

FIRST AID

1. First Aid Attendant

- 1.1. Each work site will have designated employees holding valid first aid certification that meets at least the minimum requirements of the *Workers Compensation Act Occupational Health and Safety Regulation Part 3 (Rights and Responsibilities) sections 3.14, 3.15, 3.16, 3.17*.
- 1.2. The *Occupational Health and Safety Regulation* requires employers to assess time demands and levels of training required to provide first aid coverage not only for staff but for others, as well, such as students. For this reason, the District requires the minimum level of first aid certification at each site to be a WorkSafeBC approved basic first aid certificate i.e. an Occupational First Aid (OFA) Level 1 or equivalent certificate.

Elementary schools:	Two first aid attendants Each holding a basic first aid certificate (OFA Level 1 or equivalent)
Middle schools: (<50 employees)	Two first aid attendants Each holding basic first aid certificate (OFA Level 1 or equivalent)
(>50 employees)	Three first aid attendants Two holding a basic first aid certificate (OFA Level 1 or its equivalent). PLUS one attendant with intermediate first aid certificate (OFA Level 2 or equivalent)
Secondary schools	Four first aid attendants Two holding basic first aid certificate (OFA Level 1 or its equivalent) PLUS two attendants with intermediate first aid certificate (OFA Level 2 or equivalent)
Maintenance shop	Two first aid attendants One holding a basic first aid certificate (OFA Level 1 or equivalent) PLUS one attendant with intermediate first aid certificate (OFA Level 2 or equivalent)
Sandwich Alternate School	One intermediate (OFA Level 2) first aid attendant, or during absence of the OFA Level 2 attendant, a basic first aid attendant (OFA Level 1) OFA Level 1 first aid kit on site, with specific procedures on how to transport to hospital
Other School District 71 sites such as assessment center, District office with 1-20 employees	One first aid attendant (and an alternate) Each holding a basic first aid certificate (OFA Level 1 or equivalent) PLUS OFA Level 1 first aid kit on site, with specific procedures on how to transport to hospital

SD71 sites with between 21 and <50 employees	Two first aid attendants Each holding a basic first aid certificate (OFA Level 1 or equivalent) PLUS OFA Level 1 first aid kit on site, with specific procedures on how to transport to hospital
SD71 sites with 50 or more employees	Two first aid attendant One holding a basic first aid certificate (OFA Level 1 or equivalent) PLUS one attendant with intermediate first aid certificate (OFA Level 2 or equivalent) Dressing Station must be available on site.

The general guideline is: if staff numbers are between 7 and 50 adults, OFA Level 1 (basic) first aid is required by WorkSafeBC, and if staff numbers exceed 50 adults, OFA Level 2 (intermediate) first aid is required

- 1.3. Each Principal is responsible for ensuring that first aid coverage and certification are maintained at their site.
- 1.4. All first aid attendants will post their valid first aid certificate(s) at their respective work sites. They will also send a copy of their new or updated certification to their Manager, or Principal, hrhelpdesk@sd71.bc.ca and to the District Health and Safety Manager for record-keeping, along with any receipts required for reimbursement of course fees. The Health and Safety Manager will also review all course requests in agreement with the District's recommended course providers and acceptable courses, and approve as appropriate, prior to employees booking their courses.
- 1.5. In addition to providing first aid services to staff and students, it is the District's responsibility to maintain site treatment records of all injuries reported by employees. The first aid attendant will be the employer's designate to complete and maintain these records as per *Workers Compensation Act Occupational Health and Safety Regulation Part 3 (Rights and Responsibilities) s. 3.19 and s. 3.21*. Reporting of student injuries are required by the Schools Protection Branch and are to be reported on the Student Incident Form ONLY (i.e. these reports are not required in first aid records).

2. Equipment

- 2.1. Each site with 50 or fewer employees will have an OFA level 1 first aid kit on site. This is to meet the requirement for an OFA Level 1 first aid attendant.
- 2.2. In addition to the appropriate first aid kit), each facility with more than 50 employees will maintain, on site, all equipment and/or supplies as required by the [Workers Compensation Act \[RSBC 2019\] Chapter 1 – Part 2 \(Occupational Health and Safety\)](#). See also [OHS Guideline G3.16\(1.1\): Basic requirements to meet schedule 3-A](#).
- 2.3. It is the responsibility of the District and its designate(s) (i.e. first aid attendants, in this case), to ensure that the first aid equipment and supplies at each site are kept stocked and properly maintained to meet site-specific levels of coverage, as per [Workers Compensation Act \[RSBC 2019\] Chapter 1 – Part 2 \(Occupational Health and Safety\)](#). See also [OHS Guideline G3.16\(1.1\): Basic requirements to meet schedule 3-A](#).
- 2.4. Principals and managers are responsible for supplying first aid kits and replacement items.

