

HS 09 First Aid

Classification:	Health, Safety and Security
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To maintain a system to provide first aid for College employees, in accordance with the Workplace Safety and Insurance Act, and which is available to the College Community.

SCOPE

This policy applies to all members of the College community.

DEFINITIONS

Word/Term	Definition
College community	Includes all students, employees, contractors and visitors to the College.
EMS	Emergency Medical Services
First Aid	Emergency basic treatment for an injury or sudden onset of illness, including cardiopulmonary resuscitation (CPR) and automatic external defibrillation (AED)
Qualified personnel	Any person trained in Standard First Aid
Supervisors	Supervisors, Managers, Chairs, Deans Directors, Vice Presidents, including associates, senior and assistant titles with management responsibilities

POLICY

1. Qualified persons may provide first aid to any member of the College community who needs emergency help or treatment.
2. First aid providers should not reposition, transport, move or relocate injured persons, by any means, from the location where the injury occurred if there is a risk that such movement could result in further injury to the person. Only EMS personnel should transport injured persons who are unable to self-ambulate.

3. If an injured person requires treatment beyond the scope of first aid and/or beyond the skills of the attending first aid provider, contact EMS by contacting ext. 5000 or 911.

PROCEDURE

ACTION	RESPONSIBILITY
1. Assess the condition of the injured person and provide first aid services.	First aid provider
2. Contact EMS by contacting ext. 5000 or 911 if the injury requires treatment beyond the scope of first aid or the skills of the first aid provider.	First aid provider
3. The Manager of Occupational Health & Safety will maintain a system of first aid stations throughout the College to help facilitate emergency response qualified personnel.	Manager, Occupational Health & Safety
The Manager of Occupational Health & Safety, will coordinate first aid training sessions for all employees.	Manager, Occupational Health & Safety
Supervisors will ensure selected employees are trained in first aid and will provide first aid kits in shops, labs, classrooms and work areas.	Manager/Supervisor
Managers, Supervisors, employees and First aid providers are responsible to document incidents requiring first aid using an Accident / Incident Report located at each first aid station.	Manager/Supervisor/ Employee/First aid provider
Joint Occupational Health & Safety Committee Members will inspect the condition of first aid kits during regular workplace inspections and document shortages in supplies.	Manager, Occupational Health & Safety
Staff in Health Services may provide medical services to members of the College community during regular business hours.	Health Services
4. Report the incident and indicate the nature of the the first aid provided using an Accident / Incident Report form located at each first aid station.	Manager/Supervisor/ Employee/First aid provider

SUPPORTING DOCUMENTATION

Appendix 1: Accident / Incident Report form

RELATED POLICIES

HS 05 Accident Reporting and Investigation

HS 08 Fatal or Critical Injuries

RELATED MATERIALS

None

HS 09 : APPENDIX 1

ACCIDENT / INCIDENT REPORT FORM

Accident/Incident Report forms are widely available in all departments, Health Services, in building first aid kits, at the Security Services office as well as on the College website, as a pdf document or direct entry on-line accident report.

College Website PDF version: <https://www.algonquincollege.com/safety-security-services/files/2020/11/accident-report-NOV-20.pdf>

On-line Quick Report: <https://www.algonquincollege.com/safety-security-services/home/accident-incident-report-on-line-form/>