

Policy Name	First Aid Policy
Policy Number	
Date Created	January 2025
Date Revised	
Date of Implementation	January 2025

Policy Statement

This first aid procedure template has been provided to enable worksites to insert and amend information in order to produce a site specific first aid procedure. Names of designated first aid attendants and their contact information need to be completed. The procedures for summoning an ambulance need to be customized to include the entrance that emergency services staff should enter. There may be different entrances to use depending on where in the building the injured person is located.

First Aid Attendant Names and Schedule

Primary First Aid Attendant:

Ms. Logan		First Aid & CPR
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Back up First Aid Attendant(s):

Mr. Service		First Aid & CPR
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DAILY FIRST AID ATTENDANTS ON CALL SCHEDULE:

Monday	Tuesday	Wednesday	Thursday	Friday
ALL	ALL	ALL	ALL	ALL
7:50 – 4:00	7:50 – 4:00	7:50 – 4:00	7:50 – 4:00	7:50 – 4:00

Dr. Meadows will cover as On Call attendant if designated attendant is absent.

NOTE: The above schedule may change based on staff absences or duties, but the school office will have the name of the current On Call attendant.

Administration will ensure coverage for an alternate first aid attendant's assignment to free the attendant to deal with First Aid matters as needed.

☐ *School with less than 50 staff regularly at the worksite at one time has the following minimum services, equipment and supplies available:*

- Level 1 First Aid Attendants
- Level Two First Aid Kit located in the staff room on the main floor
- First Aid treatment area located on each level

Main level treatment area: wellness room by primary wing.

Authority of First Aid attendant over Treatment

- The first aid attendant is responsible, and has full authority, for all first aid treatment of an injured worker until responsibility for treatment is accepted at a place of

medical treatment, by an ambulance service or by a person with higher or equivalent first aid certification.

- The first aid attendant does not have authority to overrule a worker's decision to seek medical treatment or the worker's choice of medical treatment.

If a staff member or student requires emergency first aid, (including maintenance staff)

1. Staff member or student should contact the **office**
 - in person if possible
 - by message from a fellow staff member(s) if available or by cell phone if not (i.e. injury precludes moving)
 - by message from responsible student if no adult is immediately available to respond (i.e. assuming injury precludes moving)

The person reporting the injury should indicate the nature of the injury, location of the staff member(s) or students(s), if any special first aid equipment if required, and if there is a likelihood of needing an ambulance or not.

The first adult at the scene should:

- Ensure the accident scene is safe and that there is no further danger to first aid attendant or the injured staff member(s).
- Not move the injured person unless there is a high risk of further injury and it is safe to do so.
- Keep calm and do not leave the injured worker unattended.
- Be prepared to assist when directed by the First Aid Attendant.

2. Office Assistants will contact the designated on-call first aid attendant by **telephone or sending a runner** to respond to location. If on-call attendant does not respond **then administration will be notified and 9-1-1 will be called if necessary.**
3. On-call first aid attendant will apply appropriate first aid to injured staff member and determine the need for injured worker to seek medical aid and any transportation considerations. First aid attendants
4. Will consult with the office to determine how to transport staff that require transportation to medical aid, but that do not require an ambulance.
5. On-call first aid attendant, in consultation with fellow attendants, if necessary, will call 911 if injury requires response beyond the school's capacity to respond fully. First aid attendant will report the following information to the 9-1-1 dispatcher:
 - it is a workplace accident
 - a brief description of the injuries
 - number of injured people
 - if first aid is attending, en route, or not available
 - whether victim(s) are conscious or unconscious
 - the complete site address with specific directions or detail of location if necessary
6. School administration must be informed. School administration/first aid responder (or designate) will meet the ambulance at the predetermined location **likely the office.**

7. If the cause of the injury was deemed to be resulting from a violent incident with either student or adult, administration will ensure the injured staff member completes a Violent Incident Report in a timely fashion and the incident is investigated.

If a staff member or student requires NON-emergency first aid:

1. Staff member can seek out a first aid attendant on their own in a timely fashion.
2. Record accident on Investigation Report Form.
3. If the cause of the injury was deemed to be resulting from a violent incident with either student or adult, administration will ensure the injured staff member completes a violent incident report in a timely fashion and the incident is investigated.