3. Facilities

- 3.1. For ill or injured staff or students, each site must have a bed available in a room that has enough space to allow ease of access and treatment. The facility must also meet the requirements of *Workers Compensation Act Occupational Health and Safety Regulation Part 3 (Rights and Responsibilities) s. 3.15 and 3.16* as applied to the different levels of coverage.

4. Procedures

- 4.1. In accordance with *Workers Compensation Act Occupational Health and Safety Regulation Part 3 (Rights and Responsibilities) s. 3.17*, each work site Manager and School Principal is responsible for the development of site-specific written procedures so staff and students will know how to obtain first aid treatment in the event of injury or illness.
- 4.2. Each Principal will also review annually, with staff, the procedures for obtaining first aid treatment.

5. Drills

- 5.1. In accordance with *Workers Compensation Act Occupational Health and Safety Regulation Part 3 (Rights and Responsibilities) s. 3.17.(4)*, each work site Manager and School Principal must ensure that at least once each year and whenever the procedures change, drills are conducted to ensure that
- (a) the procedures are effective, and
 - (b) workers, first aid attendants and other persons authorized to call for transportation for injured workers are capable of fulfilling their roles and responsibilities.

6. Treatment and Transportation of Injured Employees

- 6.1. Ill or injured employees are to receive first aid at their respective work sites. If it is determined that medical attention is required, the patient is to be transported by ambulance to the nearest hospital. In the event first aid is required at a site with no first aid attendant, the patient is to be transported to hospital by ambulance rather than being returned to their usual work site (in accordance with *Workers Compensation Act Occupational Health and Safety Regulation Part 3 (Rights and Responsibilities) s. 3.17 and 3.21*).

7. Vehicles

- 7.1. Each District vehicle will be equipped with a vehicle first aid kit.
- 7.2. Through the District employees designated below, it is the District's responsibility to ensure that vehicle first aid kits are present and stocked.

Vehicle	Designate responsible
Maintenance vehicles	Vehicle drivers

District mini-buses	District mechanic or other maintenance employee responsible for checking mini-buses prior to pick-up
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8. Field Trips and Athletic Events

- 8.1. First aid fanny packs shall be taken on all one-day field trips and kept available at athletic events held on school grounds. The District requires a procedure in place to address first aid issues that might arise during these field trips or events.
- 8.2. School groups on extended field trips (over 24 hours) shall take with them extended first aid kits which shall be supplied by the School administration.

9. Public Assemblies, Staff Meetings, Open Houses

- 9.1. The assessment for these types of assemblies indicates that a procedure is to be in place at the school or site to identify access to the first aid kit, along with procedures for transportation to hospital if required. But whenever possible, a Level 1 first aid attendant is to be in attendance.

10. First Aid Training

- 10.1. Employees who volunteer as first aid attendants are responsible for enrolling in and completing the District recommended training courses to maintain their required certification, and for reviewing these requirements with the District Health and Safety Manager before enrolling for training. The District will provide reimbursement for such training costs.
- 10.2. Employees not designated as first aid attendants who wish to pursue first aid training are to notify their Supervisor. Supervisors will send these requests to the Health and Safety Manager, who will make recommendations to the Secretary-Treasurer regarding reimbursement of training costs.

11. Dispensing of Medications

- 11.1. First aid attendants are responsible for the dispensing of medications if required, but only after stringent controls have been laid out by employees or the students' family doctors. Training and written permission is required. Adhere to Administrative Procedure 316 – Management of Health Conditions and Medical Emergencies in all these cases.

12. Reimbursement and/or Compensation effective September 1, 2005

- 12.1. Course and recertification fees for approved staff will be reimbursed upon verification of successful completion of the course. Whenever possible, courses will be taken outside normal working hours. OFA Level 2 certification will require a one-week commitment of regular time to complete the course.
- 12.2. Compensation for all assigned first aid attendants who are members of CUPE Local 439, CDTA, PVPA, and ESSPA, will be as follows:
 - 12.2.1. Staff designated as "Occupational First Aid Level 1 Attendants" will be assigned an additional fifteen (15) minutes per day at pay grade 1-2 in order to perform

first aid duties.

12.2.2. Staff designated as “Occupational First Aid Level 2 Attendants” will be assigned an additional 24 minutes per day at Pay Grade 9-2 in order to perform first aid duties.

12.3. Number of designated staff members or volunteers is to be limited to clause 1.2 requirements.

12.4. Staff volunteering as first aid attendants will serve the three-year term of their certificate. Should staff move to another job site within their three-year certificate validity, and there is a first aid vacancy at their new work site, it is expected that the balance of their volunteer service will be recognized. Vacancies will be posted on an annual basis or as they arise.

12.5. The Health and Safety Manager will advise principals of first aid course so that positions can be posted, volunteers arranged, and appropriate training provided for the required coverage at their respective sites.

Reference: Sections 17, 20, 22, 65, 85 School Act
Health Act
Safety Standards Act
Workers' Compensation Act
Communicable Diseases Regulation
Occupational Health and Safety Regulation

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