



## Appendix 7 – First Aid Drill Record

### School District 54 – First Aid Drill Record

School Name: \_\_\_\_\_

<b>First Aid Drill scenario:</b>			
A co-worker is found lying on the ground face up with a head wound by another staff member, the worker is semi-conscious and moaning, within the vicinity of the injured worker there is an overturned chair and a pile of books and paper strewn about the floor.			
<b>Location:</b> Library	<b>Date:</b>	<b>Time:</b>	
<b>Organized by:</b>		<b>Participants:</b>	
<b>What are your next steps:</b>			
<b>Improvement Actions</b>	<b>By Whom</b>	<b>By When</b>	<b>Sign Off</b>

Section 3.17(4) of the OHS Regulation (“Regulation”) states: at least once per year in the beginning of the school year, a first aid drill must be conducted to assess first aid procedures and first aider roles and responsibilities.

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(BCEHS should not be contacted for the purpose of conducting first aid drills).

### PROCEDURES & PROCESS ASSESSMENT

The ability of first aid attendants or other workers to access equipment, supplies, and first aid facilities.

Comments: \_\_\_\_\_

A workers' familiarity with how to call for first aid and the location of first aid equipment.

Comments: \_\_\_\_\_

How effectively the first aid attendant(s) can be summoned and respond to both minor and serious injuries.

Comments: \_\_\_\_\_

How effectively an injured worker can be accessed and moved, and if there are any barriers present in the workplace.

Comments: \_\_\_\_\_

How effectively an injured worker can be prepared (packaged) and transported to an area accessible to BCEHS, if required.

Comments: \_\_\_\_\_

Whether first aid attendants are familiar with documentation and reporting requirements.

Comments: \_\_\_\_\_

First Aid drill should occur by November 1 of each school year or as defined in your Terms of Reference.