

Risk Management – First Aid	
Adopted: February 17, 2015	Last Reviewed/Revised: February 5, 2024
Next Scheduled Review: 2026-2027	
Associated Policies & Procedures: II-31 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 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 procedure shall apply to all HCDSB sites within the jurisdiction of the HCDSB 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](#)

Definitions

Critical Injury is defined by the *Occupational Health & Safety Act* as an injury that: (a) places life in jeopardy, (b) produces unconsciousness, (c) results in substantial blood loss, (d) involves the fracture of a leg or arm but not a finger or toe, (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe, (f) consists of burns to a major portion of the body, or (g) causes the loss of sight in an eye.

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) and *Workplace Safety and Insurance Act* (WSIA) Policies, Procedures and Protocols, as well as all other legal obligations.

Requirements

- At the beginning of each school year, the Principal/Site Administrator will review the [First Aid Protocol](#) with staff as well as each of the following:
 - the First Aid action plan for the site;
 - the identification of the First Aid providers and their site location(s);
 - the identification of the location of the first aid supplies including devices/medication (AED, EpiPens, etc.);
 - the respective role of the Principal/Site Administrator, the First Aid providers and the employees in cases of accident and/or injury;
 - the universal blood and body fluid precautions;
 - the forms that must be completed in case of injury (i.e. the online Ontario School Boards' Insurance Exchange (OSBIE) Incident Report Form for students, volunteers and visitors; the HCDSB's Online [Accident/Incident Report Form](#) for staff);
 - HCDSB's WSIB Officer will follow WSIB requirements and complete and submit a WSIB Form 7 for employees, if necessary;
 - Upon discovery of critical injury, the Principal or Site Supervisor will immediately secure the scene and notify the Health and Safety Officer (by phone) who will ensure compliance with Occupational Health and Safety legislation and reporting requirements.
 - The process whereby staff and students with life threatening allergies, illnesses and medical conditions are identified and the appropriate emergency procedures to be taken.
- In all cases of a suspected head injury and/or concussion, the HCDSB concussion protocol will be followed.
- The Principal will ensure that a First Aid qualified adult (e.g. Trainer) is present at all games/practices for sports designated as high risk: Archery; Cheerleading (Acrobatic); Cycling; Diving/Springboard/Tower; Dragon Boat Racing; Field Hockey; Football (Tackle); ; Ice Hockey; Inline/Roller Hockey; Lacrosse (Box/Field); Mountain Biking; Olympic Weightlifting;

Powerlifting; Ringette (Ice); Rowing; Rugby (Tackle); Skiing (Alpine/Snowboarding/Snowblading); Swimming; Synchronized Swimming; Track and Field (Discus, High Jump, Javelin, Pole Vault, Shot Put, Steeple Chase); Triathlon (Swim/Run/Cycle); Water Polo; Wrestling]. (See Elementary/ Secondary Activity Directory – StaffNet)

IN CASES OF INJURY:

The Principal/Site Administrator shall:

- provide for First Aid to be administered;
- provide for the recording of the First Aid treatment/advice given;
- provide immediate transportation to a hospital, doctor's office or employee's home, if needed;
- notify the parents/guardians (or in case of employee, emergency contact) as soon as possible, when appropriate.
- ensure appropriate notice (critical injury) and forms are submitted to Human Resources Services.

For Employees:

HCDSB will arrange and pay for transportation to get medical care, if needed for employees.

For Students/Volunteers/Visitors:

- Complete and submit the online "OSBIE Incident Report Form" as soon as possible.

The Employee shall:

- promptly obtain First Aid.
- report any injuries to Supervisor and Principal/Site Administrator as soon as possible.
- Submit the Online HCDSB Accident/Incident Report within 24 hours of injury, if unable to submit contact supervisor/site administrator to submit on your behalf.

APPROVED: Regular Meeting of the Administrative Council

AUTHORIZED BY: _____
Director of Education and Secretary of the Board