

## **POLICY**

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT STUDENT SAFETY IS OF PARAMOUNT IMPORTANCE AND THAT FIRST AID REQUIREMENTS ENSURE THAT EVERY WORKSITE HAS THE EQUIPMENT, SUPPLIES, AND TRAINED STAFF TO SUPPORT AN ILL OR INJURED PERSON UNTIL COMPLETE MEDICAL CARE AND TREATMENT CAN BE ADMINISTERED.

## **DEFINITIONS**

Worksite – A worksite is any location where staff are present and on site. A worksite may be the school grounds, a school, classroom, jurisdiction vehicle or field trip venue.

## **GUIDELINES**

1. The OH&S code specifies *minimum* requirements for “workers” in the province based on the number of staff and the distance the worksite is from a hospital.
  - 1.1. School-based employees are typically considered to be working within low hazard environments
    - 1.1.1. School-based, low risk activity first aid requirements are based on the number of staff present
    - 1.1.2. School-based, moderate risk activity first aid requirements are based on the number of individuals present (staff, students, parents and volunteers) (see. Regulation 1.2).
  - 1.2. Maintenance employees are considered to be working within higher hazard environments
  - 1.3. Individual schools may deem it necessary to exceed the minimum requirements depending on the nature of their programs and environment.
    - 1.3.1. Schools operating pre-kindergarten programs will comply with licensing first aid requirements
2. Schools containing grades 9 – 12 are encouraged to include basic first aid training as part of a student’s physical education/health curriculum.
3. Schools and the maintenance department are encouraged to include first aid training as part of staff in-service.
  - 3.1. Elementary schools should consider Child and Infant CPR as part of their staff first aid training.
  - 3.2. All staff first aid training must be delivered through a training program that has been approved by the provincial government.
4. Schools should strive to ensure that all off campus activities include supervisors with current first aid training.

**POLICY GBD – First Aid Training, Cont’d.**  
**REGULATIONS**

1. Schools and the maintenance department must ensure that the number of first aiders at a work site and their qualifications and training comply with the following.

1.1. School Based – low hazard environment

No. of School Based Workers at Work Site	Hospital Within 20 Minutes from Work Site or Off-Campus Location	Hospital Within 20 – 40 Minutes from Work Site or Off-Campus Location	Hospital more than 40 Minutes from Work Site or Off-Campus Location
1	1 Emergency First Aider (recommendation only)	1 Emergency First Aider (recommendation only)	1 Emergency First Aider (recommendation only)
2-9	1 Emergency First Aider	1 Emergency First Aider	1 Standard First Aider
10-49	1 Emergency First Aider	1 Emergency First Aider	1 Standard First Aider
50-99	1 Emergency First Aider 1 Standard First Aider	1 Emergency First Aider 1 Standard First Aider	2 Standard First Aider

1.2. School Based – moderate hazard activities (see Policy HICA for definition and examples of moderate hazard/risk activities)

No. of Individuals at Work Site (staff, parents, students, and volunteers)	Hospital Within 20 Minutes from Work Site or Off-Campus Location	Hospital Within 20 – 40 Minutes from Work Site or Off-Campus Location	Hospital more than 40 Minutes from Work Site or Off-Campus Location
1	1 Emergency First Aider (recommendation only)	1 Emergency First Aider (recommendation only)	1 Emergency First Aider (recommendation only)
2-9	1 Emergency First Aider	1 Emergency First Aider	1 Standard First Aider
10-49	1 Emergency First Aider	1 Standard First Aider	1 Standard First Aider
50-99	1 Emergency First Aider 1 Standard First Aider	1 Emergency First Aider 1 Standard First Aider	2 Standard First Aider
100 or more	2 Emergency First Aider 2 Standard First Aider	2 Emergency First Aider 2 Standard First Aider	4 Standard First Aider

