

First Aid Program

Date of Issue: December 2022	Last Review Date: March 2026
Written By: Manager, Environmental Health & Safety	
Approved By: Vice President, People, Culture & Student Services	

PURPOSE
The Trent University First Aid Program is intended to describe procedures and requirements relating to first aid and emergency medical response at Trent University.
OBJECTIVES
<p>The program will meet the requirements of the <i>Occupational Health and Safety Act</i>, as well as <i>Ontario Regulation 1101</i>, including the following:</p> <ul style="list-style-type: none"> • Ensure first aid is promptly available in University operations and workplaces, as required • Prevent avoidable delays of EMS (Emergency Medical Services) and other emergency services • Ensure every University worker knows how to obtain first aid assistance and emergency medical services in the event of a medical emergency • Comply with Regulation 1101 (First Aid Requirements) made under the Workplace Safety and Insurance Act, and related requirements of the Occupational Health and Safety Act • Ensure that an adequate supply of Naloxone is available at designated locations in the workplace
SCOPE
<p>This procedure applies to all workers, contractors, and visitors.</p> <p>The University First Aid Program applies to all University operations and workplaces, apart from construction projects where Trent is not the Constructor. For workers who administer first aid and / or medical treatment as part of their regular job duties (e.g. lifeguards, Trent University Emergency First Response Team members, clinicians in Student Health Services), a higher standard of training is required and additional job-specific guidelines would apply.</p> <p>The Trent University First Aid Program is an element of the University's health and safety program.</p> <p>While Regulation 1101 only applies to workers, First Aid treatment will be provided for student and visitor injuries as necessary.</p>

RELATED DOCUMENTATION	
<p>Internal</p> <ul style="list-style-type: none"> • Online First Aid Kit Inspection Checklist 	<p>External</p> <ul style="list-style-type: none"> • Ontario regulation 1101, <i>First Aid Requirements</i>, made under the Workplace Safety and Insurance Act, 1997 (S.O. 1997, c. 16, Sched. A)

<ul style="list-style-type: none"> • First Aid Kit checklist 1-5 employees • First Aid Kit checklist 6-15 employees • First Aid Kit checklist 16-200 employees • First Aid Kit Vehicle Checklist • First Aid Treatment Log 	<ul style="list-style-type: none"> • Occupational Health and Safety Act (R.S.O., 1990, c.0.1)
---	--

DEFINITIONS AND ACRONYMS	
Automated external defibrillators (AEDs)	AEDs, also known as defibrillators, are portable electronic devices that can be used to restart (defibrillate) a person's heart if it has stopped beating or is beating improperly.
First Aid	<p>Refers to the immediate actions provided to someone who is injured or taken ill that are intended to preserve life, to prevent the condition from worsening, and/or to promote recovery. First aid includes initial intervention until medical treatment can be provided (e.g. waiting for an ambulance) as well as the complete treatment of minor conditions (e.g. applying an adhesive strip to a cut).</p> <p>In accordance with Regulation 1101, first aid includes but it not limited to:</p> <ul style="list-style-type: none"> • cleaning minor cuts, scrapes or scratches; • treating a minor burn; • applying bandages and/or dressings; • applying cold compress, cold pack, or ice bag, applying a splint; • changing a bandage or a dressing after a follow-up observation visit; and any follow-up for observational purposes only.
Workplace First Aider	<p>Refers to a University worker who:</p> <ul style="list-style-type: none"> • has completed standard-level first aid and CPR training, at a minimum, and holds a valid first aid certificate issued by a training agency recognized by the Workplace Safety & Insurance Board (WSIB), and • is recognized by their department or work unit as a First Aider.
Trent University Emergency First Response Team (TUEFRT)	Is a student run volunteer organization that is trained, equipped and organized to provide prompt first response first aid treatment.
First Aid Kits	Are the containers used to store first aid supplies. First aid kit contents must meet the requirements set out in Ontario Regulation 1101: First Aid Requirements.
First Aid supplies	Are the materials a First Aider is likely to need when providing first aid assistance.

