



FIRST AID

Category: Health & Safety

Effective January 2018

Policy Statement

Anglophone West School District has a responsibility to ensure, as far as possible, the health and well-being of its employees, and to provide direction in the event of an emergency illness or accident of an employee.

Requirements

First Aid Requirements

- First Aid providers and First Aid kits are provided in all Anglophone West School District workplaces in accordance with Schedule A of NB Regulation 2004-130 – see [Appendix A](#).

Emergency Communication Plan

- Call 911.
- Should a call to 911 not be required, or in addition to a call to 911 and immediate first aid assistance is required, summon assistance by calling or sending a person to get a first aid provider as per the list of Qualified ASD-W First Aid Providers posted on the Work Safe bulletin board in the staff room or at the front office/desk.
- Each workplace is to have a detailed, written emergency communication plan posted in a conspicuous place. Each plan will include the civic address and any other specific instructions pertinent to that workplace.

Emergency Transportation

- The approved methods of transportation of an employee in an emergency situation to the nearest health care facility are:
 - Ambulance
 - Next of kin
 - Government vehicle
 - Taxi, to be paid for by the school district
- Where an employee is seriously injured or needs to be accompanied during transport, other than by ambulance, the employee is to be accompanied by at least one first aid responder who is not the operator of the vehicle.

First Aid Providers

- Names of qualified First Aid Providers at a work location shall be posted on the Work Safe Bulletin Board or other conspicuous place.
- Disposable latex or vinyl gloves and a face shield with a one-way valve are to be readily accessible.

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- First Aid Providers will be provided with a minimum of 6 hours practice on First Aid skills each year during which he or she holds a valid certificate.

Report of Injury or Illness

- An employee shall report an injury or illness to the employer as soon as practicable after the injury or the first signs of illness.

Record of Treatment

- A First Aid Provider will prepare a written record of first aid administered to employees. The record is to be maintained in the front office/desk for 5 years after the date on which it was made. See [Appendix B](#) - Written Record of First Aid Administered.

First Aid Kits

- The contents of First Aid Kits used at Anglophone West School District workplaces are to be compliant with Schedule C of NB Regulation 2004-130 – see [Appendix C](#).
- First Aid Kits are to be conspicuously located at or near the working areas they are intended to serve, easily accessible during working hours, and maintained in a clean, dry, and serviceable condition.
- Signs are to be posted in conspicuous places indicating the location of first aid kits.

Reference

- [NB Regulation 2004-130 under the Occupational Health & Safety Act](#)
- [ASD-W-704-1 First Aid and Cleaning Precautions for Dealing with Blood and Body Fluids](#)

Appendices

- [Appendix A](#): First Aid Requirements
- [Appendix B](#): Written Record of First Aid Administered
- [Appendix C](#): Contents of First Aid Kits