1.3. Maintenance Workers – higher hazard environment

No. of Maintenance Workers at Work Site	Hospital Within 20 Minutes from Work Site	Hospital Within 20 – 40 Minutes from Work Site	Hospital more than 40 Minutes from Work Site
1	1 Emergency First Aider (recommendation only)	1 Emergency First Aider (recommendation only)	1 Emergency First Aider (recommendation only)
2-4	1 Emergency First Aider	1 Standard First Aider	1 Standard First Aider
5-9	1 Emergency First Aider 1 Standard First Aider	2 Standard First Aider	2 Standard First Aider
10-19	1 Emergency First Aider 1 Standard First Aider	2 Standard First Aider	2 Standard First Aider

**POLICY GBD – First Aid Training, Cont’d.**

2. Horizon personnel as approved by the principal must consult the Safety Guidelines for Physical Activity in Alberta Schools ([https://education.alberta.ca/media/1109586/sg\\_physicalactivity.pdf](https://education.alberta.ca/media/1109586/sg_physicalactivity.pdf)) to plan for having appropriate first aiders to maximize the welfare of students
3. Building occupants should be informed annually as to which staff possess current first aid training.
4. Schools hosting tournaments must ensure that an emergency first aider is present at all times during the tournament.
5. Designated first aid providers must be readily accessible throughout the day and/or duration of off-campus activities.
6. Schools and the maintenance department must ensure that the number of first aid kits at a work site comply with the following.

6.1. School Based Workers – low hazard environment

No. of School Based Employees at Work Site	Hospital Within 20 Minutes from Work Site or Off-Campus Location	Hospital Within 20 – 40 Minutes from Work Site or Off-Campus Location	Hospital more than 40 Minutes from Work Site or Off-Campus Location
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2-9	No. 1 First Aid Kit	No. 2 First Aid Kit	No. 2 First Aid Kit
10-49	No. 1 First Aid Kit	No. 2 First Aid Kit	No. 2 First Aid Kit
50-99	No. 2 First Aid Kit	No. 2 First Aid Kit	No. 2 First Aid Kit

6.2. Maintenance Workers – higher hazard environment

No. of Maintenance Employees at Work Site	Hospital Within 20 Minutes from Work Site	Hospital Within 20 – 40 Minutes from Work Site	Hospital more than 40 Minutes from Work Site
1	Type P First Aid Kit	Type P First Aid Kit	Type P First Aid Kit
2-4	No. 1 First Aid Kit	No. 2 First Aid Kit 3 blankets	No. 2 First Aid Kit 3 blankets
5-9	No. 2 First Aid Kit	No. 2 First Aid Kit 3 blankets	No. 2 First Aid Kit 3 blankets
10-19	No. 2 First Aid Kit 3 blankets	No. 3 First Aid Kit 3 blankets, stretcher, splints	No. 3 First Aid Kit 3 blankets, stretcher, splints

7. Type P, No. 1, 2, and 3 first aid kits must contain, at a minimum, the contents listed in Attachment A.
8. A Type P first aid kit is required for staff that use jurisdiction vehicle as a workplace (e.g. maintenance staff).
9. Schools with after school activities shall have at least two first aid kits on site. One of the first aid kits shall be located in the school office and the other in a location easily accessible by those involved in after school activities.
- 9.1. Schools with CTF/shop facilities and chemistry labs should also have a first aid kit within easy access for these locations

**POLICY GBD – *First Aid Training, Cont'd.***

10. Signs should be posted throughout the premises, indicating the location of first aid services, supplies and equipment. If signs are not practical, building occupants should be informed by other means as to the location of first aid kits.
11. The Principal or designate shall ensure that the appropriate first aid kit is available to staff/students attending off-campus activities.
12. The Principal or designate shall ensure that first aid kits are regularly restocked and kept complete.
13. Schools are encouraged to provide opportunities for access to first aid training.
  - 13.1. Costs for certification, and re-certification will be reimbursed with principal or supervisor prior approval

**Attachment A  
First Aid Kit Contents**

**A Type P First Aid Kit** consists of the following:

- a) 10 – sterile adhesive dressings, assorted sizes, individually packaged;
- b) 5 – 10 cm x 10 cm sterile gauze pads, individually packaged;
- c) 1 – 10 cm x 10 cm sterile compress dressing, with ties;
- d) 5 – antiseptic cleansing towelettes, individually packaged;
- e) 1 – cotton triangular bandage;
- f) 1 – waterproof waste bag;
- g) 1 – pair of disposable surgical gloves.