First Aid Storage Location	Refers to the place a first aid kit is stored when it is not in use.
First Aid Room	Is a room for administering first aid, providing regulated first aid supplies as outlined in OHS Reg 1101.11; located in SC 132.
Naloxone	Naloxone (pronounced na-lox-own) is a drug that can temporarily reverse the effects of an opioid overdose. Opioids are drugs that are prescribed by a medical practitioner to treat pain. However, opioids are also used recreationally.
Supervisors	The OHS Reg defines supervisor “a person who has charge of a workplace or authority over a worker.” Trent University recognizes supervisors as university workers who have a duty and effective power to ensure that one or more workers comply with the OHS Reg or safety related policies and procedures. The definition is not subject to factors such as job title, union affiliation or even employment status.
Worker	Means any of the following: <ul style="list-style-type: none"> • A person who performs work or supplies services for monetary compensation. • A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled. • A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university, private career college or other post-secondary institution.
Workplace	Means any land, premises, location or thing at, upon, in or near which a worker works, i.e. where the academic and administrative activities of Trent University take place.

ROLES & RESPONSIBILITIES
<p>Employer</p> <p>Trent University’s Board of Governors has delegated the responsibilities of Employer to the President and Vice-Presidents. The OHS Reg outlines a number of Employer responsibilities, including:</p> <ul style="list-style-type: none"> • Ensuring the requirements of this Program are met in each of the workplaces and activities that operate under their authority. <p>Manager/Supervisor</p> <ul style="list-style-type: none"> • Facilitating the identification of an individual volunteering to be the Workplace First Aider for their respective department • Ensuring new workers are aware of the first aid Program • Ensuring their department(s) have access to a Workplace First Aider

- Ensure all workers are aware of the location of the first aid kit in their respective departments

Workplace First Aiders

- Responding to first aid emergencies within their limits of their training,
- Obtaining and maintaining a valid First Aid Certificate issued by a training agency recognized by the WSIB
- Being in charge of a first aid kit and completing inspections of kits at least quarterly (i.e. at least once every three months), and restocking the kits, as required, with the assistance of Health and Safety
- Removing any item in the first aid kit that is not listed by the first aid kit checklist, examples may include: burn gel, antibiotic ointment / cream, prescription medication
- Keeping a record, indicating the date, time and nature of the first aid treatment given to any injured person ([Trent First Aid Treatment Log](#))
- In the event of a medical emergency, following the first aid and emergency communications procedures described by this Program.

Human Resources Department, Health and Safety:

- Establishing and maintaining a University First Aid Program and for reviewing that Program as necessary,
- Providing access to standard level first aid and CPR training to University workers, as required,
- Instructing workplace First Aiders on the requirements of this Program and related procedures,
- Providing University departments with first aid kits, supplies and checklists that meet the requirements of *Regulation 1101*, as required,
- Providing designated University departments with Naloxone kits, as required,
- Maintaining a current list of Workplace First Aiders and their work locations,
- Posting the list of Workplace First Aiders on the University Health & Safety (SharePoint) portal and on the University's H&S bulletin boards,
- Posting a copy of the WSIB's *In Case of Injury or Illness at Work* poster on the University's Health and Safety bulletin boards, and on the outside of first aid kits provided by Human Resources, and
- Providing expert advice and assistance on first aid and emergency medical response procedures, as required.

Campus Security

- Establishing and maintaining a University emergency telephone number (1333 Peterborough, 5111 Durham), available 24 hours a day, 7 days a week, and promptly responding to any call made to that number,
- Providing Standard First Aid when required for all staff and students while on campus,

- Alerting municipal emergency responders (i.e. calling 911: police, fire, ambulance) and/or dispatching TUEFRT to an on-campus medical emergency, as required,
- To the extent possible, meeting, escorting and/or directing emergency responders to the person(s) requiring assistance,
- Providing on-site assistance on arrival, as required, and,
- Following established procedures for the documentation of incidents and the notification of University administration and others, as required.

Campus Security Guards are responsible for maintaining a minimum of standard level first aid certification.

Workers

- Having a working knowledge of the University's emergency communications procedures,
- Reporting all incidents, accidents, and first aid treatment to their supervisors and ensuring they are documented appropriately in accordance with the [Injury, Illness, and Incident Reporting procedure](#),
- Initiating emergency communications procedures (i.e. calling 911 and 1333 or 5111), as required, and
- Assisting in the event of a medical emergency, to the limits of their training and abilities, as required.

