

Administrative Procedure 3041 MR3

***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 board of school trustees requires the minimum level of first aid certification at each site to be a **dual** certification in *WCB Level 1* with a *Standard First Aid* certificate.

Elementary schools:	<b>Two</b> WCB Level 1 first aid attendants with <b>dual</b> certification (Level 1 <i>and</i> Standard First Aid)
Middle schools: (<50 employees)	<b>Two</b> WCB Level 1 first aid attendants with <b>dual</b> certification (Level 1 <i>and</i> Standard First Aid)
(>50 employees)	<b>Two</b> WCB Level 1 first aid attendants with <b>dual</b> certification (Level 1 <i>and</i> Standard First Aid) <b>PLUS one</b> attendant with WCB Level 2 certification)
Secondary schools	<b>Two</b> WCB Level 1 first aid attendants with <b>dual</b> certification (Level 1 <i>and</i> Standard First Aid) <b>PLUS two</b> attendants with WCB Level 2 certification)
Maintenance shop	<b>One</b> WCB Level 1 first aid attendant with <b>dual</b> certification (Level 1 <i>and</i> Standard First Aid) <b>PLUS one</b> attendant with WCB Level 2 certification)

(<10 employees) Satellite locations such as NIDES, assessment centre, school board office (more than seven staff members): (>10 employees)	<b>Two</b> WCB Level 1 first aid attendants with <b>dual</b> certification (Level 1 <i>and</i> Standard First Aid)  <b>WCB Level 1 first aid kit</b> on site, with specific procedures on <b>how to transport</b> to hospital
Sandwich Alternate School	<b>One</b> WCB Level 2 first aid attendant, or during absence of the Level 2 attendant a <b>WCB Level 1 first aid kit</b> on site, with specific procedures on <b>how to transport</b> to hospital

The general guideline is: if staff numbers are between 7 and 50 adults, Level 1 first aid is required by WCB, and if staff numbers exceed 50 adults, Level 2 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 building supervisor or school principal, and to the school district health and safety officer for record-keeping, along with any receipts required for reimbursement of course fees. The health and safety officer will post schedules, as they become available, for first aid courses that meet the school board's standards. The health and safety officer will also review all course requests 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 employer'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 should 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 a school district "red pack" on site. This is to meet the requirement for a WCB Level 1 first aid attendant.
- 2.2 In addition to the school district "red pack," each facility with more than 50 employees will maintain, on site, all equipment and/or supplies as required by the *Workers Compensation Act [RSBC 1996] Chapter 492 – Part 3 (Occupational Health and Safety)*.
- 2.3 It is the responsibility of the employer 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 the

*Workers Compensation Act [RSBC 1996] Chapter 492 – Part 3 (Occupational Health and Safety)*. See also WCB Schedules 1 to 7.

2.4 Prepared first aid kits and replacement items are available from the school district warehouse.

### 3. **Facilities**

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 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. **Treatment and Transportation of Injured Employees**

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 should 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*).

### 6. **Vehicles**

6.1 Each school district vehicle will be equipped with a vehicle first aid kit.

6.2 Through the district employees designated below, it is the employer's responsibility to ensure that vehicle first aid kits are present and stocked.

Vehicle	Designate responsible
Maintenance vehicles	Vehicle drivers
District buses for special needs students	Bus drivers
District mini-buses	District mechanic or other maintenance employee responsible for checking mini-buses prior to pick-up

**7. Field Trips and Athletic Events**

7.1 First aid fanny packs shall be taken on all one-day field trips and kept available at athletic events held on school grounds. Additional kits are available from the school district warehouse. The board requires a procedure in place to address first aid issues that might arise during these field trips or events.

7.2 School groups on extended field trips (over 24 hours) shall take with them extended first aid kits which can be obtained from the school district maintenance warehouse.

**8. Public Assemblies, Staff Meetings, Open Houses**

The assessment for these types of assemblies indicates that a procedure should 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 should be in attendance.

**9. First Aid Training**

9.1 Employees who volunteer as first aid attendants through a posting process are responsible for enrolling in and completing the necessary training course to maintain their required certification, and for reviewing these requirements with the school district health and safety officer before-enrolling for training. The district will provide reimbursement for such training costs.

9.2 Employees not designated as first aid attendants who wish to pursue first aid training should notify their supervisor. Supervisors will send these requests to the health and safety officer, who will make recommendations to the secretary-treasurer regarding reimbursement of training costs.

## 10. **Dispensing of Medications**

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 management regulation 6011MR1 in all these cases.

## 11. **Reimbursement and/or Compensation effective September 1, 2005**

11.1 Course and renewal fees for all staff will be reimbursed upon verification of successful completion of the course. Whenever possible, courses will be taken outside normal working hours. WCB Level 2 certification will require a one-week commitment of regular time to complete the course.

11.2 Compensation for all assigned first aid attendants who are members of CUPE Local 439 will be as follows:

- Support staff designated as "Occupational Level 1 First Aid Attendants" will be assigned an additional fifteen (15) minutes per day at pay grade 0-2 in order to perform first aid duties.
- Support staff designated as "Occupational Level 2 First Aid Attendants" will be assigned an additional 24 minutes per day at Pay Grade 9-2 in order to perform first aid duties.
- For attendance at training required outside normal working hours, vacation credits apply as per Article 25.07 of the CUPE Local 439 collective agreement.

11.3 Compensation for all assigned first aid attendants who are members of the CDTA will be as follows:

- Teaching staff designated "Occupational Level 1 First Aid Attendants" will be paid an additional \$682.50 per annum (\$68.25 per month) for performing first aid duties.
- Teaching staff designated "Occupational Level 2 First Aid Attendants" will be paid an additional \$1730.00 per annum (\$173.00 per month) for performing first aid duties.
- For attendance at required training that is outside normal working hours, time in lieu (*up to three days for level 1 and up to five days for level 2*) will be provided. If the required training is taken during regular working hours, a teacher on call will be provided if needed.

11.4 Compensation for all assigned first aid attendants who are members of the PVPA will be as follows:

- Principals or vice-principals designated “Occupational Level 1 First Aid Attendants” will be paid an additional \$682.50 per annum (\$56.87 per month) for performing first aid duties.
- Principals or vice-principals designated “Occupational Level 2 First Aid Attendants” will be paid an additional \$1730.00 per annum (\$144.16 per month) for performing first aid duties.
- For attendance at required training that is outside normal working hours, time in lieu (*up to three days for level 1 and up to five days for level 2*) will be provided. For required training attended during regular working hours, a teacher on call will be provided if needed.

11.5 Compensation for all assigned first aid attendants who are members of the ESSPA will be as follows:

- Excluded staff members designated “Occupational Level 1 First Aid Attendants” will be paid an additional \$682.50 per annum (\$56.87 per month) for performing first aid duties.
- Excluded staff members designated “Occupational Level 2 First Aid Attendants” will be paid an additional \$1730.00 per annum (\$144.16 per month) for performing first aid duties.
- For attendance at required training that is outside normal working hours, vacation credits (*up to three days for level 1 and up to five days for level 2*) will be provided.

11.6 Number of designated staff members or volunteers should be limited to article 1.2 requirements.

11.7 Staff volunteering as first aid attendants will serve the two-year term of their certificate. Should staff move to another job site within their two-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.

11.8 The health and safety officer will advise principals of first aid courses so that positions can be posted, volunteers arranged, and appropriate training provided for the required coverage at their respective sites.