

First Aid

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First Aid

Overview

Alberta Human Resources and Employment recently updated the Alberta First Aid Regulation (Part II Occupation Health and Safety Act, Regulation and Code). The revised regulation has several changes in the following areas, which will impact all schools and central services departments:

- Number and type of qualified first aiders required.
- Government certification of first aid trainers.
- Supplies and equipment required on site.
- Privacy considerations for first aid records.

The following guidelines are provided to assist principals, non-school based department heads and employees in meeting the government regulation. Administrators and employees can view the government regulation by accessing the [Government of Alberta](#) website.

It should be noted that the purpose of the First Aid Regulation remains the same as before, i.e., to ensure that every worksite in the province has the equipment, supplies, and trained employees to support an ill or injured person until complete medical care and treatment can be administered. The regulation specifies minimum requirements for “workers” in the province. The district has established requirements based on the number of employees, parents and volunteers who are on the premises in each location. Individual schools and departments may deem it necessary to exceed district guidelines depending on the nature of their programs and environment.

Legislative Requirements

The Alberta Government has strengthened the first aid regulation in the following areas, which has implications for all district employees.

1. The employer has to determine the level of hazards on its premises, which will in turn dictate the required number of first aiders, supplies and equipment.
2. All first aid training must be delivered through a training program that has been approved by the provincial government’s Joint First Aid Training Standards Board. First Aid Certificates are valid for a period of three years and the district will provide retraining of employees as the need arises.
3. Schools and central services locations can upgrade their current first aid kits to comply with the regulation or they can purchase new first aid kits through Supply Management.
4. A first aid kit is required for employees who work and/or travel alone (e.g., maintenance staff, consultants).

5. A trained emergency first aider, access to a first aid kit, and a record of first aid rendered (Accident/Incident Report and First Aid Record Form) are required when two to nine employees are present in a building.
6. Worksites with more than two hundred employees regularly in the location must have an additional standard first aider for every increment of one to one hundred employees.
7. Minimum requirements may differ if there are students working in district schools or facilities under work experience programs. For more information, contact the Health and Safety Officer or Supervisor CTS.
8. Record of injuries and illnesses must be kept separate from the kit itself. Each injury and illness should be recorded on a separate record form and maintained by a designated person (see section on First Aid Records).

Guidelines for Meeting Legislative Requirements

The First Aid Regulation requires each workplace to have the following:

- The required number of trained and certified employees to attend to the first aid needs of employees.
- First aid kits and other equipment.
- Signage indicating the location of first aid supplies and trained and certified first aiders.
- A record of all acute injuries to employees regardless of whether first aid is administered (See First Aid Records on the following page).
- Emergency showers or eye-wash equipment if corrosive or other chemicals harmful to the eyes or skin are used in the workplace.
- A room or designated area for first aid services if more than ninety-nine employees are regularly present in the workplace.

Required Services and Equipment

As previously noted, schools and other locations should determine the required number and training level of the first aiders and the contents of the first aid kits, dependent upon the total number of employees, parents and volunteers who are regularly on the premises.

To determine the number of trained staff and first aid kits required for your particular location, please refer to *Appendix I: First Aid Training and Supplies - Minimum Requirements for Schools and District Worksites*.

An updated list of the required contents of each kit is outlined in *Appendix II: Required Contents of First Aid Kits*. First aid kits and upgrades to existing kits are available through Supply Management.

Signs should be posted throughout the premises, indicating the names of trained first aid personnel and the location of first aid services, supplies and equipment. If signs are not practical, building occupants should be informed by other means such as written documents and verbal instruction.

Emergency Conveyance

An emergency conveyance - municipal or commercial ambulance - must be readily available to a workplace.

For outlying schools, if an ambulance cannot reach the workplace within ten or fifteen minutes, alternate means of emergency transportation shall be provided.

An individual with a serious injury shall be accompanied by at least one person other than the operator of the emergency conveyance while being transported, and that person shall have the qualifications of at least an Emergency First Aid Certificate.

First Aid Records

A record must be kept of the names and qualifications of all first aid personnel. A sample is included at the end of this section (Forms - Trained First Aiders).