PROCEDURE

On Campus First Aid Procedures

Any person who encounters a person who requires, or appears to require, first aid or medical assistance at Trent University should:

- Ask if the person requires assistance. Continue only if the person gives consent or is unable to respond due to the nature of their injuries.
- Alert the nearest Workplace First Aider, if appropriate.
- If additional assistance is required (e.g. in the event of a serious medical emergency) call EMS / 911 and the appropriate University emergency number (extension 1333 in Peterborough; 5111 in Oshawa). Provide location and details.
- Look for any hazard that might have caused the injury or illness. Only proceed if / when it is safe to do so.
- Workplace First Aiders may:
 - Provide first aid to the limit of their training and abilities.
 - Follow the procedures and practices learned during their first aid training.
 - Direct bystanders in the area to assist, as necessary.
 - Continue providing assistance until the injured party is better, or they are relieved by Campus Security, TUEFRT, EMS or other emergency responder.
- Emergency responders (police, fire or ambulance) will assume control of the site when they arrive. Workplace First Aiders, TUEFRT and others in the area should follow direction provided by the emergency responders, as required.
- Emergency responders will release the site to Campus Security when they are done. In certain circumstances (e.g. in the event of a serious workplace injury) Campus Security and H&S will be required to secure the site for further investigation.

Off Campus First Aid Procedures

Planning an off-campus activity should include the development of site-specific first aid procedures.

Site-specific procedures should be consistent with on-campus procedures but modified as necessary to provide information specific to the work location, including the availability of first aid resources (first aid kits, Workplace First Aider(s)), and procedures to be followed in the event that first aid or emergency medical assistance is required.

Travel-related procedures should also be addressed, as required.

Workplace First Aiders and workers / participants involved with the activity should be made aware of these procedures prior to the event, as appropriate.

Reporting

TUEFRT and /or Campus Security will address reporting requirements for the incidents they attend, following established procedures for incident documentation, reporting and notification.

Workplace First Aiders who provide first aid treatment for a minor (i.e. not attended by TUEFRT or Campus Security) injury or illness should record the specifics of the treatment provided in the [First Aid kit log](#), including:

- The name of the injured / ill worker,
- A brief description of events leading to the injury /illness (if known),
- The time, date and location of the incident,
- The nature of the injury / illness,
- The time, date and nature of treatment, and
- The names of witnesses (if any).

Trent staff and faculty are required to report all incidents, injuries, workplace illnesses, and first aid treatments to their supervisors and to collaboratively submit an Employee Incident Report.

Students, visitors, contractors, and volunteers are also encouraged to submit incident reports if they are injured while on campus or during campus sanctioned events.

Details and information on how to complete this report are located on the Health and Safety website: [Report A Hazard/Incident - Health and Safety - Trent University](#)

Automated External Defibrillators (AEDs)

Automated External Defibrillators (AEDs) are portable, life-saving devices designed to treat people experiencing sudden cardiac arrest, a medical condition in which the heart stops beating suddenly and unexpectedly. Quick access to an AED and performing CPR can greatly increase the chances for survival. Most AEDs are portable, they emit clear-voice prompts and also have simple, visual instructions. This user-friendly tool has become a common sight in many public areas and can also be found in all buildings across Trent University.

There are 37 AEDs located across Trent University, including those carried by the Security and TUEFRT teams. Locations of AED cabinets can be found on the [Trentu.ca Map](#), under the header of First Aid.

The AED's are typically located so that they are easily accessible and readily available, but their location and/or availability may change from time-to-time due to factors such as:

- Maintenance (e.g. removed to charge the battery)
- Removal by EMS to download recorded data (typically required after AED use), or
- Operational changes.

AEDs that are not functioning properly are typically taken out of service until they can be repaired. There are no ‘back-up’ or replacement units.

AEDs can be used by anyone in an emergency, there is no training required. The units “talk” to responders once they are activated and help guide you through the actions you need to take in order to use an AED correctly.

