



BOARD POLICY MANUAL	
Approval Date	Replacing All previous documents
Review Date	Page 1 of 2
Policy Section School	Identification SCH-1020

## FIRST AID PROCEDURES

### PRINCIPLE

Trinity Christian School will give assiduous attention to the first aid of students and employees.

### REQUIREMENTS

Trinity Christian School encourages, supports and shall provide opportunities for employees to actively participate in Standard First Aid Certification courses and C.P.R. courses.

- (a) Staff holding a valid St. John Ambulance Basic and Standard First Aid certificate or equivalent, shall be identified as First Aid providers for the site.
- (b) A First Aid Station shall be located on each level of the school. On the first floor it is located in the front office. On the second floor, it is in the Project Room.
- (c) The principal shall ensure that the first aid kits and their contents are inspected at not less than quarter-yearly intervals and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person making the inspection.
- (d) Procedures for record keeping of all injuries shall be in place.
- (e) Procedures shall be in place for periodic review of accident reports to provide corrective actions to help eliminate causes of injuries.

### PROCEDURES

At the beginning of each school year the Principal will review with staff the following First Aid Procedures:

- the First Aid action plan for the site (see School Accident Procedures).
- the identification of the First Aid providers and their site location(s).
- the respective role of the Principal, the First Aid providers and the employees in cases of accident and/or injury (see School Accident Procedures).
- the universal blood and body fluid precautions. (See attached copies of pages 1-4 & 1-5 of St. John Ambulance First Aid Activity Book.)
- the First Aid Incident Report Form to be completed by staff
- the process whereby staff and students with life threatening allergies and illnesses are identified and the appropriate emergency procedures to be taken.
  - A) Create and annually update file for each student with life threatening allergies or illnesses.
  - B) Post emergency medical alert reports of each student with life threatening allergies or illnesses (with pictures) in the main office and staff room. At the beginning of each school year, the Principal will review with the staff emergency procedures for each students with severe allergies and illnesses.
  - C) At the beginning of each year, all staff will be trained on the proper use of administering an epi-pen and be made aware that they are required by law to administer if the situation requires it. This will include a thorough review of the school's anaphylaxis policy. (See attachments: 1. EpiPen Procedures! 2. What does an Anaphylactic Reaction look Like?)

## First Aid Action Plan

### IN CASES OF INJURY:

(a) *The Principal shall:*

- provide for First Aid to be administered.
- provide for the recording of the First Aid treatment/advice given.
- provide immediate transportation to a hospital, doctor's office or employees home, when necessary.
- notify the parents/guardians (or in case of employee, the next of kin) as soon as possible, when appropriate.

FOR EMPLOYEES:

Submit to Human Resources the Employer's Report of Injury/Disease (WCB Form 7) no later than 3 days of completing the form.

FOR STUDENTS/VOLUNTEERS/VISITORS:

Submit to Superintendent of Business, the O.S.B.I.E. Incident Report Form as soon as possible.

(b) *The Employee shall:*

- promptly obtain First Aid.
- report an injury to principal/site administrator as soon as possible.