

4.26 First Aid Supplies, Equipment and Training

1. Purpose

The purpose of this policy and procedure is to provide guidance on what level of first aid supplies, equipment and training is required for Kootenay Christian Academy.

2. Persons/Area Affected

All workers of Kootenay Christian Academy. (Student needs are addressed by the Ministry of Education's requirements).

3. Policy

The policy of Kootenay Christian Academy is to ensure that workers, visitors, and volunteers (as well as students) are kept as safe as possible, and that the school is equipped to deal with injuries and illnesses that can be reasonably expected to occur from time to time.

4. Definitions

4.1. First Aid

4.1.1. treatment to preserve life and minimize the consequences of injury until medical treatment is obtained, or

4.1.2. treatment of minor injuries that would otherwise receive no medical treatment, or that do not need medical treatment

4.2. First Aid Attendant

4.3. A person who holds a valid first aid certificate recognized by the Workers Compensation Board (WCB), who is designated as a first aid attendant by Kootenay Christian Academy;

4.4. Level 1, 2, & 3 First Aid

4.5. The official levels of first aid training required by certified first aid attendants.

4.6. The Regulation

4.7. The Occupational Health and Safety (OHS) Regulation is part of the Workers Compensation Act, and contains legal requirements that must be met by all workplaces under the inspectional jurisdiction of the WCB.

4.8. Emergency Transportation Vehicle (ETV) Ambulance.

4.9. Workers

4.9.1. The definition of worker includes, but is not limited to:

4.9.1.1. an employee

4.9.1.2. a person working under a contract, such as a consultant

4.9.1.3. a person who is a learner, such as a practicum student

4.10. Workers are not students of Kootenay Christian Academy.

5. Responsibilities

5.1. The principal is responsible for making sure Kootenay Christian Academy has up to date first aid supplies, equipment and, if applicable, a trained first aid attendant.

5.2. All workers are responsible for knowing where the health and safety supplies and equipment are located, and who the first aid attendant is.

Procedures

5.3. **NOTE:** Determine which table applies to your school. The distance to the nearest hospital is a factor. Once you have determined which table applies to your school, delete the one that does not apply.

5.4. First Aid kits and first aid training requirements are determined by the Regulation in the following table:

Number of workers per shift	Supplies, equipment, and facility	Level of first aid certificate for attendant	Transportation
1			
2-10	Basic first aid kit		
11-50	Level 1 first aid kit	Level 1 certificate	
51-100	Level 2 first aid kit Dressing station	Level 2 certificate	
101 or more	Level 2 first aid kit First aid room	Level 2 certificate	ETV