More information about Trent’s AED program can be found online at: [Automated External Defibrillators \(AEDs\) - Health and Safety - Trent University](#)

Naloxone (Narcan)

Naloxone is a lifesaving medication that can be used to temporarily reverse an opioid overdose. Opioids are drugs that can be used to treat pain, and some people use opioids to get high. Some commonly used opioids include: hydromorphone, fentanyl or carfentanyl, morphine, heroine, methadone, and oxycodone.

“Overdose” is a term used to describe when a person consumes too much of a drug (or combination of drugs) than the body can handle, and basic life functions (e.g. breathing) cannot be controlled. It implies that a person knows what the dose of the drug is and chooses to take too much.

When someone overdoses on opioids, their breathing either slows or stops completely. If used right away, naloxone can help them breathe again. Naloxone can either be injected or given as a nasal spray.

The *Occupational Health and Safety Act* has been amended to require employers who become aware or ought reasonably to be aware that there may be a risk of a worker having an opioid overdose in the workplace to provide a naloxone kit in the workplace. The naloxone kit must be in charge of a worker who has been trained on recognizing an opioid overdose and how to administer naloxone.

At Trent University, all members of Campus Security, TUEFRT, Student Health Services, and Workplace First Aiders have been trained on how to recognize an opioid overdose and how to use Naloxone kits.

Trent University will only use and dispense naloxone in nasal spray format, and not in injectable formats.

How to locate Naloxone on Campus:

Employees, students, and community members can gain access to naloxone on campus through a number of different means. During a suspected opioid overdose, naloxone can be obtained from the following sources:

- Campus Security (Peterborough and Durham)
- Student Health Services (Peterborough)
- Student Housing, Service Centres (Peterborough and Durham)
- Bata Library, front desk (Peterborough)
- Athletics Centre, front desk (Peterborough)
- Trill College, college office

Access to naloxone is also being promoted as part of Ontario's overdose prevention program. Free Naloxone kits and training on how to use them are available through several Peterborough agencies, which can be found on the provincial website *Where to Get a Free Naloxone Kit*:

<https://www.ontario.ca/page/where-get-free-naloxone-kit>

Details can be found on the public health websites:

Peterborough: <https://www.peterboroughpublichealth.ca/your-health/drugs-and-harm-reduction/opioids/?highlight=naloxone>

Durham region: <https://www.durham.ca/en/health-and-wellness/drugs.aspx>

FIRST AID ROOM

Regulation 1101 requires a first aid room in workplaces where there are 200 or more workers per shift. First aid room requirements are described by the regulation.

The University's first aid room is in the Science Complex, Room 132. The first aid room requirements are outlined in Regulation 1101: <https://www.ontario.ca/laws/regulation/901101>

GOOD SAMARITAN ACT

Ontario's *Good Samaritan Act*, 2001, states that those who voluntarily and without reasonable expectation of compensation or reward provide emergency health care services or first aid assistance to a person who is ill, injured or unconscious as a result of an accident or other emergency, are not liable for damages that result from negligence in acting or failing to act while providing the services, unless it is established that the damages were caused by gross negligence by the individual.

TRENT UNIVERSITY EMERGENCY FIRST RESPONSE TEAM (TUEFRT)

TUEFRT provides a valuable service, which are currently limited to the Symons campus and are only available during the academic year fall and winter semesters (i.e. September - April).

TUEFRT is dispatched by Campus Security (i.e. call 1333), as required and when available.

EMERGENCY COMMUNICATION

On Campus Emergency Communications

Trent University values safety for our entire community. The following procedures are to provide general guidance during an emergency. No procedure can cover every emergency. Evaluate the situation and take the safest course of action.

Calling from Peterborough:

- Using a **University phone**: Call **1333**
- Using a **private phone** (e.g. a cell phone): Call **(705) 748-1333**

Calling from Trent, Durham:

- Using a **University phone**: Call **5111**
- Using a **private phone** (e.g. a cell phone): Call **(905) 435-5111**

Calls are received by Campus Security (or a security dispatcher), 24 hours a day, 7 days a week.

Municipal emergency responders (police, fire, ambulance) can be reached by calling 911 (9-911 from a University phone).

It is important to **call both 911 and the appropriate University emergency number** in the event of a medical emergency, as a member of Campus Security or TUEFRT may be able to attend more quickly, or may be needed to direct First Responders to the exact location of the injured party.

Dispatchers will ask questions about the nature and location of the emergency.

