

POLICY ON FIRST AID AND MEDICAL EMERGENCIES

Effective Date: November 2, 2009

Originating Office: Office of the
Vice-President, Services

Supersedes/Amends: VRS-45/October 2004

Policy Number: VPS-45

SCOPE

This policy applies to all University-sanctioned activities at any on-campus or off-campus location, including vehicles, field trips, University-sponsored excursions and study abroad.

POLICY

1. The University shall take all reasonable steps to ensure an immediate and effective response following an accident or other medical emergency through:
 - The development, maintenance and communication of procedures for handling accidents and medical emergencies including outbreaks of infectious diseases
 - Designation of responsibility at the operational level
 - Training of personnel to respond to medical emergency situations and to administer first aid
 - Organization and maintenance of an effective communications system
 - A system of reporting and record-keeping
2. The University is subject to the *First Aid Minimum Standards Regulation* under the *Workers' Compensation Act*, an *Act respecting Occupational Health and Safety*, as well as all other provincial and municipal regulations and procedures concerning first aid and emergency assistance.
3. In the case of a serious work-related injury, the University shall comply with the provisions of the *Act Respecting Occupational Health and Safety* and the relevant procedures of the Commission de la santé et sécurité du travail ("CSST").

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4. For the management of public health emergencies, the University shall comply with directives from the federal, provincial and municipal public health authorities.

Internal Procedures for Reporting Concerns of Infectious Diseases

5. Any member of the University community concerned for their personal health because of an infectious disease, or who is aware that someone at the University has an infectious disease, should report this concern, in confidence, to his or her Supervisor, Department Head or any other person in authority. The Supervisor, Department Head or person in authority shall report the concern, in confidence, to the Environmental Health and Safety Office (“EH&S”) or Health Services.
6. If the infectious disease is confirmed, the Director of Health Services will inform the Emergency Management Team (“EMT”), as defined in the *Emergency Management Policy (VPS-50)*.
7. If it is determined that the infectious disease poses a public health risk, the Director of Health Services will inform the local Public Health Authority.
8. The University will comply with any directives issued by the local Public Health Authority.
9. In the interest of public health, and to prevent the spread of an infectious disease among the University community, the Vice-President, Services may, in consultation with the EMT, suspend, postpone or cancel classes, examinations, events and/or operations of the University.

Operational Responsibilities

10. Supervisors and Department Heads shall ensure that:
 - An adequate number of staff members have been certified to administer first aid and are available to act as emergency responders during the department’s regular hours of operation
 - Emergency responders are permitted the time away from their regular duties, to be scheduled in consultation with their supervisor, to attend training and periodic

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organizational meetings relating to the management of volunteer emergency personnel

- First aid kits and supplies are maintained and emergency telephone numbers are readily available in each department and in all university-owned vehicles
- Individuals leading field trips and supervising off campus activities are aware of their responsibilities, the applicable University policy and procedures and are equipped with emergency first aid supplies, contact telephone numbers and a means of communication
- University procedures for the management and reporting of an accident or medical emergency are followed

11. The Security Department shall:

- Answer emergency telephones and other calls for assistance
- Arrive on the site of the emergency with appropriate first aid equipment to assess the situation and, if necessary, administer first aid
- Contact the appropriate health care facility or municipal emergency response personnel
- Arrange for appropriate transportation to a medical facility as required
- Keep records of all such calls received and the steps that were taken and, communicate them to EH&S within 24 hours or, in case of a serious medical situation, as soon as possible

12. Health Services shall:

- Provide medical advice to the Security Department and emergency responders as requested
- Represent the University and liaise with the appropriate public health authorities

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- Follow-up on reported injuries to ensure that adequate treatment has been provided
 - Participate with the Security Department and EH&S in the management of the emergency operations and assume leadership of the medical aspects of the case management
 - Communicate and plan with EH&S and other University Department(s) as required
 - Provide advice to the EMT
13. The Environmental Health & Safety Office (EH&S) shall:
- Provide first aid supplies and equipment to Departments, vehicles or special areas in accordance with appropriate external regulations and University policy. Costs will be charged back to the Department(s)
 - Ensure that this Policy and the procedures arising from it comply with federal, provincial and municipal legislation and regulations
 - Administer a program to provide first aid and cardiopulmonary resuscitation (CPR) training in accordance with the CSST requirements, provincial regulation, University policy and departmental requirements
 - Evaluate the University's first aid medical emergency procedures on a yearly basis and make recommendations for change as required
 - Maintain training records of emergency responders and communicate this information to Supervisors and Department Heads
 - Update the emergency response procedures, as necessary, in coordination with the Security Department and Health Services
 - Provide an annual report on the status of the volunteer emergency responders and the volunteer response program
 - Manage the public access to the defibrillation program, in accordance with provincial regulation

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- Manage the acquisition of Automated External Defibrillator (AED) equipment
14. Under the authority of the Vice-President, Services, this policy shall be overseen by the EMT.
 15. Every 3 years, the EMT shall review the present policy and practices and recommend revisions to this policy to the Vice-President, Services.