities (Sports) / Offsite Activities or Field Trips

Principals, with the assistance of Department heads, and/or Learning Support Services, where possible, are responsible to implement and monitor a first aid program to address areas of high needs, high risk and/or curriculum-based activities (e.g., high-risk sports, field trips, science classrooms, technology classrooms). These considerations must be in accordance with curriculum guidelines and/or physical education guidelines. Associated costs for such programs will be borne by the school.

In these circumstances it is the responsibility of the educator(s) to ensure that the first aid kit is inspected and restocked monthly as assigned by the principal / building manager.

Administrative aspects (e.g. training, first aid attendant lists) of the program are overseen by the school.

Ontario Physical Health Education Association (OPHEA) guidelines may be referenced for guidance on training requirements and complement requirements for high-risk sports.

6.0 Additional First Aiders Needed Outside of School Complement

Under exceptional circumstances the Principal / Vice-Principal can request to their Superintendent additional staff be trained by Health and Safety to support an identified need (Example specific student need where a dedicated first aider is needed) requiring additional support. The request must be submitted to the Superintendent for that school for review and direction given to Health and Safety.