

Risk Management – First Aid	
Adopted: June 24, 1997	Last Reviewed/Revised: February 20, 2024
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: VI-74 Risk Management – First Aid II-26 Managing Student Risk in Interschool Sports II-42 Medical Conditions V-05 School Accidents – Prevention & Safety VI-21 OSBIE Online Incident Reporting (Ontario School Board Insurance Exchange) VI-71 Concussion Safety	

Purpose

To provide assiduous attention to the first aid of all employees and students within the Halton Catholic District School Board (HCDSB)'s jurisdiction.

Application and Scope

This policy applies to all HCDSB sites within the jurisdiction of the Halton Catholic District School Board and where employees and students are on HCDSB related business and/or activities.

References

[Education Act](#)

[Occupational Health and Safety Act](#)

[Workplace Safety and Insurance Act](#)

[WSIB Regulation 1101](#)

Principles

The Halton Catholic District School Board will give assiduous attention to the first aid of students and employees in compliance with the *Education Act*, *Occupational Health and Safety Act* (OHSA), *Workplace Safety and Insurance Act* (WSIA), policies, procedures and protocols, as well as all other

legal obligations.

Requirements

- HCDSB encourages, supports and shall provide opportunities for employees to actively participate in Workplace Safety and Insurance Board (WSIB) recognized Standard First Aid certification.
- HCDSB will sponsor the following number of employees for each site to receive Standard First Aid and CPR/AED with Administrator approval:
 - Elementary Schools - 2 employees
 - Elementary Schools over 700 staff and students - 3 employees
 - Elementary Schools over 900 staff and students - 4 employees
 - Secondary Schools - 4 employees
 - Central Office Sites - 2 employees
- Each school site will meet the requirements of WSIB First Aid Regulation 1101 relating to first aid equipment, facilities and trained personnel:
 - employees holding a valid St. John Ambulance Standard First Aid certificate or equivalent, shall be identified as First Aid providers for the site.
 - a First Aid Station shall be located on site and valid First Aid certificates will be posted.
 - HCDSB shall require the Principal/or Supervisor to ensure that the first aid kits and their contents are inspected by an individual certified with first aid, or designated HCDSB vendor, at not less than quarter-yearly intervals; and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person completing the inspection.
 - HCDSB shall require the Principal or Supervisor to ensure that the Automated External Defibrillator (AED) is inspected on a monthly basis and shall mark the inspection card for each box with the date of the most recent inspection and the signature of the person completing the inspection.
 - a WSIB poster entitled “In Case of Injury” Poster (Form 82), shall be displayed in every workplace where all workers can see it.
 - procedures for record keeping of all injuries shall be in place, as per the HCDSB’s First Aid Protocol.
 - procedures shall be in place for periodic review of accident reports to provide corrective actions to help eliminate causes of injuries.
- Each First Aid Kit/Room shall be equipped with disposable non-latex gloves and a pocket

mask or shield.

- The Director of Education shall establish administrative procedures consistent with HCDSB policies to implement this policy.
- The Principal/Site Administrator shall be responsible for implementing HCDSB policies, establishing and implementing site procedures, which will safeguard the health and welfare of staff, and students who have been injured, or taken ill, while on HCDSB premises, or on school-sponsored field trips/activities.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board