A 911 address should be provided whenever possible. The 911 addresses of University buildings are listed in Appendix A and posted on the Risk Management website:

<https://www.trentu.ca/riskmanagement/emergency-management/emergency-response-procedures>

The 911 addresses of University buildings are also identified on small Emergency Procedures signs (Appendix B and C) posted in University classrooms, meeting rooms and offices, usually located near the entrance to the room, next to the light switch. The signs also provide the name of the building, room number and a short summary of emergency procedures.

Off Campus Emergency Communications

Planning an off-campus activity requires the development of appropriate, site-specific communications procedures.

The availability of emergency medical assistance should be assessed. For example:

- Are emergency services (e.g. police, fire, ambulance) available?
- How are emergency services contacted? (e.g. 911, other?)
- Are there any special communications requirements? (e.g. Will a telephone be available? Cell phone service?)
- Appropriate emergency communication procedures should be developed and shared with First Aiders, workers, and others involved with the activity, as appropriate.

TRAINING AND PERSONAL PROTECTIVE EQUIPMENT

First Aid Training

Most first aid certificates are valid for a maximum of three years. Training must be completed before the end of the three-year period to maintain certification. Training must be provided by a [WSIB-approved training provider](#).

The University's Health and Safety Office will communicate with Workplace First Aiders during or after training to review procedures described in this document.

Workers who complete Human Resources funded first aid training are considered 'Workplace First Aiders' whose names and work locations will be added to the list of Workplace First Aiders posted on the H&S portal (SharePoint; <https://www.trentu.ca/healthandsafety/>) and on the H&S bulletin boards, and who may have responsibilities related to overseeing a First Aid Kit

Workers who have previous first aid training (or who have completed training with a different provider) can be added to the list of Workplace First Aiders by providing a copy of their training certificate (or similar proof of training) to their supervisor (or manager) and Human Resources.

FORMS

- [First Aid Kit Checklists](#), available on Health and Safety website, A-Z Guide under the First Aid topic
- [First Aid Room Checklist](#), available on Health and Safety website, A-Z Guide under the First Aid topic
- [Vehicle First Aid Kit Checklist](#), available on Health and Safety website, A-Z Guide under the First Aid topic

RECORDS

Workers who complete First Aid Training through the Red Cross will have access to download their certificates themselves through their Red Cross profile. The H&S Office will also download the certificates of all workplace first aiders and will maintain a database of all current certificates.

LEGISLATION

The minimum first aid requirements for Ontario workplaces are defined by O. Reg. 1101, *First Aid Requirements*, made under the *Workplace Safety and Insurance Act*, 1997 (S.O. 1997, c. 16, Sched. A)

Additional requirements are created by various regulations made under the *Occupational Health and Safety Act* (R.S.O. 1990, c.O.1) and related legislation. For example:

- O. Reg. 860: Workplace Hazardous Materials Information System (WHMIS):
 - *Workers must receive instruction on procedures to be followed in case of an emergency involving a hazardous product (s. 7 (1) (f));*
 - Safety Data Sheets (required by s. 17, 18) include first aid measures for the hazardous material
- Ontario's Good Samaritan Act (2001, S.O. 2001, c. 2)
 - *Despite the rules of common law, a person described in subsection (2) who voluntarily and without reasonable expectation of compensation or reward provides the services*

described in that subsection is not liable for damages that result from the person's negligence in acting or failing to act while providing the services (s. 2(1))

- Chase McEachern Act (Heart Defibrillator Civil Liability) (2007)
 - *Despite the rules of common law, a person described in subsection (2) who, in good faith, voluntarily and without reasonable expectation of compensation or reward uses a defibrillator on a person experiencing an emergency is not liable for damages that result from the person's negligence in acting or failing to act while using the defibrillator (s. 2(1))*

REVISION HISTORY	
DETAILS OF CHANGES	DATE CHANGED
Updated sections on AEDs, Naloxone, Records, and Legislation	January 2026

