



Section 5

First Aid Requirements



Occupational Health &
Safety Manual 2020

FIRST AID REQUIREMENTS

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 Plus 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 Plus 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 Plus 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.

A Type "P" First Aid Kit consists of the following

1. 10 Sterile Adhesive dressings, assorted sized, individually packed
2. 5 10 Centimeters x 10 centimeters sterile gauze pads individually packaged
3. 1 10 Centimeters x 10 centimeters 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 Centimeters x 10 centimeters sterile gauze pads, individually packaged
4. 2 10 Centimeters x 10 centimeters sterile compress dressings, with ties, individually packaged
5. 2 15 Centimeters x 15 centimeters sterile compress dressings, with ties, individually packaged
6. 2 Conform gauze bandages- 75 millimeters 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 Millimeters x 4.5 meters of adhesive tape
12. 1 Crepe tension bandage- 75 millimeters 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 Centimeters x 10 centimeters sterile gauze pads, individually packaged
4. 3 10 Centimeters x 10 centimeters sterile compress dressings, with ties
5. 3 15 Centimeters x 15 centimeters sterile compress dressings, with ties, individually packaged
6. 1 20 Centimeters x 25 centimeters sterile abdominal dressing
7. 2 Conform gauze bandages- 75 millimeters wide
8. 4 Cotton triangular bandages
9. 8 Safety pins- assorted sizes
10. 1 Pair of scissors
11. 1 Pair of tweezers
12. 1 25 Millimeters x 4.5 meters roll of adhesive tape
13. 2 Crepe tension bandages- 75 millimeters 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

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First Aid Training and Supplies

Frequently Asked Questions

What is the purpose of the first aid requirements of the Alberta Occupational Health and Safety Code?

The purpose of the requirements related to first aid is to ensure that every work site in the province has the equipment, supplies, and trained staff to support an ill or injured person until complete medical care and treatment can be administered. The code specifies *minimum* requirements but in some cases schools or decision units may find it necessary to exceed these requirements depending on the nature of their programs and environment.

What are the minimum requirements for first aid training and supplies?

Although the code applies to “workers” at worksites, ECCS has established that the number of building occupants (e.g. staff, students, volunteers, etc.) determines the minimum requirements for first aid supplies and trained personnel. *The above table and First Aid kit lists* are the minimum supplies and trained personnel. Individuals must be available to respond to any acute illness or injury that might reasonably be expected to occur. When selecting individuals for training, emphasis should be given to staff who are readily accessible (e.g., custodial or office staff); staff who work with special needs children; and staff who work in higher hazard areas such as science or CTS labs. It is up to each school or decision unit to select and train the appropriate number of staff.

Examples:

Example 1: Elementary School with 201 staff, students and volunteers on site.

Referring to the table of minimum requirements the school would require 2 emergency first aiders, 2 standard first aiders, plus 1 standard first aider for every additional increment of 1 to 100 workers above 200 workers. In the case of 201 occupants, the school would be required to provide 2 emergency first aiders and 3 standard first aiders. The school would also need to provide a No. 3 first aid kit and a designated area for first aid services. Additional kits (No. 2) can also be provided in science labs, boiler rooms and athletic areas.

Example 2: High school with 1500 staff, students, and volunteers.

Referring to the table of minimum requirements, the school would require 2 emergency first aiders, 2 standard first aiders, plus 13 additional standard first aiders (one for every additional increment of 1 to 100 above 200 occupants). The school would also need to provide a No. 3 first aid kit and a designated area for first aid services. If the school has students participating in an onsite work experience or vocational program contact a district occupational health and safety consultant to determine if additional supplies and services are required.

Example 3: Two maintenance workers who work together transporting equipment to schools using a district vehicle.

In this case the vehicle is considered a work site and at least one of the drivers would have to have emergency first aid training. The vehicle must also contain a No. 1 first aid kit.

What are the minimum first aid requirements for field trips?