In addition, all acute injuries must be recorded. Report forms are included at the end of Section 12 (Forms). It can also be downloaded from the district's Intranet site or by clicking on the following link: [Employee Accident/Injury/Illness Report Form](#) and finally through the Electronic Accident/Incident Reporting System (EARS). The following data must be entered for each injury:

- Injured employee's full name.
- Name and qualifications of the first aider providing treatment.
- Date and time of the injury or illness.
- Date and time injury or illness reported.
- Description of the injury or illness, location where it occurred and description of the cause.
- First aid treatment provided.

Schools and other district worksites must keep blank individual Accident/Incident Report and First Aid Record Forms in immediate proximity to the first aid kits. One of these forms must be filled out each time the kit is used in response to an acute illness or injury involving an employee, volunteer or visitor. Once a report has been completed, the first aider should forward the sheet to a person designated by the principal or non-school based department head for entry into the Accident/Incident Reporting System (EARS). A printed copy of the record will be kept for three years and shall be available if requested by an authorized government inspector.

Other Considerations Regarding the Administration of First Aid

Blankets

Where reference is made to “blankets” in *Appendix I* at least one of these blankets should be of a woven fabric such as wool, polyester, or other material. In addition to providing warmth, such blankets can also be used for positioning or immobilizing the limbs or head during care and treatment.

Eyewash Equipment

Eyewash stations (portable or fixed) should be located in areas where corrosive chemicals are used (e.g., boiler rooms, science labs and CTS shops). Eyewash stations should be:

- Unobstructed and located away from electrical sources.
- Located on the same floor near the work area that creates the hazard.
- Located within ten seconds traveling distance from the work area.
- Marked with clear signage to flag their location.

Portable eyewash stations (squeeze bottles) can be used while in transit to a fixed eyewash station. A fixed eyewash station should be located in science and CTS laboratories. Schools looking for additional information about emergency eyewash equipment should contact a Health and Safety Officer. Eyewash stations must be maintained and serviced on a regular basis.

The district will provide the appropriate eye-wash stations. Employees, students, visitors or volunteers are to be shown the eye-wash equipment appropriate for their work area and shall be shown how to use it.

Types

- **Portable station** - one to two litre portable eye wash bottles filled with plain tap water, labeled, closed with rubber stoppers and fitted with open hoses without nozzles.
- **Fixed station** - eye flushing fountains or eye wash bubblers adapted to taps.

In all types, eye-wash water or solution is to be kept in a temperature range of 15°C to 35°C and changed on a regular basis (weekly).

Fountain and bubbler systems shall have water flow control to reduce water pressure.

Location

Emergency eye-wash equipment (portable or fixed) shall be located near work areas where chemicals or corrosive chemicals or flying particles can cause eye injuries. A fixed eye wash station must be located within ten seconds travelling time and less than one hundred feet from the hazardous work. Where two separate work areas are in close proximity, one fixed eye wash station can service both areas.

Accessibility

The location of eye wash equipment shall be well marked with signs. Areas around the eye wash equipment should be kept free of other equipment or containers.

Maintenance

To prevent contamination of the water used on the eyes and thus prevent infections or additional injury:

- Keep equipment clean and free from dirt and chemicals.
- Portable eye-wash containers should have the water changed weekly and the container should be cleaned with soap and water at least every six months.
- Check container, water tubing, fountains and bubblers often to make sure they are working.
- With fixed eye-wash stations water should be run through the lines weekly to help keep the water fresh and clean.

Emergency Showers

Emergency showers should be located in areas where there is a high risk of significant spills of corrosive chemicals. Emergency showers should be:

- Located within ten seconds travelling time and less than thirty meters from the hazardous work area.
- Located away from electrical apparatus and power outlets.
- Tested on a weekly basis.
- Clearly identified with appropriate signage.

Medications

First Aid kits must not contain any prescription or non-prescription drugs. The inclusion of symptom-relief medication(s) is beyond the scope of the Regulation.

For student medications and instructions for administering the medication refer to [Administrative Procedure \(AP\) 316 – Identifying and Managing Students’ Medical Needs](#).

Location of First Aid Kits and Requirements

Location of First Aid Kits	First Aid Kit Requirements
Nurses Room	No. 3 kit in appropriately marked container.
Science Lab (each)	No. 2 kit in appropriately marked container. If labs are back to back or in close proximity, one kit may serve both areas

CTS Lab (each)	No. 2 kit in appropriately marked container. If labs are back to back or in close proximity, one kit may serve both areas
Gymnasium (each)	No. 2 kit in appropriately marked container.
Boiler Room	No 2. kit in appropriately marked container.