Appendix A: University 911 Addresses

Building Abbreviation	Building Name	911 Address
Symons Campus		
	Archaeology Centre	10 Gzowski Way
AC	Athletic Building	1650 West Bank Dr.
BL	Bata Library	1700 West Bank Dr.
JBH	Blackburn Hall	1600 West Bank Dr.
CC	Champlain College	1770 West Bank Dr.
CSB	Chemical Science	2099 East Bank Dr.
DNA	DNA Building	2140 East Bank Dr.
ESC	Environmental Sciences	2089 East Bank Dr.
	Forensics Building	2141 East Bank Dr.
	Grounds Building	3530 Nassau Mills Rd.
ECC	Lady Eaton College	1755 West Bank Dr.
LHS	Life Health Sciences Building	2130 East Bank Dr.
MH	Mackenzie House	2200 East Bank Dr.
OCA	Otonabee College Academic	2131 East Bank Dr.
OCR	Otonabee College Residence	2151 East Bank Dr.
ENW	Enwayaang / Peter Gzowski College	1 Gzowski Way
	Rowing Club	3599 Nassau Rd.
	S. A. Power House	1365 Armour Rd.
	Sanctuary	2730 University Rd.
SC	Science Complex/Physics	2101 East Bank Dr.
	Science Workshop	2097 East Bank Dr.
TSC	Student Centre	1680 West Bank Dr.
	Trent Child Care Centre	1645 West Bank Dr.
	Trent Sports Field	2450 Pioneer Rd.
Trill College		
BGH	Bagnani Hall	311 Dublin St.
CH	Crawford House	310 London St.
KH	Kerr House	299 Dublin St.
FL	Fry Lodge	314 London St.
SH	Scott House	305 Dublin St.
	Stewart House	292 London St.
WH	Wallis Hall	315 Dublin St.
Durham Campus		
	Trent University Durham Campus	55 Thornton Rd. South
	King St. Building Durham	850 King St. West
ALC	Advanced Learning Centre	11 Simcoe St. North

Appendix B: Emergency Procedure Signage Symons Campus

EMERGENCY PROCEDURES



MEDICAL

Life Threatening Situations

- Call 911
- Provide name, location, nature of emergency
- Call Campus Security at 705-748-1333 or ext. 1333; provide location and nature of emergency

Non-Life-Threatening Situations

- Provide first aid, if trained and able
- Call Campus Security at 705-748-1333 or ext. 1333; provide location and nature of emergency



FIRE

- Evacuate building, activate nearest pull station on way out
- Go to nearest muster point outdoors
- Call 911, provide location of fire
- Call Campus Security at 705-748-1333 or ext. 1333; provide location of fire
- Wait outdoors until an all-clear is given by emergency personnel



HAZARDOUS MATERIALS

- Evacuate building, activate nearest pull station on way out
- Go to nearest muster point outdoors
- Call Campus Security at 705-748-1333 or ext. 1333; provide location and nature of material spilled
- Wait outdoors until an all-clear is given by emergency personnel



ACTIVE ATTACKER

- Run: if a safe path is available to you
- Hide: if you cannot get out, find a safe room and lock or barricade entrances
- Fight: if your life is in danger, try to disable the attacker
- Call 911, then call Campus Security at 705-748-1333 or ext. 1333

Your Current Location:

Appendix C: Emergency Procedure Signage Durham Campus

EMERGENCY PROCEDURES



MEDICAL

Life Threatening Situations

- Call 911
- Provide name, location, nature of emergency
- Call Campus Security at 905-435-5111; provide location and nature of emergency

Non-Life-Threatening Situations

- Provide first aid, if trained and able
- Call Campus Security at 905-435-5111; provide location and nature of emergency



FIRE

- Evacuate building, activate nearest pull station on way out
- Go to nearest muster point outdoors
- Call 911, provide location of fire
- Call Campus Security at 905-435-5111; provide location of fire
- Wait outdoors until an all-clear is given by emergency personnel



HAZARDOUS MATERIALS

- Evacuate building, activate nearest pull station on way out
- Go to nearest muster point outdoors
- Call Campus Security at 905-435-5111; provide location and nature of material spilled
- Wait outdoors until an all-clear is given by emergency personnel



ACTIVE ATTACKER

- Run: if a safe path is available to you
- Hide: if you cannot get out, find a safe room and lock or barricade entrances
- Fight: if your life is in danger, try to disable the attacker
- Call 911, then call Campus Security at 905-435-5111

Your Current Location: