

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION BELIEVES THAT STUDENT AND STAFF 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 MEDICAL CARE CAN BE PROVIDED.

DEFINITIONS

Approved first aid training

- (a) “Emergency first aid” equals CSA Standard Z1210-17 “basic first aid”.
- (b) “Standard first aid” equals CSA Standard Z1210-17 “intermediate first aid”.
- (c) “Advanced first aid” equals CSA Standard Z1210-17 “advanced first aid”.

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.

Low hazard work means work at:

- (a) administrative sites where the work performed is clerical or administrative in nature, including typical classrooms; and
- (b) dispersal sites
 - i. where a worker is based,
 - ii. where a worker is required to report for instruction, and
 - iii. from which a worker is transported to a work site where the work is performed.

High hazard work means work involving:

- (a) construction or demolition,
- (b) operation and maintenance of:
 - i. electrical generation and distribution systems,
 - ii. industrial heavy equipment repair and service,
 - iii. machine shops,
 - iv. metal fabrication shops, and
 - v. industrial process facilities not elsewhere specified;

including schools and the maintenance shop.

Medium hazard work: means work that is neither low hazard work nor high hazard work, including science labs, foods classrooms, and gymnasiums.

WCB Covered Employees: includes all non-teaching employees and

- (a) teachers, only while they are teaching (or performing duties related to teaching) courses in industrial education or home economics, and
- (b) principals, vice-principals, and other administration staff are covered only while performing administrative duties pertaining to managing the business of the school, or while teaching industrial education or home economics courses.

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

- i. They are not covered while teaching (or performing duties related to teaching) academic courses. If an individual with the required teaching certificate is working in a position designated as administrative under the School Act, that individual is a worker to whom the WCB applies.

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 with the exception of science labs, food and shop classrooms.
 - 1.1.1. School-based, low and risk activity first aid requirements are based on the number of staff present.
 - 1.1.2. School-based, moderate risk activity (science labs, food classroom, gymnasiums, and moderate off campus activities) first aid requirements are based on the number of individuals present (staff, students, parents and volunteers).
 - 1.2. Maintenance employees and shop classrooms are considered to be working within higher hazard environments and are based on the number of individuals present (staff, students, parents and volunteers).
2. Schools containing grades 9 – 12 are encouraged to provide students with first aid training.
3. Schools and the maintenance department should include first aid training as part of staff in-service to ensure minimum standards are met.
 - 3.1. All staff first aid training must be delivered through a training program that has been approved by the provincial government.
4. If an employee has an acute illness or injury at the work site, the employee must report the illness or injury to the principal or site supervisor as soon as practicable.
5. First aid treatment provided by work site first aiders for minor injuries does not need to be reported to WCB. However, employers and injured workers, covered by WCB, must report any workplace incident to the WCB where the work injury disables or is likely to disable the worker beyond the day of the incident. Employers must also notify the WCB if the worker has medical aid treatment or other services provided by licensed medical practitioners.
6. Section 31(3) of the OHS Act requires persons who attend to ill or injured workers at the workplace to disclose their reports at the request of a Director of Medical Services. This allows the director to ask for the first aid reports and requires the first aiders to provide them.
7. Teachers must comply with the Safety Guidelines for Physical Activity in Alberta Schools (Policy HICA).
8. Schools may utilize first aiders provided by off campus facilities to meet first aider requirements.
9. The principal or designate shall ensure that the appropriate first aid kit is available to staff/students

POLICY GBD – First Aid Training, Cont’d.

attending off-campus activities.

10. The principal or designate shall ensure that first aid kits are regularly restocked and kept complete.

11. Schools are encouraged to provide opportunities for access to first aid training.

11.1. Costs for certification, and re-certification will be reimbursed with principal or supervisor prior approval.

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 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	• N/A	• N/A	• N/A
2-9	• 1 Basic First Aider	• 1 Basic First Aider	• 1 Intermediate First Aider
10-49	• 1 Basic First Aider	• 1 Basic First Aider	• 1 Intermediate First Aider
50-99	• 1 Basic First Aider • 1 Intermediate First Aider	• 1 Basic First Aider • 1 Intermediate First Aider	• 2 Intermediate First Aider

1.2. School Based – Medium hazard activities in science labs, food classrooms, gymnasiums, and moderate off campus activities (see Policy HICA for definition and examples of moderate hazard/risk activities)

No. of 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	• N/A	• N/A	• N/A
2-9	• 1 Basic First Aider	• 1 Intermediate First Aider	• 1 Intermediate First Aider
10-49	• 1 Basic First Aider • 1 Intermediate First Aider	• 1 Basic First Aider • 1 Intermediate First Aider	• 2 Intermediate First Aider
50-99	• 2 Basic First Aider • 1 Intermediate First Aider	• 2 Basic First Aider • 1 Intermediate First Aider	• 3 Intermediate First Aider
When students, staff and volunteers engaged in medium risk activities exceeds 100	• 2 Intermediate First Aiders	• 2 Intermediate First Aiders	• 3 Intermediate First Aider

POLICY GBD – First Aid Training, Cont’d.