Legal requirements for first aid training are established based on the number of staff or workers present at a worksite. At ECCS, a worksite may be a classroom, vehicle or field trip venue and also includes the presence of students.

Since there are no provincial regulations governing first aid requirements for volunteers or students on field trip. Administrators are advised to first, count volunteers as staff (see above paragraph) and second, consider the number of students and nature of risk involved in the field trip. The *First Aid Requirements* Table can be used as a guideline to ensure that the appropriate first aid training and supplies are available to meet the needs of both staff and students.

Individuals suitably trained in first aid include staff members, volunteer supervisors or others authorized by the principal that have valid first aid certificates. Principals must verify that first aid training is up to date before granting authorization. Designated first aid providers must be readily accessible throughout the duration of the field trip. In addition to trained supervisors, bus drivers or employees at the field trip who have valid first aid training may be used to compliment training needs. Many venues offer access to first aid supplies and services during school field trips. Arrangements to utilize supplies, trained bus drivers or personnel at the field trip site should be established and agreed upon prior to the field trip.

For small or low risk field trips (e.g. those involving one staff member or within walking distance from the school) meeting the provisions outlined in the *First Aid Requirements* Table may not be practical or necessary. In all cases, principals or their designates (e.g., coaches) should conduct a risk assessment prior to each type of field trip to determine the appropriate level of first aid training and supplies required.

In some situations, if the field trips are repetitive (e.g., school basketball games) then one hazard assessment may be sufficient. In this situation, schools may consider organizing amongst themselves where the host school will provide the first aid supplies and trained staff.

In other situations, field trips may present enhanced or unique first aid needs requiring additional specialized knowledge, equipment, and supplies (e.g. wilderness trips). If a field trip into a wilderness area is planned, the St. John Ambulance Official Wilderness First Aid Guide can be used as a resource.

The risk assessment for field trips should consider variables such as:

- Number of staff and students participating
- Risk assessment (potential hazards at the site)
- Remoteness of the site and communications access to emergency assistance
- Duration of the field trip
- Organization at the site (for example, groups spread out in various locations)
- Whether the field trip venue has staff trained in first aid
- Age and nature (e.g., behaviors or other special needs) of students
- Health status of staff and students involved in the field trip (e.g., individuals with asthma, severe allergies, etc.).

Should you require a bus driver with first aid training for a field trip, you should request that the driver have a valid Emergency First Aid certificate at the time of selecting a carrier.

What are the minimum requirements for first aid supplies on field trips?

See the above Table, *First Aid Requirements* to determine what is required for first aid supplies. The contents of the kit can be put into a fanny pack for greater portability. First aid kits should also contain first aid record forms (Work Related Incident Record) to

record injury and treatment information. Consideration beyond the minimum requirements should be given in the case of unique first aid needs that may be presented by larger field trips, and trips involving overnight stays and/or more hazardous activities.

What if the school leases part of their facility to another worksite or tenant?

Although school administrators are not legally required to provide first aid services to contractors, tenants and rental groups they may choose to enter into an agreement with these parties to individually or jointly provide first aid services. Any agreement or sharing of responsibilities and resources must be described in a written agreement, and must be based on the total number of persons or workers at the work site.

What are the additional requirements for first aid equipment and supplies?

Administrators are responsible for ensuring that first aid services, equipment, and supplies are readily available at the work site. Equipment and supplies must be quickly and easily accessible during all working hours, including after hours when custodial or other staff may be in the building. Equipment and supplies must be ready for use and kept in a clean, dry and serviceable condition. The containers, in which they are stored, must be clearly marked to indicate that they are intended for first aid, and staff must know where to find them.

Where should supplies be located?

The code makes reference to a "designated area for first aid services". This means that 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. In addition to the first aid supplies that would be found in a central location in the building, it is recommended that CTS and Science Labs, Phys. Ed areas and boiler rooms have a No. 2 First Aid Kit

How do I inform staff, students and building occupants of available first aid services and supplies?

