



Policies and Procedures
Section Seven – Miscellaneous

707 – FIRST AID

Introduction

When first aid situations arise, all staff must follow protocols identified in each “Level” of this policy. Accessing higher level first aid responders can be coordinated through the school office. When a higher level responder is required, but not available, lower level responders must do only what they have been trained to do, keeping the patient as safe and comfortable as possible and awaiting the arrival of a higher level responder.

Policy 707.1

The superintendent will establish First Aid procedures.

Policy 707.2

A “Student Incident Report Form” must be completed for all student First Aid Responses.

Policy 707.3

Whenever possible, staff members holding current first aid credentials should attend to injured students.

Policy 707.7 – Staff First Aid Training

Each campus or worksite will ensure that at least one designated employee has the equivalent of a Worksafe BC Level 1 training (as described at the [Worksafe BC site](#)) and a level 1 first aid kit. The Director of Operations (or designate) shall be responsible for compiling a list of employees who have First Aid training – including the level of training and the expiry date of the certification. Where possible/required, opportunities will be provided for additional staff to take first aid training.

PROCEDURES.

Blood protocols

- Protective gloves must be worn by staff members treating injuries involving blood/body fluids.
- Any bleeding must be reported immediately to the office.
- All blood must be cleaned up as soon as possible (daytime custodial staff)
- Bloody towels and bandages must be sealed in a plastic bag and disposed of.
- For profuse bleeding, a medical code red must be called and remain in effect until situation is cleared by First Aid Responder and principal.

Definition of Responder Levels

Level A Responder – St. John Ambulance - Emergency Level First Aid (or equivalent)

Level 1 Responder – Workplace BC Level 1

Level 2 Responder – Workplace BC Level 2

Level 3 Responder – Workplace BC Level 3

Level A

- Minor injuries (cuts, scrapes, bumps, bruises, pain)

Protocol

Any level A responder can deal with the incident at scene or recommend moving up a level. Parents should be notified with details of incident.

Level 1

- Any moderate bleeding
- Moderate injuries (cuts, scrapes, bumps, bruises, strains, sprains, burns)
- Headaches requiring medication (office medication protocol required)
- Anaphylaxis (call 911 immediately. Call parents immediately)

Protocol

A Level 1 (or higher) responder needs to assess injury and recommend treatment or recommend moving up a level. Parents should be notified and seeking further medical attention is always advisable.

Level 2

- Lacerations requiring doctor's attention (stitches likely)
- Moderate to major contusions
- Suspected fractures
- Decreased level of consciousness

Protocol

A Level 2 (or higher) responder needs to assess injury and recommend treatment. Parents need to be notified asap and recommending seeking further medical attention is required.

Date Agreed: April 1, 2006

Date Amended: Oct 30, 2017

Level 3

- Any head injury
- Profuse bleeding
- Angulated fractures
- Loss of consciousness
- Airway obstructions
- Serious burns
- Seizures

Protocol

A Level 3 responder must be present; 911 may need to be called. Parents need to be notified asap and recommending further medical attention is required.

Date Agreed: April 1, 2006

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