**A Number 1 First Aid Kit** consists of the following:

- a) 10 antiseptic cleansing towelettes, individually packaged;
- b) 25 sterile adhesive dressings, individually packaged;
- c) 10 10 centimetres x 10 centimetres sterile gauze pads, individually packaged;
- d) 2 10 centimetres x 10 centimetres sterile compress dressings, with ties, individually packaged;
- e) 2 15 centimetres x 15 centimetres sterile compress dressings, with ties, individually packaged;
- f) 2 conform gauze bandages — 75 millimetres wide;
- g) 3 cotton triangular bandages;
- h) 5 safety pins — assorted sizes;
- i) 1 pair of scissors;
- j) 1 pair of tweezers;
- k) 1 25 millimetres x 4.5 metres of adhesive tape;
- l) 1 crepe tension bandage — 75 millimetres wide;
- m) 1 resuscitation barrier device with a one- way valve (proper size);
- n) 4 pairs of disposable surgical gloves;
- o) 1 first aid instruction manual (condensed);
- p) 1 inventory of kit contents;
- q) 1 waterproof waste bag.

**A Number 2 First Aid Kit** consists of the following:

- a. 10 antiseptic cleansing towelettes, individually packaged;
- b. 50 sterile adhesive dressings, individually packaged;
- c. 20 10 centimetres x 10 centimetres sterile gauze pads individually packaged;
- d. 3 10 centimetres x 10 centimetres sterile compress dressings, with ties, individually packaged;
- e. 3 15 centimetres x 15 centimetres sterile compress dressings, with ties, individually packaged;
- f. 1 20 centimetres x 25 centimetres sterile abdominal dressing;
- g. 2 conform gauze bandages — 75 millimetres wide;
- h. 4 cotton triangular bandages;
- i. 8 safety pins — assorted sizes;
- j. 1 air of scissors;
- k. 1 pair of tweezers;
- l. 1 25 millimetres x 4.5 metres roll of adhesive tape;
- m. 2 crepe tension bandages — 75 millimetres wide;
- n. 1 resuscitation barrier device with a one- way valve (proper size);

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- o. 6 pairs of disposable surgical gloves;
- p. 1 sterile, dry eye dressing;
- q. 1 first aid instruction manual (condensed);
- r. 1 inventory of kit contents;
- s. 1 waterproof waste bag.

**A No. 3 Kit** consists of the following:

- a. 24 - antiseptic cleansing towelettes, individually packaged;
- b. 100 - sterile adhesive dressings, individually packaged
- c. 50 - 10 cm x 10 cm sterile gauze pads, individually packaged;
- d. 6 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged;
- e. 6 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged;
- f. 4 - 20 cm x 25 cm sterile abdominal dressings, individually packaged;
- g. 6 - conform gauze bandages - 7.5 cm;
- h. 12 - cotton triangular bandages;
- i. 12 - safety pins - assorted sizes;
- j. 1 - pair of scissors;
- k. 1 - pair of tweezers;
- l. 2 - 25 mm x 4.5 m rolls of adhesive tape;
- m. 4 - crepe tension bandages - 75 mm;
- n. 1 - artificial resuscitation barrier device with a one-way valve (proper size);
- o. 12 - pairs of disposable surgical gloves;
- p. 2 - sterile, dry eye dressings, individually packaged;
- q. 1 - tubular finger bandage with applicator;
- r. 1 - first aid instruction manual (condensed);
- s. 1 - inventory of kit contents;
- t. 2 - waterproof waste bags.