

Administrative Procedures Manual	Administrative Procedure 160
	Appendix E
	First Aid – Frequently Asked Questions
	APPROVED: September 1, 2013
Page 1 of 3	AMENDED/REVIEWED: September 2019, March 2023
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Freedom of Information and Protection of Privacy Act Occupational Health and Safety Act Worker’s Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

Examples

Example 1: Elementary School with 201 staff, students and volunteers on site.

Referring to [AP 160 Appendix C- First Aid Training and Supplies Minimum Requirements](#) the school would require 2 basic first aiders, 2 intermediate first aiders, plus 1 intermediate first aider for every additional increment of 1 to 100 workers above 200 workers.

In the case of 201 occupants, the school would be required to provide 2 basic first aiders and 3 intermediate first aiders. The school would also need to provide a Type 2: Basic, size large first aid kit and a designated area for first aid services. Additional kits (Type 2: Basic, size small) are also to be provided in science labs, boiler rooms and athletic areas.

Example 2: High school with 1500 staff, students, and volunteers.

Referring to AP 160 Appendix C, the school would require 2 basic first aiders, 2 intermediate first aiders, plus 13 additional intermediate first aiders (one for every additional increment of 1 to 100 above 200 occupants). The school would also need to provide a Type 2: Basic, size large first aid kit and a designated area for first aid services. Additional kits (Type 2: Basic, size small) must also be provided in CTS shops, science labs, boiler rooms and athletic areas. If the school has students participating in an onsite work experience or vocational program, these students may be considered employees under the Occupational Health and Safety Act, contact the Division Safety Coordinator for clarification.

Example 3: Two (2) maintenance workers who work together transporting equipment to schools using a Division vehicle.

In this case the vehicle is considered a work site and at least one of the drivers would have to have basic first aid training. The vehicle must also contain a Type 1: Personal first aid kit.

Where can first aid training be obtained and what does it cost?

First aid training can only be provided by agencies that have been approved by the Alberta Director of Medical Services. A list of accredited training providers can be found on the following website at: [Approved First Aid Training Agencies](#)

Service providers can generally accommodate most training requests during and outside regular working hours. The cost will vary with the service provider, the level of certification, and the number of individuals being trained.

What if the school leases part of their facility to another worksite or tenant?

Although school administrators are not legally required to provide first aid services to

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contractors, tenants and rental groups, they may choose to enter into an agreement with these parties to individually or jointly provide first aid services. Any agreement or sharing of responsibilities and resources must be described in a written agreement, and must be based on the total number of persons or workers at the work site.

What are the additional requirements for first aid equipment and supplies?

Administrators are responsible for ensuring that first aid services, equipment, and supplies are readily available at the work site. Equipment and supplies must be quickly and easily accessible during all working hours, including after hours when custodial or other staff may be in the building. Equipment and supplies must be ready for use and kept in a clean, dry and serviceable condition. The containers in which they are stored, must be clearly marked to indicate that they are intended for first aid, and staff must know where to find them. First aid kits and kit upgrades meeting the requirements of the Alberta OHS Code are available through private vendors.

Where should supplies be located?

The code makes reference to a "designated area for first aid services". This means that supplies and equipment must be kept in a place that is clean and accessible and where first aid services can be easily administered. This designated area could be a stand-alone room or simply the corner of an office.

What Work Related Incident Forms are schools and worksites required to keep?

Each school is required to maintain a record of staff that has valid first aid training certificates. This record will allow administrators to keep track of expiry dates, and those staff members who are qualified first aiders.

Staff and students are required to report any physical injury or sudden occurrence of illness that is school or work related. The Principal is to designate an individual to whom the verbal report is made e.g., first aider, supervisor, administrative assistant or some other individual. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance.

Similarly, recurrent injuries reported by several people may suggest the need to change some aspect of the work site or the tasks performed by staff or students.

All work related incidents are reported in [Public School Works](#). Access is through the Division Portal on the main page under “Staff Accident Reporting”. If the injury results in medical aid or

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time loss to staff that are covered by Workers' Compensation (WCB), the Principal or supervisor must contact the worker to assist them in completing the required WCB Worker's Report of Injury or Illness. This is done inside the Report an Accident in Public School Works. For injury incidents involving students, the Secretary-Treasurer must be notified using the [Student Accident Report \(Form 315-1\)](#) in Public School Works, which is also located on the Portal's main page under "Student Accident Reporting". All incidents must be reported through Public School Works on the Division Portal.

Who is allowed access to Work Related Incident Forms?

Only the injured person, those individuals involved in medical treatment, work site inspections, accident investigations, record maintenance for the Occupational Health and Safety program, and the Workers' Compensation Board may review Work Related Incident Forms.

Are there any additional recommended first aid practices for schools and Division worksites?

The following practices are recommended but not a mandatory part of the First Aid Regulation:

Oxygen Equipment:

First aiders may use oxygen therapy equipment to assist breathing and provide basic life support during a medical emergency **if** they receive proper training on use of the equipment. If oxygen therapy equipment is purchased for the first aid room, ensure that it meets the requirements of CSA Standard CAN/CSA Z305.3-M87 Pressure Regulators, Gauges, and Flow-Metering Devices. "No Smoking" signs are to be placed on oxygen delivery equipment. Oxygen cylinders must be hydrostatically tested every five (5) years and the test date marked on the cylinder.

Oxygen tank labels must include a Drug Identification Number (DIN) and the fabricator's name and address. Only suppliers licensed to refill oxygen bottles can do so. For additional information on injury reporting and first aid requirements contact the Division Safety Coordinator.