

Administrative Procedures Manual	Administrative Procedure 160
	Appendix C
	First Aid Training and Supplies – Minimum Requirements
	APPROVED: September 1, 2013
Page 1 of 2	AMENDED/REVIEWED: September 2019
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

Minimum Requirements for Division Facilities (1)

Estimated # persons in school or facility at any time of day *	Number / qualifications of first aid trained staff required on site at all times	Supplies and Equipment Requirements	First Aid Station (Centrally located and readily accessible)	Other Stations (e.g. CTS shops, science labs, boiler room, athletic areas)
1		Type P Kit. Staff who use their vehicles as a worksite.		
2-9	1 emergency first aider	No. 1 Kit	Designated area for first aid (4)	Eyewash station or portable eyewash Custodial staff working afternoon shifts. Maintenance staff driving Division vehicles
10-49	1 emergency first aider 1 standard first aider	No. 2 Kit No. 1 Kit 3 blankets	Designated area for first aid(4)	Eyewash station or portable eyewash (2) Staff PD days Each CTS shop, Science Lab and gym is to have No. 1 Kit
50-99	2 emergency first aiders 1 standard first aider	No. 3 Kit No. 1 Kit 3 blankets	Designated area for first aid (4)	Eyewash station or portable eyewash (2) Staff PD days Each CTS shop, Science Lab and gym is to have No. 1 Kit.

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100-199	2 emergency first aiders 2 standard first aiders	No. 3 Kit 3 blankets Eyewash Station No. 2 Kit Stretcher, splints	Designated area for first aid (4)	Eyewash station or portable eyewash (2) Staff PD days Each CTS shop, Science Lab and gym is to have No. 1 Kit
200 or more	2 emergency first aiders 2 standard first aiders 1 additional standard first aider for every increment of 1-100 people.	No. 3 Kit 4 Blankets Eyewash Station No 2 Kit Stretcher, splints	Designated area for first aid (4)	Eyewash station or portable eyewash (2) Staff PD days Each CTS shop, Science Lab and gym is to have No. 1 Kit

This Appendix is based on the minimum legal requirements for workers in closed – medium hazard worksites as specified in Schedule 2, Table 7 of the [OHS Code](#). Principals are to estimate the total number of staff, students and volunteers present at the worksite to determine their requirements for first aid training and supplies.