1. **PURPOSE** – Procedure for ensuring first aid provision, response and reporting.
2. **SCOPE** – Applies to all TRU employees, students, first aid attendants, and contract first aid providers at all TRU Campuses.
3. **PRECAUTIONS**

## POTENTIAL HEALTH & SAFETY HAZARDS

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| **HAZARD** | | **TO PROTECT YOURSELF** |
| HIGH SOUND LEVELS | Hearing | Wear **HEARING PROTECTION** when treating a patient in a signed area that sound levels exceed 85dB. |
| CHEMICAL SPLASH  Chemicals can be in the area of someone being treated | Goggles | **SPLASH GOGGLES** are required when working near chemicals.  *Material Safety Data Sheets (MSDS) are located on on-line.* |
| CHEMICAL SENSITIVITY  Some chemicals can be a sensitizer and may cause immediate skin irritation. | Gloves | **NEOPRENE RUBBER GLOVES** are required when handling chemicals. In case of sensitivity, wear over vinyl/nitrile gloves until out of the area.  If you are not sure of a product, or need to know possible affects it may have – check the Material Safety Data Sheet. |
| TRANSMITTABLE DISEASE | biohaz | **WEAR VINYL GLOVES** when treating open wounds. |
| OXYGEN – COMPRESSED GAS  Flammable | gas cylinder in warning triangle Text: None | Do **not** use an Oxygen Tank near open flame |
| ELECTRICAL HAZARD | Electrical | **All FAA’s are required to ensure an accident scene is safe before they enter.** |
| The following **Ergonomic Risks** have been identified: | Ergonomic | ***Refer to “Ergonomics” Operating Procedure*** |
| * **Lifting** Heavy lifting and handling may be involved | ***Refer to “Lifting” Procedure***  Lift with your legs, not with your back. Stand straight while lifting & carrying – DO NOT twist. Do not lift an object if it is too heavy – get help. |

