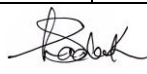


CATEGORY: Health & Safety Policies and Procedures	DATE: November 2016
SUBJECT: First Aid Policies	REVIEWED: August 2026
APPROVED BY: Shemina Ladak, Executive Director 	

Policy Statement

Centennial Infant and Child Centre (CICC) is committed to providing a safe and healthy environment for children, families, staff, students, volunteers, contractors, and visitors. The Centre will ensure that qualified first aid personnel, appropriate first aid supplies, and established procedures are in place to respond promptly and effectively to illness, injury, and medical emergencies.

Purpose

The purpose of this policy is to ensure that:

- Children receive immediate and appropriate first aid when required.
- Staff are trained and prepared to respond to injuries, illnesses, and medical emergencies.
- First aid supplies and equipment are readily available and properly maintained.
- Parents/guardians are notified of injuries, illnesses, or medical emergencies involving their child.
- The Centre complies with the Child Care and Early Years Act, 2014 (CCEYA), Ontario Regulation 137/15, and applicable occupational health and safety requirements.

Scope

This policy applies to all staff, students, volunteers, contractors, and any other individuals working or participating in programs at CICC.

Policy

Staff Qualifications

- Every staff counted in the required staff-to-child ratios shall hold a valid Standard First Aid Certificate, including infant and child Cardiopulmonary Resuscitation (CPR Level C or equivalent), as required under the CCEYA.
- Copies of current First Aid and CPR certifications will be maintained in each staff member's personnel file.
- Staff are responsible for ensuring their certifications remain valid and are renewed before expiry.

First Aid Kits

CICC will ensure that:

- A fully stocked first aid kit that meets Ontario workplace requirements is available in each classroom, the gymnasium, and other designated program areas.
- Portable first aid supplies accompany staff during any off-site events or excursions.

- First aid kits are inspected regularly by a designated staff member and restocked immediately after use.
- Expired or damaged supplies are replaced promptly.
- First aid kits are readily accessible to adults while remaining inaccessible to children.

Responding to Injury or Illness

When a child, staff member, student, volunteer, contractor or visitor becomes ill or injured:

- Immediate first aid will be provided by a qualified staff member;
- Emergency medical services (911) will be contacted when required;
- The Executive Director, Manager, or designate will be notified as soon as possible;
- The injured or ill individual will remain supervised until appropriate care is arranged.
- Where applicable, staff will refer to the individual's emergency contact information, Individual Medical Plan, and/or emergency procedures when responding to an illness, injury, or medical emergency.

Parent/Guardian Notification

- Parents/guardians will be notified as soon as reasonably possible whenever a child experiences an injury, illness, or incident that affects or may affect the child's health, safety, or well-being.
- An Incident Report will be completed, reviewed with the parent/guardian, and a copy provided to them.
- Where required, Serious Occurrence policies and Ministry reporting requirements will also be followed.

Infection Prevention During First Aid

When administering first aid, staff will follow Routine Practices and Infection Prevention and Control (IPAC) procedures, including:

- Wearing disposable gloves whenever contact with blood or other body fluids is anticipated.
- Safely disposing of contaminated materials.
- Cleaning and disinfecting contaminated surfaces and equipment using approved disinfectants.
- Performing proper hand hygiene before and after administering first aid.
- Following current Toronto Public Health guidance regarding exposure to blood and bodily fluids.

Documentation

All injuries requiring first aid will be documented promptly and accurately, including:

- The date and time of the incident.
- The nature of the injury or illness.
- First aid provided.
- Staff involved.
- Parent/guardian notification (where applicable).
- Any follow-up actions taken.

Documentation will be maintained in accordance with CICC record retention practices.

Responsibilities

Executive Director, Manager or Designate

- Ensure adequate first aid supplies are available and maintained.
- Verify that required staff maintain valid First Aid and CPR C certification.
- Ensure incidents are documented and, where applicable, reported in accordance with legislative requirements.
- Review first aid procedures annually and following any significant incident.

Staff

- Maintain current First Aid and CPR C certification as required.
- Administer first aid within the scope of their training.
- Complete required documentation following an incident.
- Notify the Executive Director, Manager, or designate of any injury requiring medical attention or emergency services.
- Follow Infection Prevention and Control (IPAC) practices at all times when providing first aid.