

ADMINISTRATIVE PROCEDURE

General Administration

First Aid and Cardio-Pulmonary Resuscitation (CPR)

GEN #07

Revised: September 2025

Background

The safety of students and staff in and on school property, while school is in session or during school sponsored activities, is a key concern. Occasionally, accidents and minor or major injuries may occur during this time. The Alberta Occupational Health and Safety Legislation sets the standards in Alberta workplaces for first aid training and supplies requirements. This legislation is generally understood to only apply to workers or staff; however, the district must also consider the numerous students and visitors present on our sites.

Procedures

1. First aid and CPR training must be provided to selected staff. Each school must maintain at least one staff member with Intermediate First Aid per 100 students. The Occupational Health and Safety Officer shall coordinate training with the principal/designate and approved providers (i.e. Canadian Red Cross, St. John Ambulance). Office staff members and an administrator, physical education teachers and where applicable, teachers of chemistry and Career and Technology Studies shall be prioritized for training.
2. First aid supplies for all locations are determined by the approximate number of staff regularly working on site, the requirements for medium-hazard work sites, and the site's proximity to emergency medical services. The required supplies are outlined in the first aid checklist below.
3. First aid kits must be maintained in all division buildings. In schools, kits shall be in the office and, where applicable, in areas such as the physical education office, a science lab, any construction technologies lab or foods classrooms, and the custodian's office. First aid kits are also required for divisional work vehicles.
4. The principal / designates are responsible for maintaining a site's first aid kits and supplies in accordance with this administrative procedure. First aid kits must be inspected regularly (at minimum each semester, or after use) and any missing or expired supplies must be promptly replaced.
5. The names and qualifications of all staff with valid first aid training certificates and location of first aid kits must be posted in a prominent location. Principals / designates are responsible for retaining a copy of each certified staff member's valid first aid certificate in the site's Occupational Health and Safety (OHS) Binder.
6. Injury or illness for staff members where first aid is administered must be recorded in Public School Works by the principal / designate. Injuries requiring transportation to a medical facility must be organized by the principal / designate (i.e. via ambulance).
7. Automated External Defibrillators (AEDs) are installed in all CTR schools and facilities. The principal (or designate) must complete and record a monthly visual inspection to confirm the status indicator shows the unit is ready, no alarms/alerts are present, and all associated supplies (e.g., pads, batteries) are present, sealed, and within expiry. Each inspection must be documented and reported to the provincial AED registry at <https://secure.heart-safe.ca/>. The Occupational Health and Safety Officer will coordinate the purchase and replacement of AED supplies and units as required.

FIRST AID KIT CHECKLIST

TYPE 1 – PERSONAL					
Type 1 kits are for basic first aid and shall be kept in divisional work vehicles.					
First Aid Kit Contents	QTY	Inspected	Inspected	Inspected	Inspected
Adhesive bandages, sterile, assorted (standard strip, large fingertip, knuckle, large patch)	16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4 x 4 in)	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antiseptic wound cleansing towelette, individually wrapped	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biohazard waste disposal bag (single use)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	2 pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adhesive tape 2.5 cm x 2.3 m (1 in x 2.5 yd)	1 roll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antibiotic ointment, topical, single use	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conforming stretch bandage, relaxed length, individually wrapped, 5.1cm x 1.8 m (2 in x 2 yd)	1 roll	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand/skin cleansing towelette, individually wrapped (or equivalent)	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contents List	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected by: Sign and Date					

TYPE 2 - BASIC

Type 2 kits are for basic first aid in low and medium environments. Small kits are for 2-25 workers per shift; medium, 26 to 50 workers per shift; large, 51-100 workers per shift.

First Aid Kit Contents				Inspected	Inspected	Inspected	Inspected
Item Description	Minimum Quantities						
	Small	Medium	Large				
Adhesive bandages, sterile, assorted sizes (standard strip, large fingertip, knuckle, large patch)	25	50	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gauze pad, sterile individually wrapped, 7.6 x 7.6 cm (3 x 3 in)	12	24	48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abdominal pad, sterile, individually wrapped, 12.7 x 22.9 cm (5 x 9 in)	1	2	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conforming stretch bandage, relaxed length, individually wrapped, 5.1 cm x 1.8 m (2 in x 2 yd)	1 roll	2 rolls	4 rolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conforming stretch bandage, relaxed length, individually wrapped, 7.6 cm x 1.8 m (3 in x 2 yd)	1 roll	2 rolls	4 rolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compress/pressure dressing with ties, sterile, 10.2 x 10.2 cm (4 x 4 in)	2	4	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Triangular bandage, cotton, with 2 safety pins, 101.6 x 101.6 x 142.2 cm (40 x 40 x 56 in)	2	4	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antiseptic wound cleansing towelette, individually wrapped	25	50	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPR resuscitation barrier device, with one-way valve	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Examination gloves, disposable, medical grade, one-size, non-latex, powder free	4 pairs	8 pairs	16 pairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biohazard waste disposal bag, single use	1	2	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bandage scissors, stainless steel (with angled, blunt tip). minimum 14 cm (5.5 in)	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Splinter forceps/tweezers, fine point, stainless steel, minimum 11.4 cm (4.5 in)	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adhesive tape 2.5 cm (1 in), quantity represents total length required	2.3m 2.5yd	4.6m 5yd	9.1m 10yd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Antibiotic ointment, topical, single use	6	12	24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hand/skin cleansing towelette, individually wrapped (or equivalent)	6	12	24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency blanket, aluminized, non-stretch polyester, minimum 132 x 213 cm (52 x 84 in)	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contents List	1	1	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected by: Sign and Date							