1. **PROCEDURES**
   1. **First Aid Attendants – Definition and Coverage**
      1. Kamloops Campus – there are a number of levels of ‘first aiders’ on the Kamloops campus, however not all are designated First Aid Attendants (FAA’s)
         * Contracted OFA Level 1 – can provide basic first aid and support to the designated FAA’s.
         * Internal OFA Level 1 – can provide basic first aid and support to the designated FAA’s.
         * Contracted OFA Level 2 – designated FAA’s. Primary providers of first aid on campus.
         * Internal OFA Level 2 – designated FAA’s. Assist contracted OFA 2’s but may also provide primary first aid in the absence or request of the contracted OFA.
      2. Williams Lake – first aid is provided by internal OFA Level 2.
      3. Coverage
         * Kamloops Campus – there must always be at least one contracted OFA Level 2 on campus at all times.
         * Williams Lake Campus – there must be at least one OFA Level 2 on campus during business hours.
   2. **First Aid Awareness**
      1. Supervisors are required to communicate emergency numbers and reporting procedures during orientation training and,
         * as needed to students, and
         * review regularly at staff meetings
      2. Emergency Procedures signs are located in classrooms and information on the first aid program is available on the Health & Safety website and TRU SAFE.
      3. Event organizers need to ensure that guests are aware of how to contact first aid.
   3. **Contacting First Aid**
      1. In Kamloops, a first aid attendant (FAA) can be summoned by calling Campus Security at 250-828-5033 or ‘5033’ or ‘1111’ internally on any campus phone.
      2. Phone numbers to reach first aid are also posted on telephone handsets, emergency boards and on the TRU SAFE app.
      3. Emergency phones – red phones located within buildings or yellow ‘emergency’ pillars located outside and in parking lots can also be used for summoning first aid or emergency services (police, fire, ambulance).
      4. Pay phones – all campus payphones have a ‘Security’ button which can also get first aid. This is a free call.
      5. Williams Lake Campus – a first aid attendant (FAA) can be summoned by calling 250-392-8000 or “8000” internally on any campus phone.
   4. **Responsibilities of the First Aid Attendant**
      1. Providing first aid takes priority over other actions, you will respond as soon as possible.
      2. You must perform a scene assessment to make sure it is safe to enter the area and not put yourself at risk.
      3. When there is more than one FAA at the scene:
         * The first attendant on scene is in control until such time as a more qualified attendant (higher certified level of training), paramedic, or physician arrives.
         * Always respect each other – the goal is to provide the best treatment to the victim.
   5. **Self-Treatment vs. First Aid**
      1. Simple injuries such as paper cuts or slivers can be self-treated but all other injuries should be treated by a first aid attendant.
      2. The goal of the FAA is to treat injuries (of various severities) with the goal of
         * Returning the person to work/class, or
         * Preparing the person for transport to physician or hospital
   6. **First Aid vs. Hospital**
      1. First aid attendants are able to provide a wide variety of treatments such as bandaging larger cuts, applying butterfly stitches to close larger wounds, application of splints, slings and tensor bandages to name a few. It is preferable to have employees treated by first aid for these types of minor injuries rather than have the same treatment provided at the hospital.
      2. In most cases, first aid should be called before deciding to travel to the hospital. However, if you believe there to be a serious medical emergency such as a heart attack, stroke, unresponsive person, deadly bleeding, etc., please call 911 and then call for First Aid, as treatment or support can be started while awaiting the ambulance.
   7. **Opioid Overdose Protocol**
      1. If called to an unresponsive individual or possible overdose – the FAA will respond immediately and other attendants will be prepared to respond as well (not available on the Williams Lake Campus).
      2. Attendants will follow the ‘SAVE ME’ protocol.
      3. FAA’s must have received training in order to administer naloxone/Narcan.
   8. **First Aid Kits and First Aid Rooms**
      1. It is very important to record what materials are used when treating a patient in order to maintain the necessary supplies. FAA’s are required to ensure their kits and rooms are properly supplied. Refer to OHS 7.04 – FA Level 2 Kit Inventory and OHS 7.05 FA Room Inventory.
      2. It is the responsibility of the FAA to ensure that the First Aid room is cleaned up and restocked after each use.
      3. The only first aid equipment that should be available outside of the designated FA Rooms or kits should be, at most, Band-Aids, gauze pads, and tweezers. Maintaining larger kits can cause issues with expiry dates, use by non-trained personnel and under reporting of incidents.
   9. **Transportation**
      1. If a patient requires transportation to medical aid, the FAA is not required but *may* accompany the patient.
      2. Transportation to the hospital can be via taxi if the patient’s condition is not serious and does not require monitoring.
      3. Ambulances will be met by security at the designated rendezvous point for each building and will escort paramedics to the location of the incident.
   10. **Forms for Completion**
       1. All injuries/medical conditions treated by a FAA must be documented using the First Aid Record Form (OHS 7.02). Each First Aid room and first aid kit will have this form – contact OSEM if you require more. Both the patient and FAA must sign this form which is then forwarded to OSEM immediately after the incident.
       2. All injures require completion of a TRU Hazard/Incident Report which can be found on the Health & Safety website or by calling the Safety Officer. This form is to be completed by the injured party, and in the case of employees, signed by their supervisor and forwarded to the Safety Officer at [safetyofficer@tru.ca](mailto:safetyofficer@tru.ca)
       3. Employees with injuries requiring medical attention, will be required to complete a Form 6A – Employee’s Report of Injury, and forward it to their supervisor who will then complete the Form 7 – Employees Report of Injury. Both forms are to be signed and sent to the Safety Officer. TRU will complete an initial investigation which will be sent to WorkSafe BC within 72 hours of being notified of the incident.
       4. Any student who is injured while on an approved practicum or apprenticeship is also required to seek first aid treatment and complete Hazard/Incident Form and the WorkSafe Form 7 which can be found on the TRU Health & Safety Website. These forms are to be submitted to the TRU Safety Officer for submission to the Ministry of Advanced Education and then to WorkSafe.
       5. It is important that injured employees or students as outlined above complete the TRU forms that are online as they have specific information already included in the documents.
   11. **Training**
       1. First Aid recertification is required every 3 years.
       2. Internal FAA’s will be provided with training by a provider of TRU’s choice.
       3. Contracted FAA’s will be required to maintain their certification as a requirement of the contract with TRU.
   12. **Authority**
       1. The FAA treating a patient is responsible, and has full authority, for all first aid treatment of a patient until responsibility for treatment is accepted;
          * At a place of medical treatment,
          * By an ambulance service, or
          * By a person with a higher or equivalent first aid certification.
2. **First Aid Rooms/Kits – Locations**
   1. First Aid Rooms are located:
      1. Medical Clinic – Old Main OM1461
      2. Trades & Technology Room – TT269
      3. Williams Lake Campus – Health Centre – Room 1318.
   2. Level 2 First Aid Kits are located:
      1. with each of the FAA’s
      2. In the Security Office – House of Learning HOL128