

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

**POLICY MANUAL**

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**POLICY TITLE:****SECTION/CODE:****Maintenance of First Aid Kits****School Operations D - 23**

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**APPROVAL DATE:****SUPERSEDES:****NUMBER OF PAGES:****REVIEW DATE:****November 14, 2022****February 12, 2018****Page 1 of 2****November 2026**

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**POLICY STATEMENT**

1. It is the policy of The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) to adhere to the responsibilities placed upon it by Regulation 1101 under the Workplace Safety and Insurance Act, and specific to:
  - 1.1 First aid kit requirements
  - 1.2 Monthly checks of first aid kits within the school and board office
2. First aid kits are to be used in emergency situations when individuals require first aid by a trained responder.
  - 2.1 First aid kits are also used when minor incidents occur such as cuts and scrapes.

**PURPOSE**

To provide information regarding the requirements for inspection and maintenance of first aid kits within the school and the board office.

**ADMINISTRATIVE REGULATIONS PROCEDURES****1. FIRST AID STATION(S)**

- 1.1 First aid station(s) should be located in easily accessible locations throughout the workplace-of the PSSBP, to include the school and the board office
- 1.2 Each first aid station will include a first aid kit, as required by Regulation with contents as listed in Appendix A and Appendix B of this policy
- 1.3 Each first aid station will also include a notice board displaying:
  - 1.3.1 the "In Case of Injury" poster (known as Form 82)

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1.3.2 a list of qualified first aiders in that area

1.3.3 a first aid inspection card (Appendix C of this policy)

**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:

2.2 Administrative Assistant – board office  
(list requirements Appendix A)

2.3 Member of the Joint Health and Safety committee – school  
(list requirements Appendix B)

**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 All appendices listed above shall be in close proximity to the First Aid Kit(s).