Signs should be posted to indicate the location of first aid services, equipment, and supplies. The signs should be visible and easy to understand. Where signs are not practicable, staff and building occupants must be informed of the location of the services, equipment, and supplies by other means such as printed materials or verbal instructions.

What records are schools and worksites required to keep?

Each school is required to maintain a record of staff that has valid first aid training certificates. This record will allow administrators to keep track of expiry dates, and those staff members who are qualified first aiders.

Staff members are required by law to report any physical injury or sudden occurrence of illness that is work related. The administrator should designate an individual to whom the verbal report is made e.g., first aider, supervisor, administrative assistant or some other individual. Prompt reporting ensures complete and accurate information and allows the injury or illness to be assessed and treated as necessary. Such information is also useful in injury surveillance. Similar, recurrent injuries reported by several people may suggest the need to change some aspect of the work site or the tasks performed by staff or students.

A Work Related Incident Record (used as the first aid record) is to be used to record all work related injuries. Blank record forms should be kept in the first aid kit. The practice of using bound first aid record books should be discontinued as it may violate the Freedom of Information and Privacy Act. Completed individual records should be sent to the individual designated by the administrator as the keeper of all completed first aid records and retained for the minimum three-year period required by the new regulation. Copies of the record

form must be given to the injured worker and forwarded to the OHS Coordinator 24 hours of the injury. If the injury results in medical aid or time loss to staff that are covered by Workers' Compensation (WCB) additional WCB reporting will be necessary. Contact the OHS Coordinator for assistance.

How long first aid records must be kept?

Each completed *Work Related Incident Record (first aid record)* must be retained for a minimum of 3 years from the date on which the illness or injury occurred. After filling out the form, forward the incident record to the OHS coordinator as soon as practical. The Incident record will be retained by the OHS Coordinator. The cause of the illness or injury may be unknown at the time it is being treated. Every effort should be made to determine the cause within a reasonable period of time and add this information to the illness or injury record. Even if no first aid is administered, an illness or injury reported by a student, staff member, or building occupant should be recorded.

Who is allowed access to first aid records?

Due to privacy requirements in the legislation, completed First Aid Records should not be kept in the first aid kit. Only the injured person, those individuals involved in medical treatment, work site inspections, accident investigations, record maintenance for the health and safety program, and the Workers' Compensation Board may review first aid records. It is suggested that completed records be kept in the OHS Documentation Binder.

What are the requirements for transporting an injured person to a medical facility?

If an injured person is transported to a hospital or medical facility by means other than an ambulance, they must be accompanied by at least one trained first aider other than the operator of the transportation.

Are there any additional recommended first aid practices for schools and district worksites?

The following practices are recommended but not a mandatory part of the First Aid Regulation:

Emergency Eyewash Stations:

Emergency eyewash and personal eyewash stations should be located in areas where there is a potential eye injury hazard is present e.g. where corrosive chemicals are used. Emergency eyewash stations are defined as devices used to irrigate and flush the eyes and provide continuous flushing fluid to both eyes at a minimum of 1.5 liters per minute for 15 minutes. A personal eyewash station (e.g., portable squeeze bottle) does not meet the standard for emergency eyewash equipment. They can support emergency eyewash equipment by delivering immediate flushing fluid but must not replace them. During an emergency, personal eyewashes can be used during the transport of an injured person to a proper emergency eyewash station. Installation of at least one emergency eyewash station is required somewhere in the facility, preferably in areas where corrosive chemicals are used such as science, automotive or construction technology shops, and custodial boiler or utility rooms. Building occupants should be aware of the locations of the emergency and personal eyewash stations. Emergency and personal eyewash stations must be maintained and checked on a regular basis.

Medications:

First Aid kits should not contain any prescription or non-prescription drugs. The inclusion of symptom-relief medication(s) is beyond the scope of the Regulation. The routine inclusion of prescription and over-the-counter medication(s) in first aid kits is not recommended as there is no established benefit and there is a potential for problems.

