



**BOARD OF EDUCATION**  
**School District No. 57**  
2100 Ferry Avenue  
Prince George, B.C. V2L 4R5  
(250) 561-6800

# POLICY

## 4130.2

### FIRST AID

APPROVED: 1975.12.16

REVISED: 1991.05.21  
2004.10.26

### ***POLICY***

First aid coverage shall be provided at schools and work locations, and support shall be given to the first aid training of personnel as required.

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Responsibility Centre: Director of Human Resources  
References: *School Act*, Section 85  
Workers' Compensation Board Regulations  
Collective Agreements

FIRST AID

***PREAMBLE***

The district has a responsibility to ensure first aid coverage for employees in accordance with Workers' Compensation Board regulations.

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Approved: 2004.10.26



FIRST AID**REGULATIONS:**

1. A designated first aid person and one alternate shall be made available in all schools and the central administration building. A designated first aid person and one alternate shall be made available in other permanent work sites in accordance with current Workers' Compensation Board regulations.
2. The designated first aid person and alternate shall normally be required to possess either Level 1 or Level 2 first aid certificates as determined by Workers' Compensation Board regulations.
3. The first priority of the designated first aid person or alternate is to meet the first aid needs of employees. The designated first aid person or alternate is encouraged to provide leadership and expertise in meeting the first aid needs of children and adults at the school or work site.
4. Employees, within the limits of their ability, should assume some responsibilities in seeing that the overall first aid needs of the school or work site are met.
5. Designated first aid persons and alternates shall have training course fees either paid for or reimbursed by the Board. The Human Resources Officer may also facilitate training through the appropriate release time.
6. Employees who are not designated first aid persons may, subject to the approval of the Human Resources Officer, have first aid courses paid for or reimbursed.

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Approved: 1991.05.21  
Revised: 2004.10.26



FIRST AID

**ADMINISTRATIVE PROCEDURES:**

1. At the beginning of each school year, each school principal shall ensure that the name of the designated first aid person and alternate for that particular school year is entered in the appropriate place in the school organization database during the school organization process in September.
2. The staff development officer shall ensure that the appropriate allowance is provided to the designated first aid person and arrange any required training.
3. The Human Resources Officer shall maintain a record of designated first aid persons for each school year.
4. It is the responsibility of the principal or manager to advise the staff of the name of the designated first aid person and alternate.

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Approved: 1991.05.21

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