	Prairie Rose School Division No. 8 Health and Safety	CODE:
	<h1>First Aid Requirements</h1>	ISSUED: REVIEW DATE:
		Page 1 of 5 REVISION #:

Alberta Occupational Health and Safety Code 2006 Part 11 First Aid states that an employer must:
 ...provide first aid services, supplies and equipment and provide a first aid room in accordance with the applicable requirements...
 (a) ensure that first aid services, first aid equipment, supplies and the first aid room required by this Code are
 (i) located at or near the work site they are intended to serve, and
 (ii) available and accessible during all working hours;
 (b) ensure that first aid equipment and supplies are
 (i) maintained in a clean, dry and serviceable condition,
 (ii) contained in a material that protects the contents from the environment, and
 (iii) clearly identified as first aid equipment and supplies;
 (c) post, at conspicuous places at the work site, signs indicating the location of first aid services, equipment and supplies or, if posting of signs is not practicable, ensure that each worker knows the location of first aid services, equipment and supplies; and
 (d) ensure that an emergency communication system is in place for workers to summon first aid services.
 ... (4) An employer must provide a means of communication at the work site to summon an ambulance service or transportation...
 ... An employer must ensure that the number of first aiders at a work site and their qualifications and training comply with Schedule 2, Tables 5, 6 or 7...
 ... An employer must keep a record of workers at a work site who are first aiders...
 ... An employer must record every acute illness or injury that occurs at the work site in a record kept for the purpose as soon as practicable after the illness or injury is reported to the employer...

1.0 Purpose

The purpose of this document is to outline the prescribed requirements for first aid qualifications, equipment, stations and reporting.

2.0 Scope

All Division buildings and work sites, including traditional office and school environments, field locations, and vehicles shall maintain sufficient first aid equipment. Every location should have an appropriate number of people trained in First Aid.


3.0 Responsibility

The responsibility to provide first aid services, supplies and equipment as defined by Alberta Occupational Health and Safety Legislation does not apply to students, however Prairie Rose School Division No. 8 has resolved that student enrollment will be considered in determining the first aid services that we consider essential to ensure the health and safety of the entire populace in each of our locations. Therefore the minimum standards defined in this document are based on the current average sum of all regular site occupants.

Management as far as is reasonably practicable, is responsible for ensuring that:

- There are sufficient employees in all workplace areas and on all shifts that hold current training and certification meeting the minimum Standard First Aid & CPR Level \geq or equivalent.
- A qualified first aid attendant is assigned responsibility for every first aid station
- The names and locations of qualified first aid attendants and local number for emergency services are posted at first aid stations
- First aid kits are clearly identified and accessible at all times
- All injuries are reported as required

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	Prairie Rose School Division No. 8 Health and Safety	CODE:
	First Aid Requirements	ISSUED: REVIEW DATE:
		Page 2 of 5 REVISION #:

Assigned First Aid Attendants are responsible for:

- Providing emergency care or treatment to an injured person until medical aid is obtained.
- Maintaining a current level of first aid training that meets minimum requirements.
- Inspecting quarterly and maintaining first aid kit supplies as required. An inspection card shall be maintained for each kit and shall record the date of the most recent inspection and the name and signature of the person making the inspection.
- Completing or assisting in the completion of a first aid report form for every acute illness or injury and submit the form to the location supervisor/manager.
- Performing clean up of blood and/or bodily fluids in compliance with the Blood borne Pathogen Safety Program

Health and Safety Coordinator is responsible to:

- Provide assistance, direction and clarification as necessary
- Provide First Aid Attendant training where necessary
- Periodically examine all locations to ensure that minimum standards for first aid requirements are adhered to.

4.0 Procedure

First Aid Kits . Types & Contents

The following contents lists are considered minimum standards for the corresponding first aid kit type.


Note 1: All completed first aid treatment records must be maintained for a minimum of 3 years in a secure and confidential manner.

Note 2: First aid kits are to be universal; all items contained in a kit must be able to be used on any person, therefore alcohol swabs, mercury thermometers, ammonia inhalants, medications, prescription drugs, medicated creams and non-prescription drugs (such as ASA or allergy medications) are not permitted in first aid kits.

