	<b>Safe Work Guideline</b> <b>First Aid Training and Supplies</b>		
<b>Prepared By:</b> Don Doherty	<b>Effective Date:</b> May 2010	<b>Revised BY:</b> Don Doherty	<b>Date:</b> February 2023

## General Requirements:

All schools and central services shall have the appropriate first aid supplies and trained staff to support an ill or injured person until complete medical care and treatment can be administered. The minimum first aid requirements shall be based on the approximate number of staff, students and volunteers on the premises at each location. Minimum first aid requirements can be found in the OHS Program Manual or the OHS Act, Regulation and Code (Table 6).


### Decision unit administrators shall:

- Provide a designated area for the provision of first aid services and supplies if there are more than 99 people located at the worksite;
- Ensure that all staff and building occupants are informed of the location of first aid supplies and trained personnel through the posting of signage and/or other means such as written documents or verbal instruction; and
- Cover all costs associated with first aid services, training and supplies.

## FIRST AID TRAINING AND SUPPLIES

Decision unit administrators shall ensure:

- First aid training is delivered by certified instructors and that selected courses have been approved by the Alberta Government. (e.g. St. Johns);
- First aid training certificates are kept current and renewed every three years;
- The appropriate type and number of first aid kits and supplies required for their location are readily accessible during all working hours and are adequately maintained;
- First aid kits do not contain prescription or non-prescription drugs;
- Emergency eyewash equipment is provided in areas where corrosive chemicals harmful to the skin or eyes are used; and
- If a person with a serious injury or illness is transported to a medical facility by means other than an ambulance, that the injured person is accompanied by at least one trained first aider other than the operator of the vehicle.

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## FIRST AID RECORDS AND REPORTING


Decision unit administrators shall ensure:

- All work related injuries (including medical aid and lost time injuries) are promptly reported and recorded on the *Work Related Incident Record*. (Note this is in addition to the requirement for staff covered by WCB to report time loss injuries to the Worker's Compensation Board). Student injuries are still to be reported on *School Accident Report* and a copy forwarded to the Executive Assistant to Secretary-Treasurer.
- Copies of completed *Work Related Incident Records* are to be kept on file in a confidential area by a designated person at the worksite for at least **three** years; and
- Copies of the *Work Related Incident Record* is provided only to the injured person, government inspectors or individuals involved in medical treatment or the district health and safety program.

## DEFINITIONS

**Designated Area:** 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.

**Designated Person:** An individual determined by the decision unit administrator is to be the keeper of the first aid records at the worksite.


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### First aid requirements for low hazard work environments

Number of workers on site	Close work site (up to 20 minutes)	Distant work site (20-40 minutes)	Isolated worksite (more than 40 minutes)
1	Type "P" First aid Kit	Type "P" First aid Kit	Type "P" First aid Kit
2-9	No. 1 First aid Kit	1 Emergency First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
10-49	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
50-99	1 Emergency First Aider No. 1 First Aid Kit	1 Emergency First Aider No. 2 First Aid Kit	1 Standard First Aider No. 2 First Aid Kit
100-199	1 Emergency First Aider 1 Standard First Aider No. 3 First Aid Kit  Designated area for first aid services	1 Emergency First Aider 2 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints  Designated area for first aid services	3 Standard First Aiders No. 3 First Aid Kit 3 blankets, stretcher, splints  Designated area for first aid services
200 or more	1 Emergency First Aider 2 Standard First Aiders <b>Plus</b> 1 Standard First Aider for each additional increment of 1-100 workers No. 3 First Aid Kit  Designated area for first aid services	1 Emergency First Aider 2 Standard First Aiders <b>Plus</b> 1 Standard First Aider for each additional increment of 1-100 workers No. 3 First Aid Kit 3 blankets, stretcher, splints Designated area for first aid services	3 Standard First Aiders <b>Plus</b> 1 Standard First Aider for each additional increment of 1-100 workers No. 3 First Aid Kit 3 blankets, stretcher, splints  Designated area for first aid services

**Special Notes:**

- Number of first aiders indicated is per shift at all times.
- The above requirements are the minimum requirements under OHS Act, Regulation and Code for low level hazard worksites.
- **Field trips** are to follow the same requirements dependent on the number of people. Considerations beyond minimum requirements should be given for field trips involving large groups, overnight stays or high risk activities. The use of fanny pack kits are recommended for field trips.
- Eyewash stations are to be easily accessible and marked for staff that comes in contact with potential eye injury hazards (cleaning, solvents etc.) During their day to day activities.
- Work Related Incident Records (WRIR) are to be accessible to staff and to be used as the legally required first aid records whenever first aid is administered.


