



*"Inspire learners, Integrate sustainability,  
Involve community"*

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## SCHOOL DISTRICT NO. 64

### PROCEDURE 3550 First Aid/Accident Reports

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Section: Health and Safety

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

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1. Schools and worksites are responsible for giving first aid or emergency treatment in case of sudden illness or injury to a student or a member of staff. The responsibility of the school or worksite extends only to such immediate treatment; the aim is to get the injured or ill person into the care of qualified medical personnel and/or the parents as quickly and safely as possible.
2. In order to protect the well-being of students and employees, the Board shall cause to be distributed to each school and workplace guidelines to be followed in cases of accidents.
3. Employees involved with the coaching of students for athletic competition and the teachers of Physical Education to hold a valid first aid certificate or equivalent.
4. Consistent with The Good Samaritan Act, a person who renders emergency medical services or aid to an ill, injured or unconscious person, at the immediate scene of an accident or emergency that has caused the illness, injury or unconsciousness, is not liable for damages for injury to or death of that person caused by the person's act or omission in rendering first aid unless that person is grossly negligent, unless that person
  - a. is employed expressly for that purpose, or
  - b. does so with a view to gain.
5. In view of # 3 above, employees should be careful not to exceed their competence when providing first aid to an injured or ill person, except in an extreme emergency. As soon as the situation has been assessed and emergency action taken, steps should be taken to contact the person's family and/or family doctor.
6. The school staff's responsibility is limited to providing first aid, helping to transfer the person to his/her home or to hospital if necessary, and helping to contact the family.
7. Specific responsibilities of first aid attendants include
  - a. providing prompt first aid within the scope of their training

- b. recording all observed/reported signs and symptoms of injuries, including exposure to hazardous materials
  - c. referring injured persons to further medical assistance as needed, such as when the level of required care exceeds the scope of their training;
  - d. being physically and mentally capable of providing first aid;
  - e. assuming responsibility and authority over the injured until the responsibility for treatment is accepted at another medical facility, by someone with a higher level of first aid training or by a paramedic
8. As a precaution, student head injuries will be reported to parents. Serious head, dental or other injuries and seizures will be referred for medical assistance.
9. The procedures outlined below should be followed by anyone attending to injured students or employees.
- a. a staff member or other responsible person should stay with an injured person until a first-aid attendant arrives.
  - b. protective gloves must be worn by staff when treating an injury involving blood or other body fluids.
  - c. if an injured person stops breathing, an on-site employee trained in administering CPR should be summoned to administer CPR if necessary, and to remain with the injured person until medical assistance arrives.
  - d. in case of uncertainty regarding the seriousness of an injury, and/or or whether it is advisable to move an injured person, he/she should be made as comfortable as possible until medical assistance arrives.
  - e. if, in the opinion of the first aid attendant, principal or workplace supervisor, an injured students should not or cannot be moved, an ambulance will be called.
  - f. where a tooth has been knocked out, or an appendage has been severed, the tooth or the appendage should be transported with the injured person.
  - g. when practical, the removal of an injured person for medical treatment should be done only under the direction of the medical authorities.
10. The completion of prompt, complete, and accurate accident reports is essential not only for purposes of insurance coverage, but also to provide information that may help prevent similar mishaps in the future. Any employee who witnesses an accident has a responsibility to

- a. complete an accident report, whether or not any immediately obvious injury or damage is involved;
- b. document , no later than 24 hours after the incident,
  - i. the basic information required by the district's insurance company;
  - ii. relevant personal and/or other witness observations
  - iii. any other information that may be helpful in analyzing the accident and preventing similar future occurrences.

#### 11. Record of first aid administered to employees

- a. must be made using Work Safe BC form 55B23;
- b. must kept for three years for all injuries and illnesses that are reported or treated;
- c. are confidential and restricted to individuals needing access for reasons relevant to the workplace safety and health program (names removed where required by law, policy or regulation) and must be available for inspection by WorkSafeBC upon request;
- d. made available, upon request, to said employees, who may authorize access to or release of their first aid records to others.

#### References:

- Occupational Health and Safety Regulation: <http://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/safety-health-well-being/workplace/planning/first-aid>
- First Aid Needs Assessment Tool:
- The Good Samaritan Act of British Columbia (RSBC1996), Chapter 172
- WorkSafeBC First Aid Record Form 55B23
- Procedure 3000 Health and Safety, s.8-11