Oxygen Equipment:

First aiders may use oxygen therapy equipment to assist breathing and provide basic life support during a medical emergency **if** they receive proper training on use of the equipment. If oxygen therapy equipment is purchased for the first aid room, ensure that it meets the requirements of CSA Standard CAN/CSA Z305.3-M87 Pressure Regulators, Gauges, and Flow-Metering Devices. "No smoking" signs should be placed on oxygen delivery equipment. Oxygen cylinders must be hydrostatically tested every 5 years and the test date marked on the cylinder. Oxygen tank labels must include a Drug Identification Number (DIN) and the fabricator's name and address. Only suppliers licensed to refill oxygen bottles can do so.

For additional information on injury reporting and first aid requirements contact the Occupational Health and Safety Coordinator at (780)842-8912.

The logo for East Central Catholic Schools is a large, stylized graphic on the right side of the page. It features a cross shape formed by overlapping green and blue geometric shapes. The letters 'ECCS' are integrated into the design, with the 'E' and 'C' in green and the 'C' and 'S' in blue. To the left of this graphic, the words 'East Central Catholic Schools' are written in a large, serif font, with 'East' and 'Central' in green and 'Catholic Schools' in blue.

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First Aid Checklist

Training and Supplies: ❑ The appropriate number of personnel with valid certificates for first aid training is available at the worksite. Refer to the <i>Summary Table of First Aid Requirements</i> ❑ First aid training is provided by government approved agencies. Training is current and renewed at least every 3 years. A list of district approved first aid trainers is available through the OHS Coordinator. ❑ A list of employees with valid first aid training certificates is posted and/or communicated to building occupants. ❑ The required first aid services, equipment and supplies are quickly and easily accessible during all hours the building is occupied (includes staff working after hours). ❑ First aid equipment, supplies and blank <i>Work Related Incident Records</i> are kept in a designated area where first aid services can be administered. ❑ First aid equipment is stored in protective containers that are clearly marked to indicate they are intended for first aid. ❑ A designated person has been assigned to routinely maintain first aid supplies, equipment and file <i>Work Related Incident Records</i>. ❑ Signs are posted that indicate the location of first aid supplies and equipment. If signs are not practical, building occupants are informed by other means such as written documents and verbal instruction. FIRST AID KITS DO NOT CONTAIN ANY PRESCRIBED OR OVER THE COUNTER MEDICATIONS.	Emergency and Personal Eyewash Stations: ❑ At least one emergency eyewash station is located in the facility. ❑ Eyewash stations are also available in areas where corrosive chemicals are used (e.g. boiler rooms, science and CTS labs). ❑ Eyewash stations are marked with clear signage to flag their location. ❑ Eyewash stations are unobstructed and located near the work area that creates the hazard. ❑ Eyewash stations are located away from electrical sources and within 10 seconds travel distance from the work area. ❑ Eyewash stations are checked monthly and solutions are regularly changed. First Aid Records and Documentation: ❑ First aid kits contain blank <i>Work Related Incident Record</i> forms to record all work related physical injuries or sudden occurrence of illness. ❑ <i>Work Related Incident Records</i> are completed for all work related injuries/illness and copies are kept in a confidential area with a designated person. ❑ A copy of the completed <i>Work Related Incident Records</i> is provided to the injured/ill worker and faxed to Central Services. FIRST AID RECORDS ARE RETAINED AT THE SCHOOL OR WORKSITE FOR A MINIMUM OF 3 YEARS FROM THE DATE OF INJURY.
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First Aid Training and Supplies Log

Enter the name of all staff members who have valid first aid training certificates and post in a visible location. Qualifications and expiry dates should also be entered. A designated person should maintain this log and building occupants must be kept informed on who is trained in first aid and the location of first aid supplies.

School/Department:		School Year:	
Administrator		Date:	
Name	Location	Courses and Certificates (e.g. Emergency or Standard First Aid)	Expires
Locations of First Aid Kits			
Locations of Emergency Eyewash Equipment			