Type P First Aid Kit

- 10 sterile adhesive dressings, assorted sizes, individually packaged;
- 5 -10 cm x 10 cm sterile gauze pads, individually packaged;
- 1 -10 cm x 10 cm sterile compress dressing, with ties;
- 5 antiseptic cleansing towelettes, individually packaged;
- 1 cotton triangular bandage;
- 1 waterproof waste bag;
- 1 pair disposable non-latex gloves

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	Prairie Rose School Division No. 8 Health and Safety	CODE:
	First Aid Requirements	ISSUED: REVIEW DATE:
		Page 3 of 5 REVISION #:


Number 1 First Aid Kit

- 10 antiseptic cleansing towelettes, individually packaged;
- 25 sterile adhesive dressings, individually packaged;
- 10 -10 cm x 10 cm sterile gauze pads, individually packaged;
- 2 -10 cm x 10 cm sterile compress dressings, with ties, individually packaged;
- 2 -15 cm x 15 cm sterile compress dressings, with ties, individually packaged;
- 2 conform gauze bandages · 75 mm wide;
- 3 cotton triangular bandages;
- 5 safety pins · assorted sizes;
- 1 pair of scissors;
- 1 pair of tweezers;
- 1 - 25 mm x 4.5 m of adhesive tape;
- 1 crepe tension bandage · 75 mm wide;
- 1 resuscitation barrier device with a one-way valve;
- 4 pairs of disposable non-latex gloves;
- 1 first aid instruction manual (condensed);
- 1 inventory of kit contents;
- 1 waterproof biohazard+waste bag.
- 1 first aid record book

Number 2 First Aid Kit

- 10 antiseptic cleansing towelettes, individually packaged;
- 50 sterile adhesive dressings, individually packaged;
- 20 -10 cm x 10 cm sterile gauze pads individually packaged;
- 3 -10 cm x 10 cm sterile compress dressings, with ties, individually packaged;
- 3 -15 cm x 15 cm sterile compress dressings, with ties, individually packaged;
- 1- 20 cm x 25 cm sterile abdominal dressing;
- 2 conform gauze bandages · 75 mm wide;
- 4 cotton triangular bandages;
- 8 safety pins · assorted sizes;
- 1 pair of scissors;
- 1 pair of tweezers;
- 1 25 mm x 4.5 m roll of adhesive tape;
- 2 crepe tension bandages · 75 mm wide;
- 1 resuscitation barrier device with a one-way valve;
- 6 pairs of disposable non-latex gloves;
- 1 sterile, dry eye dressing;
- 1 first aid instruction manual (condensed);
- 1 inventory of kit contents;
- 1 waterproof biohazard+waste bag
- 1 first aid record book

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	Prairie Rose School Division No. 8 Health and Safety	CODE:
	First Aid Requirements	ISSUED: REVIEW DATE:
		Page 4 of 5 REVISION #:

Number 3 First Aid Kit

- 24 antiseptic cleansing towelettes, individually packaged;
- 100 sterile adhesive dressings, individually packaged;
- 50 10 cm x 10 cm sterile gauze pads individually packaged;
- 6 10 cm x 10 cm sterile compress dressings, with ties, individually packaged;
- 6 15 cm x 15 cm sterile compress dressings, with ties, individually packaged;
- 4 20 cm x 25 cm sterile abdominal dressings, individually packaged;
- 6 conform gauze bandages · 75 mms wide;
- 12 cotton triangular bandages;
- 12 safety pins · assorted sizes;
- 1 pair of scissors;
- 1 pair of tweezers;
- 2 25 mm x 4.5 m rolls of adhesive tape;
- 4 crepe tension bandages · 75 mm wide;
- 1 resuscitation barrier device with a one way valve;
- 12 pairs of disposable non-latex gloves;
- 2 sterile, dry eye dressings, individually packaged;
- 1 tubular finger bandage with applicator;
- 1 first aid instruction manual (condensed);
- 1 inventory of kit contents;
- 2 waterproof biohazard+waste bags.
- 1 first aid record book

First Aid Service Requirements

The following list of minimum standards for first aid services have been designed to meet with applicable requirements taking into consideration average total occupancy, type of work(hazards) and distance between work site and emergency services.

