

FIRST AID PROCEDURE

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Approved By: Vice President, Human Resources	

PURPOSE
The Trent University First Aid Standard 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 Regulation 1101 and include 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 employee knows how to obtain first aid assistance and emergency medical services in the event of a medical emergency, and • 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.
SCOPE
<p>This procedure applies to all employees, contractors, and visitors.</p> <p>The University First Aid Standard applies to all University operations and workplaces, apart from construction projects where Trent is not the Constructor.</p> <p>The Trent University First Aid Standard is an element of the University's health and safety program.</p> <p>While Regulation 1101 only applies to employees, First Aid treatment will be provided for student and visitor injuries as necessary. However, this program does not apply to employees who administer first aid as part of their regular job duties (e.g., lifeguards, Trent University Emergency First Response Team (TUEFRT)) or clinical settings. These higher risk settings have additional first aid needs that should be assessed separately.</p>

RELATED DOCUMENTATION	
<p>Internal</p> <ul style="list-style-type: none"> • First Aid Standard 	<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"> Occupational Health and Safety Act (R.S.O., 1990, c.0.1)
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DEFINITIONS AND ACRONYMS	
Automated external defibrillator	(AED, also known as a defibrillator) 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 employee 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.
Supervisors	include anyone who has charge of a workplace or authority over a worker. Examples include, but not limited to, Associate Vice-Presidents, University Secretary, Deans, Directors, Principals, University Registrar, University Librarian, Academic Chairs, Principal Investigators, Managers, and Departmental Supervisors.

ROLES & RESPONSIBILITIES

Senior Management is responsible for:

- Ensuring the requirements of this Standard are met in each of the workplaces and activities that operate under their authority.

Manager/Supervisor is responsible for:

- Facilitating the identification of an individual volunteering to be the Workplace First Aider for their respective department
- Ensuring new employees are aware of the first aid Standard
- Ensuring their department(s) have access to a Workplace First Aider
- Ensure all employees are aware of the location of the first aid kit in their respective departments

Workplace First Aiders are responsible for:

- 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 (<https://www.wsib.ca/en/providers-approved-deliver-emergency-and-standard-first-aid>)
- Sending a copy of their certificate to healthandsafety@trentu.ca
- 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 Standard.

Health and Safety Advisor / Human Resources is responsible for:

- Establishing and maintaining a University First Aid Standard and for reviewing that Standard as necessary,
- Providing access to standard level first aid and CPR training to University employees, as required,

- Instructing workplace First Aiders on the requirements of this Standard and related procedures,
- Providing University Departments with first aid kits, supplies and checklists that meet the requirements of *Regulation 1101*, 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 (Form 82, Appendix A) 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 is responsible for:

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- 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.

Employees are responsible for:

- 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,
- 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 should:

- Ask if the person requires assistance. Continue only if the person consents, or is unable to respond due to the nature of their injuries.
- Alert (or have someone alert) the nearest Workplace First Aider, if appropriate.
- If additional assistance is required (e.g. in the event of a medical emergency) call (or have someone call) 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.
- If you are a Workplace First Aider, provide first aid to the limit of your training and abilities. First aid attendants should follow the procedures and practices learned during their first aid training. Employees in the area should assist and follow direction provided by the first aid attendant, as required.
- First aid attendants should continue providing assistance until 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. First aid attendants, 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 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, first aid attendants), and procedures to be followed in the event first aid or emergency medical assistance is required. Travel-related procedures should also be addressed, as required.

Workplace First Aiders, workers, and others 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.

First aid attendants 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).

University employees are required to report all incidents, accidents and first aid treatments to their supervisors and to complete an Incident Report. Supervisor's are required to complete a Supervisor's Incident Report. Details and information on how to complete this report are located on the Health and Safety website: <https://www.trentu.ca/healthandsafety/report-hazardaccident/accident-report>

Automated External Defibrillators (AEDs)

Trent University does not have a coordinated, University-wide AED program at this time, but 8 units have been purchased by individual departments and groups. The location and 'owner' of each AED is listed below.

