



First Aid Policy

Date of Policy: June 6th, 2020

Policy Statement

Thorncliffe Park Daycare is committed to ensuring that appropriate first aid is provided as quickly as possible for any injured employee. We will provide and maintain a first aid program for the purpose of minimizing the suffering related to job-related injuries and illnesses.

Where required, Thorncliffe Park Daycare will provide and maintain first aid services, supplies and equipment as specified by the **Workers Compensation Act** and the JHS Regulation 1101. First aid services, supplies and equipment will be made available to all employees during working hours.

Thorncliffe Park Daycare will provide and maintain appropriate first aid supplies and equipment suitable to the hazards of the job.

Annual first aid assessments will be conducted by the JHS committee.

Procedures

Workers who sustain a job-related injury or illness, regardless of seriousness, are required to immediately report it to the first aid attendant for treatment and recording, it must also be reported to their immediate supervisor. If medical treatment is required, employees are entitled to choose their own medical practitioner, unless the injury is deemed an emergency at which time 911 will be called.

The first aid attendant will be in charge of all first aid treatment of the injured worker until medical aid is available.

Injuries that arise as a result of employment with the company will be reported to WSIB within three business days by submitting Form 7 if any of the following conditions occur:

- The worker loses consciousness following the injury
- The worker is transported to or directed to go for medical treatment
- The injury is one that obviously requires medical attention
- The worker states that he or she intends to seek medical attention
- The worker has received medical treatment for the injury
- The worker is unable or claims to be unable to return to his or her usual job as a result of job-induced injury, on any workday subsequent to the day of injury
- The accident results in or is claimed to have resulted in the breakage of eyeglasses, dentures, hearing aids or prosthetic devices

Responsibilities

JHS Committee

- Assign responsibility to a qualified first aid person to:
 - Maintain the first aid equipment and supplies.
 - Keep first aid supplies in a clean and tidy condition, ready for use.
 - Ensure that observations pertinent to the injuries treated are accurately recorded; and
 - Ensure that all sections of the first aid records are complete.

First aid attendants

- Maintain current required first aid certificate.
- Promptly provide workers with a level of care within the scope of the attendant's training.
- Objectively record observed signs and symptoms of injuries and illnesses.
- Refer to medical attention any injuries and illnesses recognized as being serious or beyond the scope of the attendant's training.
- Inform the worker's supervisor if a worker needs to seek medical treatment to ensure that an accident investigation is started.
- Inform the worker's supervisor when an injured worker requires a job or task accommodation to maintain attendance at work.
- Complete a first aid report for all injuries.

Workers

- Report all incidents to their immediate supervisor and JHS committee.

Records

The following records and forms will be made available to all first aid attendants:

- First aid record book (located at all first aid stations)
- First aid report

First aid records and statistics will be kept for at least three years and will be regularly reviewed by management to determine trends and recommend corrective actions.