All hard shell first aid containers have brackets for mounting on the back. It is recommended that these containers be mounted on the wall in a highly visible location. Caretakers should be able to do this installation.

Field Trips

Principals will have to assess the risk level of all field trips. This will involve reviewing the nature of the activity, site of the trip and the availability and response time of EMS.

For **low-risk** field trips, schools will ensure that a portable (fanny pack) No. 1 kit is taken on the trip.

For **high-risk** field trips, schools will ensure that a portable (fanny pack) No. 3 kit is taken on the trip. Principals will ensure that a certified first aider(s) accompanies these outings.

Principals will order an appropriate number of these portable kits depending on the type and frequency of field trips in their school. Principals should also refer to [Administrative Procedure \(AP\) 260 – Field Trips and Excursions](#), [AP 260 Appendix – Field Trips and Excursions Procedure Manual](#), and [AP 261 – High School Student Travel Outside Western Canada and International](#).

Training Requirements

As outlined in *Table 1: First Aid Training and Supplies - Minimum Requirements for Schools and District Worksites*, there are two levels of qualification required:

- Emergency First Aid Certificate
- Standard First Aid Certificate

All first aid training delivered after September 1, 2003, must be delivered through a training program that has been approved by the provincial government's Joint First Aid Training Standards Board. The district has currently secured the services of an approved training agency that provides certified training.

It should be noted that first aid certificates are valid for three years. In consultation with the district, the principal or non-school based department head will determine which individuals will be trained and or retrained based on needs.

Employees to Consider for Training

Emergency First Aid Certificate

- Teachers
- Clerical Staff
- Custodial Staff
- Teaching Assistants
- Supply Management Staff
- Maintenance Staff

Standard First Aid Certificate

- Career and Technology Studies (CTS) Teachers
- Science Teachers
- Physical Education Teachers, Coaches
- Special Needs Teachers
- Teaching Assistants
- Head Custodians
- Maintenance Project Chargehands

Implementation Process

Principal or non-school based department heads shall:

1. Review the new requirements under the legislation, as outlined in this document.
2. Determine if your location has the required number of trained first aiders and first aid kits, as outlined in *Appendix I: First Aid Training and Supplies - Minimum Requirements for Schools and District Worksites*.
3. Determine if employees need to be trained or retrained and refer them to the district training program. For information related to training programs contact the Supervisor, Professional Development.
4. Complete the *First Aid Training Log*, covering all trained first aiders in your location, and assign a designated person to maintain this record.
5. Determine if current first aid kits meet the requirements outlined in *Appendix II: Required Contents of First Aid Kits*.
6. Order replacements or new first aid kits from Supply Management and assign a designated person to maintain these kits in working order.
7. Post signs in key locations that provide the names of trained first aiders and the location of these individuals, first aid kits, and if necessary, designated first aid rooms.
8. Review the need for eyewash stations and ensure they are properly installed and maintained.

First Aid Training and Supplies, Required Contents of First Aid Kits, Frequently Asked Questions and a First Aid Checklist for Schools are provided in the appendices of this section to assist you in complying with the First Aid Regulation.

If you have any questions or comments, please contact a district Health and Safety Officer.

APPENDIX I

First Aid Training and Supplies - Minimum Requirements for Schools and District Worksites

1. These requirements apply whenever employees are working in any district facility.
2. This table is based on the minimum requirements for employees as specified in the Alberta First Aid Regulation.
3. The contents of No 1, 2, 3 and P Kits are set out in Table 3 of the First Aid Code and in Appendix 2 of this section. Kits and kit upgrades are available through Supply Management. First aid kits and Accident/Incident Report and First Aid Record Forms must be readily accessible during all hours of operation or whenever a facility is occupied.
4. Minimum requirements may differ if there are students working in district schools or facilities under work experience programs. For more information consult a Health and Safety Officer or the CTS Supervisor.
5. Designated Area means a place where supplies and equipment can be kept clean and accessible and where first aid services can be easily administered.

