

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Maintenance of First Aid Kits

SECTION/CODE:

School Operations D - 23

APPROVAL DATE:

February 12, 2018

SUPERSEDES:

March 19, 2007

NUMBER OF PAGES:

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POLICY STATEMENT

It shall be the policy of the Board to provide information regarding the requirements for inspection and maintenance of first aid kits within the school and the board office.

BACKGROUND

First aid kits are to be used in emergency situations when victim(s) require first aid by a trained responder.

PROCEDURES

1. GENERAL

1.1 Unless otherwise noted, the phrase "The Act" shall mean the current *Ontario Occupational Health and Safety Act*.

1.2 It is the policy of The Protestant Separate School Board of the Town of Penetanguishene to adhere to the responsibilities placed upon it by the Act, and specific to:

1.2.1 First aid kit requirements

1.2.2 Monthly checks of first aid kits within the school and board office

2. MONTHLY INSPECTIONS

2.1 All first aid kits shall be inspected and restocked on a monthly basis, to ensure compliance with required items. Inspections of first aid kits may be performed by the following persons:

2.1.1 Administrative Assistant – board office (list requirements appendix A)

2.1.2 Member of the Health and Safety committee – school (list requirements appendix B)

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3. RECORD KEEPING

- 3.1 Both the school and the board office shall maintain a First Aid Requirements log (Appendix A & B written or electronic) documenting the date the monthly inspections were performed and the person(s) performing the inspection/restocking.
- 3.2 The Board office shall maintain a First Aid Usage Log (Appendix C written or electronic) documenting the date First Aid materials were used, quantity used, and the person(s) using the materials.
- 3.3 All appendices listed above shall be in close proximity to the First Aid Kit(s).