

Principles

employees in compliance with the Education Act, Occupational Health and Safety Act (OHSA) and Workplace Safety and Insurance Act (WSIA) Policies, Procedures and Protocols, as well as all other legal obligations.

Implementation

At the beginning of each school year, the Principal/Site Administrator will review the Protocol with staff

- the First Aid location for the site;
- the identification of the First Aid providers and their site location(s);
- the identification of the location of the first aid supplies including
- the respective role of the Principal/Site Administrator, the First Aid providers and the
- the universal blood and body fluid precautions;
- the Emergency Action Plan (EAP) and the online Ontario School Board Incident Report Form (OSBIRF) for students, employees and visitors; the HCDSB's Online Accident/Incident Report Form;
- HCDSB's WSIB Officer will follow WSIB requirements and



Procedure No. VI-74 Risk Management – First Aid

Powerlifting; Darts; (See) Downhill Bobsled (Teah); Skiing; Alpine (See) Sledging/
Teah; and Field (Down Hill); Judo; Karate; Polo; Volleyball;
Shot Put; Steeple Chase; Triathlon (Swim/Run/Cycle); Water Polo; Wrestling. (See
Secondary Activity Directory – StaffNet)

IN CASES OF INJURY:

The District/Office shall:

- provide for First Aid to be administered;
- provide for the recording of the First Aid treatment (and, if given,
- provide for notification to the appropriate hospital doctors of 'near employee' needed;
- ensure appropriate notice is given to Human Resources Services.

For Employees:

HCDSB will ensure that appropriate first aid facilities are available at all times.

For Students/Volunteers/Visitors:

Complete and submit the online "OSPI Incident Report Form" as soon as possible.

The Employee shall:

- promptly obtain First Aid;
- report any injuries to Supervisor and Principal/Site Administrator as soon as possible.
- Submit the Online HCDSB Accident/Incident Report within 24 hours of injury, if unable to

APPROVED BY:

AUTHORIZED BY:

Director of Education and Secretary of the Board