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### A Type “P” First Aid Kit consists of the following

1. 10- Sterile Adhesive dressings, assorted sized, individually packed
2. 5- 10 cm x 10 cm sterile gauze pads individually packaged
3. 1- 10 cm x 10 cm sterile compress dressing, with ties
4. 5- Antiseptic cleansing towelettes, individually packaged
5. 1- Cotton triangular bandage
6. 1- Biohazard waste disposal bag (single use)
7. 2- pairs Examination gloves. Disposable, medical grade, non-latex, powder free
8. 1- Adhesive tape 2.5 cm x 2.3 m (1 in x 2.5 yd)
9. 2- tubes Antibiotic Ointment, Topical single use
10. 1- roll Conforming stretch bandage, relaxed length, individually wrapped 5.1 cm x 1.8m
11. 4- hand/skin cleansing towelette, individually wrapped
12. 1- Splinter forceps/tweezers, fine point, stainless, min 11.4 cm

### A “No.2”: Basic First Aid Kit consists of the following

1. 50- Adhesive bandages, sterile, assorted sizes (standard, large fingertip, knuckle, large patch)
2. 20- 10 cm x 10 cm sterile gauze pads, individually packaged
3. 3- 10 cm x 10 cm sterile compress dressings, with ties
4. 3- 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
5. 1- 20 cm x 25 cm sterile abdominal dressing
6. 2- Conform gauze bandages- 75 mm wide
7. 4- Cotton triangular bandages
8. 1- Pair of scissors
9. 1- Splinter forceps/Pair of tweezers
10. 1- 25 mm x 4.5 m roll of adhesive tape
11. 2- Crepe tension bandages, individually wrapped- 75 mm wide
12. 6- Pairs Examination gloves. Disposable, medical grade, non-latex, powder free
13. 1- Sterile, eye dressing
14. 2- tubes Antibiotic Ointment, Topical single use
15. 1- roll Conforming stretch bandage, relaxed length, individually wrapped 5.1 cm x 1.8m
16. 4- hand/skin cleansing towelette, individually wrapped
17. 2- Biohazard waste disposal bag (single use)
18. 1- Emergency blanket, aluminized, non-stretch polyester, Min 132 x 215 cm

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### A “No. 3” First Aid Kit consists of the following

1. 24- Antiseptic cleansing towelettes, individually packaged
2. 100- Sterile adhesive dressing, individually packaged
3. 50- 10cm x 10cm Sterile gauze pads, individually packaged
4. 6- 10cm x 10cm Sterile compress dressings, with ties, individually packaged
5. 6- 15cm x 15cm Sterile compress dressings, with ties, individually packaged
6. 4- 20cm x 25cm Sterile abdominal dressing
7. 6- Conform gauze bandages – 75 millimeters wide
8. 12- Cotton triangular bandages
9. 1- Splinter forceps/Pair of tweezers
10. 2- 25mm x 4.5m of adhesive tape
11. 4- Crepe tension bandage – 75mm wide
12. 1- CPR- barrier device with one-way valve
13. 12- Pairs of disposable surgical gloves
14. 2- Sterile, dry eye dressings, individually packaged
15. 1- Tubular finger bandage with applicator
16. 1- First aid instruction manual (condensed)
17. 1- Inventory of kit contents
18. 2- Biohazard waste disposal bag (single use)
19. 1- Compress/ pressure dressing with ties 15.2 cm x 15.2 cm
20. 2- Emergency blanket, aluminized, non-stretch polyester, Min 132 x 215 cm
21. 24- Gauze pad, sterile individually wrapped 10.2 cm x 10.2 cm
22. 2- Packages Glucose tablets (10 per package)
23. 24- Hand/ skin cleansing towelette, individually wrapped
24. 16- Non-adherent dressing, sterile, individually wrapped 5.1 x 7.6 cm
25. 1- Tourniquet, Arterial