

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: First Aid			
Procedure Type:	Human Resources	Implementation Date:	NOV 10, 2010
Procedure Number:	5.36	Last Approval Date:	FEB 14, 2024
AP Owner:	School Administration	Last Reviewed:	JAN 29, 2024
Legal Reference(s):	<i>The Occupational health and Safety Regulations, 2020</i> <i>The Saskatchewan Employment Act</i>		

Background

Living Sky School Division (LSKYSD) is committed to ensuring safe, positive learning and working environments.

Scope

This procedure applies to all Living Sky School Division work environments, including schools and central services.

Definitions

Roles & Responsibilities

Principal

- The principal is responsible to ensure all safety measures outlined in this procedure are followed.

Procedures

- LSKYSD will pay training costs for, as a minimum, the number of staff members required to be trained according to Occupational Health and Safety/Worksafe Saskatchewan.
- LSKYSD Human Resources will keep an updated list of trained employees and will select a qualified provider to offer first aid training sessions each year.
- The principal/service lead will ensure that each facility has a first aid station situated in a readily accessible location that is known to all staff members.
 - Each first aid station shall contain a first aid kit that meets the requirements of the CSA Z1220-17 standard for a Basic First Aid Kit.
 - Automatic External Defibrillator (AED) will be located near the first aid station or a high risk area. Visible signage should indicate location of AED.
 - Both AEDs and first aid kits need to be inspected and maintained at set schedules. Staff will refer to the First Aid Kit and AED Inspections and Maintenance Protocol as well as Basic First Aid Kit Inspection Checklist (appendix A) for more guidance.



- d. The first aid station should also include a first aid manual, a local list of emergency numbers, and a first aid registry that outlines treatment administered to a worker as well as each case referred for medical attention. A First Aid Manual can be found on the division's internal website. Staff will refer to the First Aid Registry template (appendix B) for copy of the registry.
4. The principal/Service Lead shall ensure that the minimum number of staff are certified and trained in first aid and CPR. The first aid training program must meet the requirements as outlined in the Occupational Health & Safety Regulations.
 - a) Work places up to 100 workers required one (1) trained staff member.
 - b) Work places with 100+ workers require two (2) trained staff members.
5. Certified workers administering First Aid should ensure that they are using the appropriate PPE based on type of treatment provided, including disposable gloves, CPR breathing barriers, eye protection, and/or medical grade face mask. These supplies should be in the first aid kit.

Appendices

First Aid Kit and AED Inspections and Maintenance Protocol (*internal*)

5.36A Basic First Aid Kit Inspection Checklist

5.36B First Aid Registry template.

First Aid Manual (*internal*)