	<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

## General Requirements:

All schools and central services shall have the appropriate first aid supplies and trained staff to support an ill or injured personal 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 Waterproof waste bag
7. 1 Pair of disposable surgical gloves

### A “No. 1” Type First Aid Kit consists of the following

1. 10 Antiseptic cleansing towelettes, individually packaged
2. 25 Sterile adhesive dressings, individually packaged
3. 10 10 cm x 10 cm sterile gauze pads, individually packaged
4. 2 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
5. 2 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
6. 2 Conform gauze bandages- 75 mm wide
7. 3 Cotton triangular bandages
8. 5 Safety pins- assorted sizes
9. 1 Pair of scissors
10. 1 Pair of tweezers
11. 1 25 mm x 4.5 m of adhesive tape
12. 1 Crepe tension bandage- 75 mm wide
13. 1 resuscitation barrier device with one-way valve
14. 4 Pairs of disposable surgical gloves
15. 1 First aid instruction manual (condensed)
16. 1 Inventory list of kit contents
17. 1 Waterproof waste bag

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

1. 10 Antiseptic cleansing towelettes, individually packaged
2. 50 Sterile adhesive dressings, individually packaged
3. 20 10 cm x 10 cm sterile gauze pads, individually packaged
4. 3 10 cm x 10 cm sterile compress dressings, with ties
5. 3 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
6. 1 20 cm x 25 cm sterile abdominal dressing
7. 2 Conform gauze bandages- 75 mm wide

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8. 4 Cotton triangular bandages
9. 8 Safety pins- assorted sizes
10. 1 Pair of scissors
11. 1 Pair of tweezers
12. 1 25 mm x 4.5 m roll of adhesive tape
13. 2 Crepe tension bandages- 75 mm wide
14. 6 Pairs of disposable surgical gloves
15. 1 Sterile, eye dressing
16. 1 First aid instruction manual (condensed)
17. 1 Inventory list of kit contents
18. 2 Waterproof waste bags

**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. 12 Safety pins – assorted sizes
10. 1 Pair of scissors
11. 1 Pair of tweezers
12. 2 25mm x 4.5m of adhesive tape
13. 4 Crepe tension bandage – 75mm wide
14. 1 Resuscitation barrier device with one-way valve
15. 12 Pairs of disposable surgical gloves
16. 2 Sterile, dry eye dressings, individually packaged
17. 1 Tubular finger bandage with applicator
18. 1 First aid instruction manual (condensed)
19. 1 Inventory of kit contents
20. 2 Waterproof waste bags