

SAFETY & SECURITY PROTOCOL

Title: Occupational First Aid Protocol
Category: Safety
No.: CS&S-3-2012
Replaces:
Applicability: Campus
Effective Date: September, 25, 2012

INTENTION

This protocol is intended to align with and supplement the WorkSafe BC Occupational First Aid requirements, and the current first aid protocols and procedures the first aid attendants follow at Langara College

PROTOCOL

Occupational First Aid Attendants and Services are required as per WorkSafe BC Regulations.

First Aid Attendants can help alleviate suffering and possibly save lives through their skills at accidents or first aid incidents on the Campus.

First Aid Attendants have limitations and they must refer injured people to medical aid according to this protocol and whenever an incident is beyond their training, skills and abilities.

RESPONSIBILITIES

The Attendant will render first aid services to anyone on campus as per their training and as per WorkSafe BC Regulations and the *Occupational First Aid: A Reference and Training Manual*.

The First Aid Attendant completes WorkSafe BC Form 7's, treatment reports or any other forms as required for reporting incidents, injury or occupational disease and the Attendant is responsible for timely submission of these documents.

The injured person is the responsibility of the Attendant until they become the responsibility of qualified emergency medical personnel/ hospital staff or a physician.

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911 will be called by the Attendant for anyone that is suspected of meeting the Criteria for Rapid Transport to Emergency Health Services. If 911 do not send an ambulance or an ambulance is delayed or the ambulance does not respond Stat, the Attendant will note this and notify the Manager of Safety and security immediately.

When an Attendant believes that a person should be transported to a hospital, unless the person objects, that person must be transported to the nearest hospital or a physician.

If someone under the care of the Attendant objects to being transported to a hospital or a physician, the Attendant must document the incident in their treatment record, and report, and notify the manager of Safety and Security immediately.

The Manager of Safety & Security will review first aid reports and records and follow-up with the First Aid Attendants as well as managers/directors and the Ambulance Service as applicable for first aid incidents

RAPID TRANSPORT CRITERIA

First Aid Attendants must memorize and carry with them a copy of the following Rapid Transport Criteria. First Aid Attendants responding to an incident on campus will contact 911 and the patient must be transported to the hospital if any Rapid Transport Criteria occur (Refer to Appendix A).

PATIENT TRANSFER PROCEDURES

First Aid Attendants responding to an incident on campus when contacting 911 will specify the address which entrance the BC ambulance Service must enter the campus by and they will be met by a security guard who will direct them to the patient location (Eg. "Come onto the North West Entrance #1 off of 49th Avenue, the specific building, and floor and nearest room number of the incident").

NOTIFICATION & REPORTING

If an employee or their immediate supervisor/manager or the manager of Safety & Security believes a worker under the care of the Attendant needs to be transported to a hospital or a physician, the Attendant will comply with this request, document the incident in their treatment record and notify the manager of Safety and Security immediately if they have not already been notified.

If someone under the care of the Attendant objects to being transported to a hospital or a physician, the Attendant must document the incident in their treatment record, and report, and notify the manager of Safety and Security as soon as possible.

If an injured worker, their immediate supervisor/manager, or the manager of Safety & Security believes a worker under the care of the Attendant needs to be transported to a hospital or a physician, the Attendant will comply with this request, document the incident in their treatment record, and report, and notify the manager of Safety and Security immediately if they are not already notified.

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The manager of Safety and Security will be notified immediately whenever an incident occurs with rapid transport criteria, or an injured person is being transported to a hospital or a physician. A debriefing will occur afterward between the manager of Safety and Security and the attendant whenever an incident occurs with rapid transport criteria, or an injured person is being transported to a hospital or a physician.

TRAINING & EQUIPMENT

The First Aid Attendant must have training that meets current regulations and requirements set by legislation and hold a current an appropriate level of WorkSafe BC Certificate.

First Aid Attendants must notify the manager of Safety & Security immediately if their first aid certificate has expired, or they believe they cannot render first aid safely and according to the procedures in the *Occupational First Aid: A Reference and Training Manual*.

First Aid Equipment and supplies will meet and exceed the WorkSafe BC Regulations, and every First Aid Attendant will review their equipment and supplies prior to working and they must report any serious equipment concerns or issues to their immediate supervisor or the manager of safety and security.

INCIDENT FOLLOW-UP & REVIEWS

The Campus First Aid team will hold regular meetings to follow-up on treatments rendered, as well as to improve communications and procedures and conduct periodic reviews when needed.

The manager of Safety and Security will review first aid incidents as needed, when requested by the safety committee and managers/directors to ensure they comply with related regulations, policies, protocols and procedures.

Campus security and the first aid attendants will complete and document rapid transport criteria, or an injured person is being transported to a hospital mock exercise together at least 4 times a year.

PROTOCOL REVIEW

Facilities

First Aid Attendants

Human Resources

Safety Committee - Pending

DEFINITION

Refer to Glossary of *Occupational First Aid: A Reference and Training Manual*

SOURCES

Langara Emergency response manual

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Langara College emergency Procedures Quick guide

Occupational First Aid: A Reference and Training Manual

Under Review

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Appendix A – Langara College Rapid Transport Procedure & Criteria

First Aid Attendants will carry this with them (and keep it in the first aid kits), and when they respond to an incident on the Langara Campus the Attendant will contact 911 and rapidly transport to hospital any person with any of the following Rapid Transport Conditions:

- Loss of consciousness/Altered consciousness, a person does not respond with clear speech, or a Glasgow coma Score of 13 or less is noted.
- Fall from a height greater than 3 metres (10 feet)
- Motor vehicle or motorcycle accident with an occupant thrown from the vehicle, an occupant unconscious/killed, and a rollover accident occurred, there is major damage, a broken windshield, or there is a bent steering wheel.
- A person is struck by a vehicle going more than 20 KPH.
- Electrical injuries, poisoning, carbon dioxide, smoke, or a toxic gas exposure is suspected.
- Suspected brain Injury or sluggish pupil response or pupillary inequality of greater than 1mm
- Suspected heart attack, cardiac arrest or Stroke
- Pale, cool and clammy skin
- Suspected Skull or Bone Fractures
- There are severe crush injuries to a limb or other parts of the body.
- Penetrating injury to head, neck, chest, abdomen or groin
- Inhalation injuries or suspected poisoning
- Facial burns or 2nd degree burns
- Penetrating eye injuries
- Partial or complete airway obstruction
- Any condition requiring assisted ventilation
- Suspected spinal cord injury or inability to feel or move a limb
- Amputation of toe/finger or any body part
- Difficulties breathing, dyspnoea, decreased respiratory rate
- Suspected Heat Stroke/Exhaustion/circulatory shock
- Severe allergic reaction or suspected anaphylactic shock
- Suspected Moderate or severe hypothermia
- Seizures, Epilepsy or Status Epilepticus related symptoms

Report incident as soon as practical to the Manager Safety & Security 604-323-2773