

# *Christ the Teacher Catholic Schools*

## ADMINISTRATIVE PROCEDURES

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<b>SECTION:</b>	400 – PERSONNEL & EMPLOYEE RELATIONS	<b>CODE:</b>	AP 409
<b>PROCEDURE:</b>	<b>FIRST AID TRAINING</b>		

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### BACKGROUND

The Division believes having staff with first aid training enhances the Division's ability to provide for the physical well being of students and other staff.

The Director expects site-based administrators to ensure that up-to-date first aid kits are in place in Division facilities and vehicles.

### Definition

*First aid* is defined as treatment that will protect the life and comfort of the victim until authorized medical treatment is secured.

### PROCEDURES

1. Each school/department shall have certificated first aid trained personnel as specified in Section 11 of the Occupational Health and Safety Act, as outlined in this procedure.
2. Each school and school bus shall have appropriate first aid supplies and equipment, including supplies to deal with blood and other body fluids as outlined in this procedure. These are to be provided and maintained by the school and in the case of contract buses, by the contractor, and shall be accessible at all times.
3. In the event of a school or bus accident injury, the appropriate accident report forms shall be completed.
4. Student Accident Insurance will be purchased by the Division to cover all students during the regular school day and during school-related activities including weekend school events.
5. The Division will underwrite the cost of approved first aid courses taken by all staff members.

Reference: Sections 85, 87, 108, 109, Education Act  
Occupational Health and Safety Act  
Public Health Act

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