* Students are not defined as workers, only employees and volunteers.

APPENDIX II

Required Contents of First Aid Kits

No. 1 First Aid Kit

A No. 1 Kit consists of the following:

- a. 10 - antiseptic cleansing towelettes, individually packaged
- b. 25 - sterile adhesive dressings, individually packaged
- c. 10 - 10 cm x 10 cm sterile gauze pads, individually packaged
- d. 2 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- e. 2 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- f. 2 - conform gauze bandages - 7.5 cm

- g. 3 - cotton triangular bandages
- h. 5 - safety pins - assorted sizes
- i. 1 - pair of scissors
- j. 1 - pair of tweezers
- k. 1 - 25 mm x 4.5 m roll of adhesive tape
- l. 1 - crepe tension bandage - 75 mm
- m. 1 - artificial resuscitation barrier device with a one-way valve
- n. 4 - pairs of disposable surgical gloves
- o. 1 - first aid instruction manual (condensed)
- p. 1 - inventory of kit contents
- q. 1 - waterproof waste bag

No. 2 First Aid Kit

A No. 2 Kit consists of the following:

- a. 10 - antiseptic cleansing towelettes, individually packaged
- b. 50 - sterile adhesive dressings, individually packaged
- c. 20 - 10 cm x 10 cm sterile gauze pads, individually packaged
- d. 3 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- e. 3 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- f. 1 - 20 cm x 25 cm sterile abdominal dressing
- g. 2- conform gauze bandages - 7.5 cm
- h. 4 - cotton triangular bandages
- i. 8 - safety pins - assorted sizes
- j. 1 - pair of scissors
- k. 1 - pair of tweezers
- l. 1 - 25 mm x 4.5 m roll of adhesive tape
- m. 2 - crepe tension bandages - 75 mm
- n. 1 - artificial resuscitation barrier device with a one-way valve
- o. 6 - pairs of disposable surgical gloves
- p. 1 - sterile, dry eye dressing
- q. 1 - first aid instruction manual (condensed)
- r. 1 - inventory of kit contents
- s. 1 - waterproof waste bag

No.3 First Aid Kit

A No. 3 Kit consists of the following:

- a. 24 - antiseptic cleansing towelettes, individually packaged

- b. 100 - sterile adhesive dressings, individually packaged
- c. 50 - 10 cm x 10 cm sterile gauze pads, individually packaged
- d. 6 - 10 cm x 10 cm sterile compress dressings, with ties, individually packaged
- e. 6 - 15 cm x 15 cm sterile compress dressings, with ties, individually packaged
- f. 4 - 20 cm x 25 cm sterile abdominal dressings, individually packaged
- g. 6 - conform gauze bandages - 7.5 cm
- h. 12 - cotton triangular bandages
- i. 12 - safety pins - assorted sizes
- j. 1 - pair of scissors
- k. 1 - pair of tweezers
- l. 2 - 25 mm x 4.5 m rolls of adhesive tape
- m. 4 - crepe tension bandages - 75 mm
- n. 1 - artificial resuscitation barrier device with a one-way valve
- o. 12 - pairs of disposable surgical gloves
- p. 2 - sterile, dry eye dressings, individually packaged
- q. 1 - tubular finger bandage with applicator
- r. 1 - first aid instruction manual (condensed)
- s. 1 - inventory of kit contents
- t. 2 - waterproof waste bags

Type P Kit

A Type P Kit consists of the following:

- a. 10 - sterile adhesive dressings, assorted sizes, individually packaged
- b. 5 - 10 cm x 10 cm sterile gauze pads, individually packaged
- c. 1 - 10 cm x 10 cm sterile compress dressing, with ties
- d. 5 - antiseptic cleansing towelettes, individually packaged
- e. 1 - cotton triangular bandage
- f. 1 - waterproof waste bag
- g. 1 - pair of disposable surgical gloves

APPENDIX III

Frequently Asked Questions

What is the purpose of the First Aid Regulation?

The purpose of the Regulation is to ensure that every work site in the province has the equipment, supplies, and trained employees to support an ill or injured person until complete medical care and treatment can be administered. The Regulation specifies *minimum* requirements but in some cases schools or decision units may find it necessary to exceed these requirements depending on the nature of their programs and environment.

What are the minimum requirements for first aid training and supplies?