1.3. Maintenance Workers and shop classrooms – higher hazard environment

No. of 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	• N/A	• N/A	• N/A
2-4	• 1 Basic First Aider	• 1 Intermediate First Aider	• 1 Intermediate First Aider
5-19	• 1 Basic First Aider • 1 Intermediate First Aider	• 2 Intermediate First Aider	• 2 Intermediate First Aider

2. Building occupants should be informed annually as to which staff possess current first aid training.
3. Schools hosting tournaments must ensure that appropriate first aiders are present at all times during the tournament.
4. Designated first aid providers must be readily accessible throughout the day and/or duration of off-campus activities.
5. Schools and the maintenance department must ensure that the number of first aid kits at a work site comply with the following.

5.1. School Based Workers – low hazard environment

No. of 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	• CSA Standard Z 1220-17 Type I Personal First Aid Kit	• CSA Standard Z 1220-17 Type I Personal First Aid Kit	• CSA Standard Z 1220-17 Type I Personal First Aid Kit
2-9	• CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit	• CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit	• CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit
10-49	• CSA Standard Z 1220-17 Type 2 Basic Medium First Aid Kit	• CSA Standard Z 1220-17 Type 2 Basic Medium First Aid Kit	• CSA Standard Z 1220-17 Type 2 Basic Medium First Aid Kit
50-99	• CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit	• CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit	• CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit

- 5.2. School Based – Medium hazard activities in science labs, food classrooms, gymnasiums, and moderate off campus activities (see Policy HICA for definition and examples of moderate hazard/risk activities)

No. of 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
-----------------------------	---	--	--

POLICY GBD – First Aid Training, Cont’d.

1	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type I Personal First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type I Personal First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type I Personal First Aid Kit
2-9	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit • 3 blankets 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit • 3 blankets
10-19	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit • 3 blankets 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Small First Aid Kit • 3 blankets
20-49	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Medium First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Medium First Aid Kit • 3 blankets 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Medium First Aid Kit • 3 blankets
50-99	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit • 3 blankets 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit • 3 blankets
When students, staff and volunteers engaged in medium risk activities exceeds 100	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit • Designated area for first aid services 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit • 3 blankets • Designated area for first aid services 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 2 Basic Large First Aid Kit • 3 blankets • Designated area for first aid services

5.3. Maintenance Workers and shop classes – higher hazard environment

No. of 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	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type I Personal First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type I Personal First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type I Personal First Aid Kit
2-9	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 3 Intermediate Small First Aid Kit 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 3 Intermediate Small First Aid Kit • 3 blankets 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 3 Intermediate Small First Aid Kit • 3 blankets
10-19	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 3 Intermediate Small First Aid Kit • 3 blankets 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 3 Intermediate Small First Aid Kit • 3 blankets, stretcher, splints 	<ul style="list-style-type: none"> • CSA Standard Z 1220-17 Type 3 Intermediate Small First Aid Kit • 3 blankets, stretcher, splints

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

6. CSA Standard Z 1220-17 Type 1: Personal, Type 2 Basic, and Type 3 Intermediate first aid kits must contain, at a minimum, the contents listed in Attachment A.
7. A CSA Standard Z 1220-17 Type 1: Personal first aid kit is required for staff that use jurisdiction vehicles (e.g. maintenance staff).
8. Schools with after school and off campus activities shall ensure first aid kits are available and accessible during such activities.
 - 8.1. Schools with food and shop classrooms and chemistry labs should have a first aid kit within easy access for these locations.
9. Signs should be posted at conspicuous places indicating the location of first aid services, equipment, and supplies.
 - 9.1. If signs are not practical, ensure that each worker knows the location of first aid services, equipment, and supplies.

Attachment A
First Aid Kit Contents

Type 1: Personal first aid kit (new, based on CSA standard)

- a) 16 – Adhesive bandages, sterile, assorted (standard strip, large fingertip, knuckle, large patch)
- b) 6 – Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)
- c) 2 – Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4 x 4 in)
- d) 6 – Antiseptic wound cleansing towelette, individually wrapped
- e) 1 – Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in)
- f) 1 – Biohazard waste disposal bag (single use)
- g) 2 pair – Examination gloves, disposable, medical grade, one-size, non-latex, powder free
- h) 1 roll – Adhesive tape 2.5 cm x 2.3 m (1 in x 2.5 yd) **NEW**
- i) 2 – Antibiotic ointment, topical, single use **NEW**
- j) 1 roll – Conforming stretch bandage, relaxed length, individually wrapped, 5.1cm x 1.8 m (2 in x 2 yd) **NEW**
- k) 4 – Hand/skin cleansing towelette, individually wrapped (or equivalent) **NEW**
- l) 1 – Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in) **NEW**
- m) 1 – Contents list **NEW**

- **Type 1 kits** are for personal use.

