

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 2	<b>DIRECTIVE NO.</b> A19
	<b>ORIGINATOR</b> Occupational Health & Safety Manager	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> First Aid	<b>EFFECTIVE DATE</b> 2001.03.21	<b>REPLACES</b> New

**1.0 Purpose:** To ensure employee access to first aid services is provided in accordance with the Workplace Safety and Insurance Act and to maintain a system for the provision of first aid services which is available to all College occupants for expedient treatment of injuries and access to emergency medical services.

**2.0 Responsibility:** The Manager, Health Services will maintain a health service which is accessible to all occupants to obtain treatment during regular business hours.

The Manager, Occupational Health & Safety will maintain a system which provides for the strategic placement of first aid stations throughout the College to help facilitate emergency response by Protection Services personnel. Further, the Manager, Occupational Health & Safety will coordinate first aid training sessions for employees at regular intervals.

Department/sector heads will maintain first aid kits located in shops, labs, classrooms and work areas and ensure employees are trained in first aid as required.

First aid providers are responsible to document first aid incidents using an Accident / Incident Report located at each first aid station.

Joint Occupational Health & Safety Committee Members will inspect the condition of first aid kits during regular inspections and document shortages in supplies.

**3.0 Policy:** First aid shall be provided by qualified personnel to any occupant requiring treatment, in accordance with College Directive A17.

If it is determined that an injured person is in need of treatment beyond the scope of first aid or treatment which exceeds the qualifications of the treating personnel, emergency medical services may be accessed by calling 5000 or by calling 911 directly from College locations which are not serviced by Protection Services.

Injured persons should not be repositioned, transported, moved or relocated 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.

In the event of a critical injury or fatality, the procedures outlined in College Directive A18 shall apply.

**4.0 Procedures:**

An injured person requiring first aid may be treated:

- i) In the area where the injury occurs by a qualified person using a first aid kit provided in the area.
- ii) By responding Protection Services personnel who can be contacted through the emergency phone number - 5000.
- iii) At Health Services.

*(original signed by)*

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President