

Administrative Procedures Manual	Administrative Procedure 160
	Appendix B
	First Aid
	APPROVED: September 1, 2013
Page 1 of 5	AMENDED/REVIEWED: September 2019, March 2023
LEGAL REFERENCE:	Section 11, 52, 53, 196, 197, 222 Education Act Occupational Health and Safety Act Worker's Compensation Act Occupational Health and Safety Code Occupational Health and Safety Regulation

Guidelines for Compliance with the Alberta Occupational Health and Safety Code

First Aid

Overview

The following guidelines are provided to assist principals, administrators and staff in meeting the Occupational Health and Safety (OHS) Code – First Aid Requirements. The purpose of the first aid requirements is to ensure that every worksite in the province has the equipment, supplies, and trained staff to support an ill or injured person until complete medical care and treatment can be administered. The code specifies *minimum* requirements for “workers” in the province. Individual schools and decision units may deem it necessary to exceed the minimum requirements depending on the nature of their programs and environment.

Key requirements

1. The Division has determined that all schools meet the category of medium hazard worksites as described in Table 2, Schedule 2 of the OHS Code.
2. All first aid training must be delivered through a training provider that has been approved by the Alberta Director of Medical Services
3. To determine the number of first aiders required at a site and the type of first aid kits required, refer to [AP 160 Appendix C – First Aid Training and Supplies Minimum Requirements](#).
4. A Type 1: Personal first aid kit is required for staff that use their vehicle as a workplace (e.g., maintenance staff, consultants, Division Office).
5. Minimum requirements may differ if there are students working in Division schools or facilities under work experience programs. Students in these cases are considered employees under OHS legislation.
6. All staff must have access to first aid kit(s), these kits are **not** to contain a logbook to record all injuries and illnesses, as this may contravene the Freedom of Information and Protection of Privacy Act.
 - 6.1 An updated list of the required contents of each type of kit is outlined in [AP 160 Appendix D – Required Contents of First Aid Kits](#).

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Guidelines for Meeting Legislative Compliance

The Alberta Occupational Health and Safety Code requires each workplace to:

- Have the required number of trained and certified staff to attend to the first aid needs of staff;
- Have first aid kits and other equipment such as blankets;
- Have signage or other means indicating the location of first aid supplies and certified first aiders;
- Record all injuries regardless of whether first aid is administered;
- Provide emergency baths, showers or eye-wash equipment if corrosive or other chemicals harmful to the eyes or skin are used in the workplace;
- Provide a room or designated area for first aid services if more than ninety-nine (99) staff are regularly present in the workplace.

Signs are to be posted throughout the premises, indicating the names of trained first aid personnel and the location of first aid services, supplies and equipment. If signs are not practical, building occupants are to be informed by other means such as written documents and verbal instruction. The following forms can be used for this:

- [Form 0500 – Staff First Aid Information Sheet \(Elem / Jr. High\)](#)
- [Form 0501 – Staff First Aid Information Sheet \(High Schools\)](#)

Emergency Conveyance

An emergency conveyance – municipal or commercial ambulance – must be readily available to a workplace. If an ambulance cannot reach the workplace within 10 or 15 minutes, alternate means of emergency transportation shall be provided. An individual with a serious illness or injury shall be accompanied by at least one (1) person other than the operator of the emergency conveyance while being transported, and that person must have the qualifications of at least a valid Basic First Aid Certificate.

First Aid Record Keeping

The names and qualifications of all personnel with valid first aid training certificates must be communicated to all staff and students in the building, and it must be **visibly posted**. First Aid Training is recorded by individual employees in [Hour Zero](#), under skills. This allows for supervisors to ensure legal requirements are met.

In addition, all staff injuries must be recorded by the First Aider in [Public School Works](#) under the Case Journal Entry section. This information is to be typed in on the incident “case journal

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entry” associated with each accident report in Public School Works.

The following data must be entered for each injury:

- Injured “worker’s” full name.
- Name and qualifications of the first aider providing treatment.
- Date and time of the injury or illness.
- Date and time injury or illness reported.
- Description of the injury or illness, location where it occurred and description of the cause.
- First aid treatment provided.

Record of First Aid must be entered into the “ case journal entry” on Public School Works associated to the accident report. This electronic record will be kept for at least three (3) years and shall be presented to an authorized government inspector upon request.

Resuscitators and Inhalators

If resuscitators, inhalators, or any type of oxygen therapy equipment will be used in the workplace, principals or Division Office administrators are advised to contact an Occupational Health and Safety Consultant.

Blankets

Where reference is made to "blankets" in AP 160 Appendix C at least one (1) of these blankets is to be of a woven fabric such as wool, polyester, or other material. In addition to providing warmth, such blankets can also be used for positioning or immobilizing the limbs or head during care and treatment.

Emergency Eyewash Equipment

- Emergency eyewash and personal eyewash stations are to be located in areas where corrosive chemicals are used.
- Emergency eyewash stations are defined as devices used to irrigate and flush the eyes and provide continuous flushing fluid to both eyes at a minimum of 1.5 liters per minute for fifteen (15) minutes.
- Personal eyewash equipment (e.g., portable squeeze bottles) do not meet the standard for emergency eyewash equipment.
- During an emergency, personal eyewashes can be used during the transport of an injured person to a proper emergency eyewash station.
- At least one (1) emergency eyewash station is required in every facility, preferably in

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areas where corrosive chemicals are used such as science, automotive or construction technology shops, and custodial boiler or utility rooms.

- Building occupants are to be aware of the locations of the emergency and personal eyewash stations.
- Emergency and personal eyewash stations must be maintained and checked on a regular basis. Expiration periods on commercial eyewash solutions that contain a preservative must be checked. Open personal eyewash bottles are single use only and must be replaced upon opening.

For further information regarding eyewash stations, please contact the Division Safety Coordinator.

Portable Kits

Where minor injuries occur on a frequent basis, e.g., playgrounds, special needs classrooms, or on field trips first aid kits can be broken down into smaller kits (fanny packs) for portability and immediate access. A [Student Accident Report \(Form 315-1\)](#) should also be included for ease of recording injury and treatment information.

Training Requirements

As outlined in AP 160 Appendix C, there are two (2) levels of required qualification:

- Basic First Aid Certificate
- Intermediate First Aid Certificate

It is to be noted that first aid certificates are valid for three (3) years. Staff are to be retrained prior to their certificates expiring.

Implementation

1. Principals and Managers are to:

- Review the requirements under the legislation, as outlined in this document.
A summary [First Aid Checklist \(Form 160-1\)](#) is available on the Division Portal under Health and Safety.
- Determine if your location has the required number of trained first aiders and first aid supplies, as outlined in AP 160 Appendix C.
- Ensure the training course is provided by a certified instructor and is approved by the

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- Ensure staff are updating Hour Zero with their First Aid training, and visibly post their names in the workplace. Assign a designated person to ensure staff compliance.
- Determine if current first aid kits meet the requirements outlined in AP 160 Appendix D.
- Order new first aid kits or supplies as needed and assign a designated person to maintain these kits in working order.
- Remove any bound first aid record books from first aid kits.
- Post signs in key locations (e.g., office, washrooms, main bulletin boards), that provide the names of trained first aiders and the location of these individuals, first aid kits, and if necessary, the location of eyewash stations and designated first aid rooms.
- Review the need for emergency eyewash stations and ensure they are properly installed and maintained.