AED Location	Purchased by:
Athletics, pool deck	Athletics
Athletics, lobby	Athletics
Bata library	Library
Blackburn Hall (BH)	Departments located in BH
DNA C Wing	Nursing
Student Centre	Trent Central Student Association (TCSA)
TUEFRT / Campus Security	TUEFRT
Durham	Durham Campus

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.

Naloxone (Narcan)

Naloxone is a lifesaving medication that can be used to temporarily reverse an opioid overdose.

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 the charge of a worker who has been trained on recognizing an opioid overdose and how to administer naloxone.

All security guards have been trained on how to use Naloxone kits. Campus Safety have kits in their office and Security vehicles carry kits as well. There are four nasal sprays in TUEFRT. Security or TUEFRT would administer if they have reasons to believe someone has had an overdose on campus. Access to Naloxone (Narcan) is 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 attendants are not required or expected to administer Naloxone, although they may complete the required training should they choose to do so.

Naloxone should only be administered by someone who has completed the necessary training. Naloxone should not be kept in first aid kits.

FIRST AID ROOM

Regulation 1101 requires a first aid room in workplaces where there are 200 or more employees 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.

WORKING ALONE

Ontario does not have a specific regulation concerned with "working alone", but the WSIB cautions that working alone should be considered a hazard: Workers should always have access to first aid supplies. The WSIB also recommends emergency level first aid training for those who work alone.

If employees are working alone on the Peterborough campus after normal working hours, they are encouraged to contact Campus Security at 705-748-1328 to let them know where they are and how long they plan to be there. Employees can arrange check-ins, by phone or security patrol, while they are working. Lone workers are advised to lock the door to their workspace and call Campus Security if there is any suspicious activity in their area. Employees are also encouraged to call Walkhome for an escort to their vehicle, home (within a 30 minute walk) or bus stop.

EMERGENCY COMMUNICATION

On Campus Emergency Communications

Every University employee should have a working knowledge of the University's on-campus emergency communications procedures, and access to make an emergency call when at work.

The University has two emergency numbers:

Calling from Peterborough:

- Using a **University phone**: Call **1333**
- Using a **private phone** (e.g. a cell phone): Call **(705) 748-1333**
- **Use the Blue-Light, yellow emergency call poles to contact Security directly**

Calling from Trent, Durham:

- Using a **University phone**: Call **5111**
- Using a **private phone** (e.g. a cell phone): Call **(905) 435-5111**
- **Use the Blue-Light, yellow emergency call poles to contact Security directly**

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 C 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 D) 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 advisor (or designate) will communicate with Workplace First Aiders during or after training to review procedures described by this Standard.

Employees who complete Human Resources funded first aid training are '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

Employees 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 / RECORDS

- 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

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
- O. Reg. 67/93, Health Care and Residential Facilities:
 - A "...competent person who is able to perform rescue operations, including cardio-pulmonary resuscitation, shall be readily available" when working on live electrical installations between 300 and 750 volts. (s. 68 (5) (b); A similar requirement can be found in the Industrial Regulation, O. Reg. 851, s. 42.1 (3)).
 - "A worker trained in cardio-pulmonary resuscitation shall be immediately available" when worker(s) are exposed to the hazard of drowning (s. 14 (d))
- Ontario's Good Samaritan Act (2001, S.O. 2001, c. 2) protects a person who provides first aid assistance from liability, unless that person is grossly negligent.
- Chase McEachern Act protects a person 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, unless it is established

that the damages were caused by the gross negligence of the person. O. Reg. 490/04:
 Designated Substances

- Occupational Health and Safety Act (R.S.O., 1990, c.0.1)
- Public Services Health and Safety Association, [First Aid](#)

REVISION HISTORY	
DETAILS OF CHANGES	DATE CHANGED

Appendix A: University 911 Addresses

Building Abbreviation	Building Name	911 Address
	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.
	Forensic House	580 9 th Line Douro
	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.
GCS	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.
	TRAILL 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.