

AVON MAITLAND DISTRICT SCHOOL BOARD

ADMINISTRATIVE PROCEDURE

NO. 180

SUBJECT: FIRST AID AND MEDICAL EMERGENCIES

Legal References: *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*

Related References: *Administrative Procedure 170 School Emergency Procedures; AP 175 Accidents, Incidents and Occupational Illnesses; AP 313 Managing Asthma In Schools (Ryan's Law) AP 314 Medically at Risk Students; Canadian Red Cross First Aid & CPR Manual*

1. Purpose and Scope

The Director of Education has authorized the development and implementation of this administrative procedure to ensure that all employees are continuously in a state of readiness to deal with injuries and medical emergencies on AMDSB worksites and during education/work related activities.

2. Definitions

- 2.1 **Automated External Defibrillator (AED):** a portable device that analyses a heart rhythm and advises users when to push a button on the unit to deliver a potentially lifesaving shock (defibrillation) to the victim of a sudden cardiac arrest,
- 2.2 **Eyewash Station:** a fixed, plumbed device used for rinsing and/or decontamination of the eyes in the event of a chemical, or biological exposure or a particulate in the eye.
- 2.3 **First Aid:** immediate care given to someone who is ill or injured until more advanced care can be obtained.
- 2.4 **Medical Emergency:** An illness or condition requiring immediate medical attention

3. Accountability

3.1 Supervisory Officers

- 3.1.1 Overall accountability to ensure this administrative procedure is implemented within their region/departments.
- 3.1.2 Approve resources to provide, inspect and maintain first aid kits, AEDs and eyewash stations as required, and provide training.
- 3.1.3 Participate in medical emergency investigations and post-incident debriefing with site administrators and staff as required.

3.2 Principal/Site Supervisor

- 3.2.1 Overall accountability for the health and safety of all occupants on site and performing education/work related activities.
- 3.2.2 Ensure at least one first aid kit/station is provided which meets the requirements of the Workplace Safety and Insurance Board, Regulation 1101 and designated for employee use.

- 3.2.3 Assess and ensure additional first aid kits or eyewash stations are provided as required based on hazards or school activities (e.g. technology, science, athletics, field trips, etc.), student/staff needs.
- 3.2.4 Ensure the minimum number qualified First Aid Responders are trained to cover all shifts. Refer to Training section.
- 3.2.5 Establish a site Emergency Response Team and ensure members are available on site to respond to medical emergencies or provide first aid treatment during all regularly scheduled shifts.
- 3.2.6 Designate a First Aid Responder or site-based worker health and safety representative to inspect each first aid kit/station and automated external defibrillator (AED).
- 3.2.7 Designate a custodian(s) to inspect each eyewash station.
- 3.2.8 Ensure every first aid kit, AED and eyewash is inspected monthly.
- 3.2.9 Ensure the inspections are documented, signed and dated using the appropriate inspection forms, logs or tags. See Appendix.
- 3.2.10 Ensure first aid kit and AED contents are replenished as required.
- 3.2.11 Ensure every AED and eyewash are operational and in good condition.
- 3.2.12 Ensure first aid kits, AEDs and eyewash stations are easily accessible and the path to the device is free and clear of obstructions.
- 3.2.13 Ensure all legislated and other AMDSB communication documents and signs are posted as required. Refer to Communications section.
- 3.2.14 Ensure all employees have been trained on how to respond to medical emergency or an incident requiring first aid, and are informed of the locations of all first aid kits, AEDs, eyewash stations and the names of the First Aid Responders. This training should be provided in September or within 30 days upon hire/transfer to the worksite.
- 3.2.15 Ensure any individual employee medical management plans are shared with other employees, with consent by the individual.
- 3.2.16 Ensure transportation to the hospital, doctor's office or home is provided to a person that is injured or becomes ill and requires a medical assessment or treatment. Do NOT permit the individual to drive or leave on their own.
- 3.2.17 Ensure incident reporting, investigation and debriefing requirements are completed per AP#175.
- 3.2.18 Schedule, perform and record at least one (1) medical emergency exercise/drill during the school year. Debrief and communicate any learnings.
- 3.2.19 Ensure any identified malfunctions or problems with the AED or eyewash stations are reported to Corporate Services and a work order issued.

3.3 Employees

- 3.3.1 Know the names of the First Aid Responders at the worksite
- 3.3.2 Be familiar with the location and operation of the nearest first aid kit, AED and eyewash station.
- 3.3.3 Ensure first aid kits/stations, AEDs and eyewash stations are easily accessible and the path to the device is free and clear of obstructions.
- 3.3.4 Report to the Principal/Supervisor if you observe a first aid kit, AED or eyewash is missing, defective or damaged.
- 3.3.5 Review procedures to respond to a medical emergency or an incident requiring first aid treatment.
- 3.3.6 Participate in any training or medical emergency exercise/drill as required.
- 3.3.7 Disclose and provide pertinent information to the Principal/Site Supervisor or Human Resource Services if an individual medical management plan is required. Consent must be provided to share the plan with First Aid Responders.

- 3.3.8 Report and document all medical emergencies and incidents requiring first aid as per AP#175.
 - 3.3.9 Record first aid kit supplies used on the First Aid Treatment Log, whenever first aid is administered.
- 3.4 First Aid Responders**
- 3.4.1 Attend and participate in First Aid/CPR/AED training and keep current to retain knowledge and skills. Provide a copy of the certificate for posting.
 - 3.4.2 Respond to medical emergencies or incidents requiring first aid when available and act according to your skills, knowledge and comfort level.
 - 3.4.3 Obtain consent before treating a conscious adult.
 - 3.4.4 When exposed to blood or bodily fluids put on personal protective equipment, such as disposable gloves, and wash hands after administering first aid.
 - 3.4.5 Participate in medical emergency exercises/drills as required.
 - 3.4.6 Review individual medical management plans as required.
 - 3.4.7 Inspect first aid kits and AEDs monthly, as assigned, ensuring the inspections are documented, signed and dated using the appropriate inspection forms. See Appendix.
 - 3.4.8 Replenish first aid kit or AED contents as required, as assigned.
 - 3.4.9 Record first aid kit supplies used on the First Aid Treatment Log, whenever first aid is administered.
 - 3.4.10 Participate in any investigations/debriefings as required.
- 3.5 Site-based Worker Health and Safety Representative**
- 3.5.1 Inspect first aid kits or AEDs monthly, as assigned, ensuring the inspections are documented, signed and dated using the appropriate inspection forms. See Appendix.
 - 3.5.2 Ensure first aid kit or AED contents are replenished as required, as assigned.
- 3.6 Custodians/Facilities**
- 3.6.1 Inspect eyewash stations monthly, as assigned, ensuring the inspections are recorded, using the appropriate inspection log in eBase and the inspection tags are signed and dated. See Appendix.
- 3.7 Environmental Health and Safety Advisor**
- 3.7.1 Maintain this administrative procedure.
 - 3.7.2 Coordinate first aid, AED and eyewash training for all worksites.
 - 3.7.3 Coordinate AED inspections with community Emergency Medical Services.
 - 3.7.4 Assess hazards and advise Principals/Supervisors on the provision and location of first aid kits, AEDs and eyewash stations.
 - 3.7.5 Provide communication resources to worksites.
 - 3.7.6 Audit and communicate compliance of this administrative procedure.
- 3.8 Corporate Services**
- 3.8.1 Ensure all new eyewash installations or upgrades to existing units meet the requirements of the current published standards (e.g. ANSI Emergency Eyewash and Shower Equipment standards Z 358).
 - 3.8.2 Establish a monthly eyewash station inspection log in eBase and assign to site custodians/facilities designates.
 - 3.8.3 Ensure annual testing and preventative maintenance of the eyewash stations is conducted and eyewash station inspection tags are replaced.

3.9 Students

- 3.9.1 Be familiar with the medical emergency procedures
- 3.9.2 Report to your teacher or other employee when first aid treatment is needed.
- 3.9.3 Follow instructions during a medical emergency

3.10 Volunteers, Contractors, Visitors, Parents, Partners

- 3.10.1 Be familiar with the medical emergency procedures
- 3.10.2 Report to any employee when first aid treatment is needed.
- 3.10.3 Follow instructions during a medical emergency

4. Training

- 4.1 The minimum number of full-time employees trained to provide first aid treatment (First Aid Responder) at each worksite is as follows:

Population (Students + Employees)	Minimum Number of First Aid Responders
Under 400	2
400 - 600	3
Over 600	4

- 4.2 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). To attain this certification, participants must be in attendance for the entire duration of the training and pass the skills demonstration and written test. Training is valid for 3 years from the date of completion.
- 4.3 At least one First Aid Responder must be available during all shifts when employees are regularly scheduled to work. This applies to education and support staff working normal school hours, afternoon shifts, December break, March break and summer months, etc.
- 4.4 Corporate Services coordinates and funds First Aid Responder training to meet the minimum number of First Aid Responders at each worksite. Additional training may be approved by Corporate Services or Learning Services (e.g. student need) by request.
- 4.5 The following items will be reviewed, signed and dated by all employees at least annually each September or within 90 days of hire or transfer:
- Medical Emergency Procedures
 - The location of first aid kit, AED and eyewash stations
 - The names of First Aid Responders
 - Individual medical management plans, where applicable

5. Communication

- 5.1 The following documents must be posted at each worksite as applicable:

Location/Device	Document
Health and Safety Bulletin Board	<ul style="list-style-type: none">• "In Case of Injury at Work" poster• Copy of WSIB Regulation 1101• List of active First Aid Responders• Medical Emergency Procedures
Classrooms and Activity Rooms	<ul style="list-style-type: none">• Medical Emergency Procedures
WSIB First Aid Kit/Station (Employee Use)	<ul style="list-style-type: none">• First aid kit sign(s)*• "In Case of Injury at Work" poster• First Aid Responder certificates (i.e.

	wallet card) <ul style="list-style-type: none"> • Medical Emergency Procedures • First Aid Kit Inspection Form • First Aid Treatment Log
Other First Aid Kits (Student Use)	<ul style="list-style-type: none"> • First aid kit sign(s)* • Medical Emergency Procedures • First Aid Kit Inspection Form • First Aid Treatment Log
Field Trip/Athletics First Aid Kits	<ul style="list-style-type: none"> • Medical Emergency Procedures • First Aid Kit inspection Form • First Aid Treatment Log
Automated External Defibrillators (AEDs)	<ul style="list-style-type: none"> • AED sign(s) • Medical Emergency Procedures • AED Inspection Form
Eyewash Stations	<ul style="list-style-type: none"> • Eyewash sign(s) • Medical Emergency Procedures • Eyewash Station Inspection Tag

Notes:

- To order the following documents, contact Corporate Services
 - WSIB – Form 82 “In Case of Injury” posters
 - Regulation 1101
 - Signs (first aid kit, eyewash station, AED)
 - Eyewash Inspection Tags
- First Aid Kit sign(s)
 - If a first aid kit is mounted on a wall and “First Aid” is clearly written on the kit, additional signage is not required.
 - If the first aid is not easily visible, (e.g. in a cupboard, closet, drawer) a sign is required to alert people of the location.

6. Inspections

- 6.1 First aid kits, AEDs and eyewash stations will be inspected monthly by the designated First Aid Responder(s) or a Site-based Worker Health and Safety Representative.
- 6.2 Inspections will be documented, signed and dated using the appropriate inspection form, log or tag. See Appendix 8
- 6.3 Inspection forms must be immediately accessible, such as inside the first aid or AED cabinet, attached to the eyewash or posted in the immediate area.

7. Drills

- 7.1 At least one (1) medical emergency drill will be held during the school year.
- 7.2 The drill must be recorded as per AP#170

8. Procedures for Examining Injuries

- 8.1 The history, mechanism of injury, signs and symptoms will determine if a visual inspection is required and/or if clothing needs to be removed.
- 8.2 Clothing in the affected area should only be loosened or removed if needed for a visual inspection. Other articles of clothing such as ties, buttons, belts, etc. should be loosened only if necessary to ensure safety and/or comfort of the injured person.

9. Reporting

9.1 Refer to AP#175 for reporting and documenting medical emergencies and first aid treatment.

10. Records

10.1 Completed first aid, AED and eyewash inspection records from the previous school year and the current school year will be retained on-site.

10.2 Completed First Aid Treatment Logs will retained on-site for

11. Review

11.1 The review and revision of this administrative procedure will be done at least every three (3) years or more often if there is a change in circumstances.

12. Appendices

- 12.1 Appendix 1 – Medical Emergency Procedure
- 12.2 Appendix 2 – First Aid Kit Inspection Form 1-5 Employees
- 12.3 Appendix 3 – First Aid Kit Inspection Form 5-15 Employees
- 12.4 Appendix 4 – First Aid Kit Inspection Form 16-200 Employees
- 12.5 Appendix 5 – First Aid Kit Inspection Form – Portable Kit
- 12.6 Appendix 6 – Automated External Defibrillator (AED) Inspection Form
- 12.7 Appendix 7 – Eyewash Station Inspection Log and Tag
- 12.8 Appendix 8 – First Aid Treatment Log

13. Document History

REVISION	DATE	DESCRIPTION OF CHANGES
1	March 2017	Added Section 2.0 – Definitions Added Section 3.0 - Accountability of workplace parties; added accountabilities for AEDs and eyewash stations Added Section 4.0 – Training – increased number of trained first aid responders based on number of occupants Added Section 5.0 – Communications Added Section 6.0 - Inspections Added Section 7.0 – Drills Revised Section 8.0 – Examining Injuries Added Section 9.0 – Reporting Added Section 10.0 - Records Added Section 11.0 – Review Revised Section 12.0 - Appendices Added Section 13.0 – Document History Revised First Aid Kit Inspection Forms Added AED Inspection Form Revised Eyewash Inspection Log Revised First Aid Treatment Log