

# ADMINISTRATIVE REGULATIONS

TITLE: FIRST AID

CATEGORY: HEALTH AND SAFETY

NUMBER: 3080

**CIRCULATING UNTIL JUNE 23, 2021**

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## I. Rationale:

The school district's first priority is the health and safety of our students and staff. First Aid protocols support our staff to address immediate health issues in our schools and work sites.

## II. General:

- A. Funds for training and retraining key staff members in first aid shall be provided in the annual operating budget of the district.
- B. First aid kits shall be located in a central, well-marked and accessible area of each building site. The kits shall be accessible whenever the buildings are in use by staff.
- C. Site supervisors shall arrange to have first aid kits checked on a yearly basis or after use.
- D. Schools and district sites shall maintain first aid supplies sufficient for the kits.
- E. Each year site supervisors shall inform staff of the location of first aid kits, the names of members of staff who have first aid certificates, as well as the general procedure for incidents requiring first aid.
- F. Records of first aid administered to employees will be maintained at each site and will include all reported or treated injuries or exposures to employees.
- G. Records of first aid administered to employees are confidential and will be restricted to individuals requiring access for reasons relevant to workplace safety.
- H. Records of first aid administered to employees must be kept for three years.

## III. Automated External Defibrillator (AED)s:

- A. AEDs have been placed in each school and worksite.
- B. Each school principal or site manager is responsible for ensuring that the AED is in working order. Contact Human Resources if the AED requires service.

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- C. Human Resources will arrange to have AEDs serviced yearly.
- D. Human Resources will arrange for training for school staff at each site as part of servicing the unit.
- E. AEDs are for the safety of staff and students; however, they can be provided to a member of the public or first responders if required.

#### IV. Naloxone Kits:

*"Naloxone is a medication that can quickly reverse the effects of an overdose from opioids such as heroin, morphine, fentanyl, carfentanil, and codeine. Opioids are most often prescribed for pain relief. However, in recent years, highly-toxic synthetic opioids are being made in illegal labs and sold on the streets, often mixed with other drugs.*

*Naloxone is available without a prescription and often given as an injection into an arm, buttocks, or muscle. Naloxone will only work on opioid-related overdoses, though it will not cause harm if a person hasn't taken opioids. Naloxone should be given to an unresponsive person..." - Government of British Columbia 2021*

- A. Naloxone kits will be kept as part of a first aid kit at each school and work site.
- B. Training will be provided for each principal and site manager in the safe use of the Naloxone kit.
- C. Questions regarding Naloxone kits should be addressed to the Director of Instruction for Student Support Services.

Received: January 1996

References: Policy 11.6, Worksafe BC First Aid Record Form 55B23