Note 1: Every Industrial Arts Classroom, Cosmetology Classroom, Home Economics (Lab) Classroom and Science (Lab) Classroom must contain an approved emergency eyewash station. Additional eyewash stations may be added to custodial rooms etc. as deemed necessary.


5.0 Communication

All Supervisors should be aware of and adhere to the minimum standards defined in this document. Additionally, any major changes in enrollment, structure or course offerings that would necessitate revisions to first aid service requirements must be communicated to Central Office as soon as they are recognized.

6.0 Evaluation

The Health and Safety Coordinator will review and update this document as necessary to meet legislative requirements, identified deficiencies and varying location needs.

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 <p>Prairie Rose SCHOOL DIVISION NO. 8</p>	Prairie Rose School Division No. 8 Health and Safety	CODE:
	<h1>First Aid Requirements</h1>	ISSUED:
		REVIEW DATE:
		Page 5 of 5 REVISION #:

<u>Location</u>	<u>Occupancy</u>	<u>Attendants</u>	<u>Kit(s) Type</u>	<u>Other</u>
All vehicles	N/A	N/A	P	
Central Office	37	2	No. 2	+ 1 eyewash station
Acadia Colony	19	2	No. 2	+ 3 blankets, splint set
Acadia Office (Oyen)	4	1	No. 1	
Beyond Walls Outreach	8	1	No. 1	
Bindloss School	31	2	No. 2	+ 3 blankets, splint set
Bow Island Elementary	63	3	No. 3	
Burdett School	165	4	2 - No. 3	+ 1 eyewash station
Eagle Butte High School	513	7	5 - No. 3	+ 4 eyewash stations
Elkwater Colony	15	2	No. 2	+ 3 blankets, splint set
Foremost School	279	5	3 . No. 3	+ 2 eyewash stations
I.F. Cox School	301	5	3 . No. 3	
Irvine School	387	5	4 . No. 3	+ 3 eyewash stations
Jenner School	36	2	No. 2	+ 3 blankets, splint set
Kingslake Colony	23	2	No. 2	+ 3 blankets, splint set
Manyberries School	29	2	No. 2	+ 3 blankets, splint set
Margaret Wooding	237	5	2 . No. 3	
Mayfield Colony	8	1	No. 2	+ 3 blankets, splint set
New Brigden School	57	3	No. 3	
Oyen Public School	151	4	2 . No. 3	+ 1 eyewash station
Parkside School	182	4	2 . No. 3	+ 1 eyewash station
Plainview Colony	15	2	No. 2	+ 3 blankets, splint set
Ponderosa Colony	11	2	No. 2	+ 3 blankets, splint set
Prairie View Colony	9	1	No. 2	+ 3 blankets, splint set
Ralston School	202	4	3 . No. 3	
Rosedale Colony	27	2	No. 2	+ 3 blankets, splint set
RoseGlen Colony	23	2	No. 2	+ 3 blankets, splint set
Schuler School	50	3	2 . No. 3	+ 3 blankets, splint set
Senator Gershaw School	270	5	4 . No. 3	+ 3 eyewash stations
Seven Persons School	342	5	4 . No. 3	+ 3 eyewash stations
Shamrock Colony	17	2	No. 2	
Silver Sage Colony	13	2	No. 2	+ 3 blankets, splint set
South Central School	140	4	3 . No. 3	+ 3 eyewash stations
Starbrite Colony	23	2	No. 2	
Sunrise Colony	14	2	No. 2	+ 3 blankets, splint set
Warren Peers School	90	3	2 . No. 2	+ 1 eyewash station
Winnifred Colony	28	2	No. 2	+ 3 blankets, splint set

7.0 References: Blood borne Pathogens Program, Incident Investigation Procedure, Inventory Card

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