The regulation applies to “workers” at worksites (e.g. employees and volunteers) and determines the minimum requirements for first aid supplies and trained personnel. *Appendix I* lists the minimum supplies and trained personnel that must be available to respond to any acute illness or injury that might reasonably be expected to occur. When selecting individuals for training, consideration should be given to employees who are readily accessible (e.g., custodial or office staff); employees who work with special needs children; and employees who work in higher hazard areas such as science labs, CTS labs or physical education facilities. It is up to each school or decision unit to select and recommend for training the appropriate number of employees.

What if the school has part of their facility leased to another tenant (i.e., another worksite)?

The legislation allows for sharing of responsibility and resources and any time a partial lease of a school or facility exists, this will be addressed by the Business Services Department as part of the lease or usage agreement. Generally, the tenant will be expected to meet their own obligations under the legislation without placing additional requirements on the school staff. Contact Business Services if there are any specific questions in this regard.

What are the additional requirements for first aid equipment and supplies?

Principals and non-school based department heads are responsible for ensuring that first aid services, equipment, and supplies are readily available at the work site. Equipment and supplies must be quickly and easily accessible during all working hours, including after hours when custodial or other employees may be in the building. Equipment and supplies must be ready for use and kept in a clean, dry and serviceable condition. The containers, in which they

are stored, must be clearly marked to indicate that they are intended for first aid, and employees must know where to find them. First aid kits and kit upgrades meeting the requirements of the new regulation are available through Supply Management.

Where should supplies be located?

The regulation makes reference to a “designated area for first aid services”. This means that supplies and equipment must be kept in a place that is clean and accessible and where first aid services can be easily administered.

How do I inform employees, students and building occupants of available first aid services and supplies?

Signs will be posted to indicate the location of first aid services, equipment, and supplies. The signs should be visible and easy to understand. Where signs are not practical, employees and building occupants must be informed of the location of the services, equipment, and supplies by other means such as printed materials or verbal instructions.

What first aid records are schools and worksites required to keep?

Each school or worksite is required to maintain a record of employees that have valid first aid training certificates. This record will be provided annually to each school or worksite to allow principals and non-school based department heads to keep track of those employees who are qualified first aiders, including qualification expiry dates.

Employees are required to report any physical injury or sudden occurrence of illness experienced while at school or work. The principal or non-school based department head should designate who is to receive the report at each school or worksite e.g., first aider, foreman, secretary, or some other individual. Having one or two individuals responsible for entering accident/incident information onto the Electronic Accident/Incident Reporting System (EARS) will help ensure consistency and accuracy of the information. Prompt reporting also helps to ensure complete reporting of relevant information and allows the injury or illness to be assessed and treated as necessary.

The form necessary to report the accident/incident is accessible through the EARS system on the district intranet site. The system will prompt you to the correct form for employees, students, volunteers/contractors or others, as required. The first aid record is part of the Accident/Incident Report and First Aid Record form in each instance. A copy of the Accident/Incident Report and First Aid Record form shall be kept at each school in the Accident/Incident binder (under the appropriate tab) in date order. Please place the oldest record at the back and add each new record to the front of the section. At the end of each school year, this information should be removed from the binder, labeled with the school name, school year, principal’s name and a description of the contents (Accident/Incident Reports) and sent to Business Services at Central Office for retention. Such records must be

maintained for a minimum of three years and having them at a central location will reduce the accumulated storage at each school.

If the injury results in a time loss to employees that are covered by Workers' Compensation (WCB) a [Worker's Report of Injury](#) must also be completed, entered on the EARS system and forwarded within 24 hours to Human Resource Services. See Section 15 – Procedures for Reporting Accidents/Incidents in the [Risk Management Manual](#) for further information on Accident/Incident Reporting and WCB reporting requirements.

How long must first aid records be kept?

Each illness or injury record must be retained for a minimum of 3 years from the date on which the illness or injury occurred. The cause of the illness or injury may be unknown at the time it is being treated. Every effort should be made to determine the cause within a reasonable period of time and add this information to the illness or injury record. Even if no first aid is administered, an acute illness or injury reported by an employee, or building occupant must be recorded (e.g. sprains and strains).

Who is allowed access to first aid records?