Type 2: Basic first aid kits (new, based on CSA standard)

	Sm	Med	Lg
a) Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100
b) Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)	12	24	48
c) Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5 x 9 in)	1	2	2
d) Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll	2 rolls	4 rolls
e) Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3 in x 2 yd)	1 roll	2 rolls	4 rolls
f) Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4 x 4 in)	2	4	8
g) Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in)	2	4	8
h) Antiseptic wound cleansing towelette, individually wrapped	25	50	100
i) CPR resuscitation barrier device, with one-way valve	1	1	1
j) Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs
k) Biohazard waste disposal bag, single use	1	2	2
l) Bandage scissors, stainless steel (with angled, blunt tip). minimum 14 cm (5.5 in)	1	1	1
m) Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	1	1
n) Contents list	1	1	1
o) Adhesive tape, 2.5 cm (1 in) NEW	1 2.3m	1 4.6m	1 9.1m

POLICY GBD – First Aid Training, Cont’d.

p) Antibiotic ointment, topical, single use NEW	6	12	24
q) Hand/skin cleansing towelette, individually wrapped (or equivalent) NEW	6	12	24
r) Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52 x 84 in) NEW	1	1	1

Type 2 kits are for basic first aid in low and medium risk work environments.

- Small kits are for two to 25 workers per shift;
- Medium, 26 to 50 workers per shift;
- Large, 51 to 100 workers per shift.
- Consult Tables 5, 6 and 7 in Schedule 2 of the Occupational Health and Safety Code directly to know what first aid kit is required at your work site.

Type 3: Intermediate first aid kits (new, based on CSA standard

	Sm	Med	Lg
a) Adhesive bandages, sterile, assorted (standard strip, large fingertip, knuckle large patch)	25	50	100
b) Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)	12	24	48
c) Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5 x 9 in)	1	2	4
d) Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll	2 rolls	4 rolls
e) Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3 in x 2 yd)	1 roll	2 rolls	4 rolls
f) Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (6 x 6 in)	1	2	4
g) Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in)	2	4	8
h) Adhesive tape 2.5 cm (1 in), quantity represents total length required.	2.3m	4.6m	9.1m
i) Elastic support/compression bandage, 7.6 cm (3 in)	1	2	2
j) 1Eye dressing pad, sterile, and eye shield with elastic strap	2 sets	2 sets	4 sets
k) Antiseptic wound cleansing towelette, individually wrapped	25	50	100
l) CPR resuscitation barrier device, with one-way valve	1	1	1
m) Examination gloves, disposable, medical grade, one-size, non-latex, powder-free	4 pair	8 pairs	16 pairs
n) Biohazard waste disposal bag, single use	1	4	8
o) Bandage scissors, stainless steel (with angled, blunt tip) minimum 14 cm (5.5 in)	1	1	1
p) Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	1	1
q) Splint, padded, malleable, minimum size 10.2 x 61 cm (4 x 24 in)	1	1	2
r) Contents list	1	1	1
s) Antibiotic ointment, topical, singular use NEW	6	12	24
t) Cold pack, instant (or equivalent) NEW	1	2	4
u) Compress/pressure dressing with ties, sterile, 15.2 x 15.2 cm (4 x 4 in) NEW	1	2	4
v) Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52 x 84 in) NEW	1	2	2
w) Gauze pad, sterile individually wrapped, 10.2 x 10.2 cm (4 x 4 in) NEW	6	12	24

POLICY GBD – First Aid Training, Cont’d.

x) Glucose tablets, 4 g (10 per package) or acceptable alternative NEW	1	2	2
	pkg	pkg	pkg
y) Hand/skin cleansing towelette, individually wrapped (or equivalent) NEW	6	12	24
z) Non-adherent dressing, sterile, individually wrapped, 5.1 x 7.6 cm (2 x 3 in) NEW	4	8	16
aa) Tourniquet, arterial NEW	1	1	1

Type 3 kits are for intermediate first aid in higher risk work environments.

- Small kits are for two to 25 workers per shift;
- Medium, 26 to 50 workers per shift;
- Large, 51 to 100 workers per shift.
- Consult Tables 5, 6 and 7 in Schedule 2 of the Occupational Health and Safety Code directly to know what first aid kit is required at your work site.