



# **First Aid Attendant Responsibilities**

## **School District No. 71 (Comox Valley)**

School District No. 71 (Comox Valley) designated first aid attendants:

- will post their valid first aid certificate(s) at their work sites;
- will provide first aid services to staff and students;
- will record and maintain records of injuries (reporting of student injuries are required by the Schools Protection Branch and should be reported on the *Student Incident* form as well as in a separate student First Aid log on site)
- will keep their site's first aid kit properly stocked with the necessary supplies (if more are required, they can order supplies from their site's first aid account of 1.01.64.5306.054.000; the District Health and Safety account provides upfront cost of training, new first aid kits, large equipment, etc. but not consumables);
- will maintain eyewash stations monthly (see the Health and Safety webpages on the eyewash checklist for further information);
- will maintain automated external defibrillator (AED) if applicable;
- will maintain staff/student health records and medication for those with life-threatening allergies/illnesses;
- will promptly provide injured workers with a level of care within the scope of the attendant's training;
- will objectively record observed or reported signs and symptoms of injuries and exposures to contaminants;
- will refer for medical treatment workers with injuries considered by the first aid attendant as being serious or beyond the scope of the attendant's training;
- must be physically and mentally capable of safely and effectively performing the required duties;
- do not have authority to overrule a worker's decision to seek medical treatment or the worker's choice of medical treatment;
- are responsible, and have 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 acceptable to the Board, or
  - by a person with higher or equivalent first aid certification.

### **Injury Reporting Protocol:**

- Please refer to the documents "How to Report Injuries" found at: [SD71.bc.ca](http://SD71.bc.ca) ➔ For Employers