Due to privacy requirements in the legislation, completed Accident/Incident Report and First Aid Record Forms should not be kept in the first aid kit. Only the injured person, those individuals involved in medical treatment, work site inspections, accident investigations, record maintenance for the health and safety program, and the Workers' Compensation Board may review first aid records.

What are the requirements for transporting an injured employee to a medical facility?

If an injured employee is transported to a hospital or medical facility by means other than an ambulance, they must be accompanied by at least one first aider other than the operator of the transportation.

Are there any additional recommended first aid practices for schools and district worksites?

Blankets:

Where reference is made to “blankets” in *Appendix I* at least one of these blankets should be of a woven fabric such as wool, polyester, or other material. In addition to providing warmth, such blankets can also be used for positioning or immobilizing the limbs or head during care and treatment.

Eyewash stations:

Eye wash stations, emergency showers, and similar equipment required by regulation should be located on the same floor level and area as the work process that creates the hazard. They

should be unobstructed at all times for quick access, marked with clear signage to indicate their location and installed as close to the hazard area as possible. They should be kept away from electrical sources.

Medications:

First Aid kits must not contain any prescription or non-prescription drugs.

APPENDIX IV

First Aid Checklist for Schools / Departments

Training and Supplies:

- Ensure the appropriate number of personnel with valid certificates for first aid training are available at the school or worksite (see *Appendix I*). Note: Human Resources will send out a compiled list of trained first aiders annually or as required.
- First aid training is provided by the district and by approved agencies that meet the standards adopted by the Joint First Aid Training Standards Board. Ensure training is current and renewed at least every three (3) years.
- Ensure the required first aid services, equipment and supplies are quickly and easily accessible when required.
- Ensure first aid equipment, supplies, and Accident/Incident Report and First Aid Record forms are kept in a designated area where first aid services can be administered. Note: If *Accident/Incident Report and First Aid Record* forms are completed manually at the site of the injury or first aid treatment, they must still be entered into the EARS system for permanent record keeping purposes. In any event a hard copy must be maintained at the school for the balance of the school year. See Section 15 – Procedures for Reporting Accidents/Incidents for additional information on Accident/Incident Reporting.
- Ensure first aid equipment is stored in protective containers that are clearly marked to indicate they are intended for first aid.
- Assign a designated person to routinely maintain first aid supplies and equipment as required by district standards (see *Appendix I*).
- Ensure signs are posted that indicate the trained first aid personnel. These signs should be located in immediate proximity to the first aid kits.
- Ensure that first aid kits do not contain any prescribed or over the counter medications. Note: Medications stored for student use (see [Administrative Procedure \(AP\) 316 – Identifying and Managing Student Medical Needs](#)) should be kept separately from the first aid kits and only used for those students as per the directions provided by the parents/guardians.

Equipment:

- Ensure portable eye wash stations are available in all areas where corrosive chemicals are used (e.g., boiler rooms, science and CTS labs). See Section 6 of this manual on [Chemical Hazards](#).
- Ensure fixed eyewash stations are unobstructed and located on the same floor level, near the work area that creates the hazard (e.g., science and CTS labs).
- Ensure eyewash stations are located away from electrical sources.
- Ensure eyewash stations are marked with clear signage to flag their location.
- Ensure fixed emergency showers are unobstructed and located where severe chemical hazards exist.

First Aid Records:

- Ensure a written record of employees with valid first aid training certificates is maintained and available on request (see “Note” under Training and Supplies above).
- Blank [Employee Accident/Injury/Illness Report](#) and *First Aid Record* forms may be kept with the first aid kit for convenience; however, completed forms must be entered on the EARS system by a designated employee and hard copies retained in the *Accident/Incident Reports* binder until the end of each school year. Forward all *Accident/Incident Report and First Aid Record* forms to the Manager, Business Services at the end of each school year. See Section 15 – Procedures for Reporting Accidents/Incidents in the [Risk Management Manual](#) for additional information on Accident/Incident Reporting and documentation retention.
- Ensure all physical injuries or sudden occurrence of illnesses are recorded through the [EARS](#) system regardless of whether first aid is administered.

Comments:

Only the injured person and those involved in medical treatment, work site inspections, accident investigations, maintaining records for the health and safety program or the Workers’ Compensation Board may review first aid records.