



BCIT FIRST AID PROCEDURES – AEROSPACE TECHNOLOGY CAMPUS (ATC)

Written: November 2020

Version Date: November 2023

Location

The **ATC** (3800 Cessna Dr., Richmond) first aid room is located inside the campus tool crib, ATC 155G.

Hours of Operation and Retaining Services

The **ATC** first aid hours of operation and details on how to retain services are outlined below:

Hours	How to Receive First Aid Treatment
Regular Service Hours Weekdays 0700 - 2300 Saturday 0700 - 1500	If able, attend ATC Security desk in the building lobby. Contact ATC Security at 604-419-3704 or 604-419-3705 and either: <ul style="list-style-type: none"> Attend ATC security desk and be escorted to first aid room (ATC 155G), or; Have the attendant attend the injury location. Request first aid through the Safety-Wise App .
Off-Hours Weekdays 2200 – 0700 Saturday 0000-0700 1500-2359 Sunday – All Day	Call BCIT Security 604-419-3704 for first aid assistance. Request first aid through the Safety-Wise App .

First Aid Attendant Response to Call

If a patient attends the security desk seeking first aid, the security guard providing first aid coverage will escort the patient to the ATC First Aid Room for treatment. Upon receiving a call for first aid, the security guard providing first aid coverage will either:

- Direct the patient to come to the ATC security desk, and escort them to the first aid room for treatment, or;
- Attend the injury site directly and provide treatment.

If the attendant on-duty is out responding to a call, another security guard will be manning the security desk to respond to calls, or any calls that are not answered are directed to the BCIT Security Communication Centre.

If an injury occurs after hours, BCIT security will respond directly to all first aid requests, and either walk the patient to the first aid room or provide treatment at the injury site.

Supplies and Services

First aid treatment is available to all employees, students, and visitors attending ATC. Contractors are considered responsible for providing first aid to their own staff, unless otherwise agreed upon.

As determined by the First Aid Risk Assessment, **ATC** has the following first aid supplies and personnel:



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Hours	Minimum First Aid Personnel	First Aid Supplies (as per OHSR G3.16 (1.1))
Regular Service Hours	At least 1 Level 2 Occupational First Aid Attendant	A first aid room and a level 2 first aid kit.
Off-Hours	At least 1 Level 1 Occupational First Aid Attendant.	A first aid room and a level 2 first aid kit.

In addition to the above, first aid at **ATC** are trained to administer naloxone and have 2-kits on their belts in the event that they must respond to an opioid overdose.

Automatic External Defibrillators (AEDs)

The **ATC** AED is located directly across from the security desk on the ground floor of the campus. It is available to be used by first aid attendants, security, and members of the BCIT community as needed. All BCIT first aid attendants and security personnel are trained to use the AEDs.

Patient Transport to Medical Aid and Calling for Emergency Services

Non-Emergency Medical Aid Required – Students

When responding to a student injury where the BCIT first aid attendant determines that the patient requires further medical aid, but does not require emergency transportation, they will coordinate one of the following:

- Arrange the transportation (via taxi) of the student to an appropriate medical facility. The attendant may accompany the student, if deemed necessary.
- The student refuses any further assistance/transport, and the attendant ends treatment and advises that the student seek medical aid when they are able.

Non-Emergency Medical Aid Required – Employees and Visitors

When responding to an employee or visitor injury where the BCIT first aid attendant determines that the patient requires further medical aid, but does not require emergency transportation, they will coordinate one of the following:

- Arrange the transportation (via taxi) of the employee/visitor to an appropriate medical facility. The attendant may accompany the employee/visitor, if deemed necessary.
- The employee/visitor refuses any further assistance/transport, and the attendant ends treatment and advises that the student employee/visitor seek medical aid when they are able.

Contacting Emergency Services

All BCIT community members are advised to contact 911 in the event of an emergency if they determine it to be immediately necessary. Members of the BCIT community are advised to contact BCIT Security (**604-451-6856**) if they have called 911 of emergency services. Emergency calls made through the [Safety-Wise App](#) will result in BCIT Security being directly notified.

A responding first aid attendant determines that emergency services are required, they will arrange for emergency services to be contacted in one of the following ways:

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- Direct BCIT Security to call for emergency services.
- Direct a bystander to contact BCIT Security to arrange for emergency services.
- Direct a bystander to call 911 directly, ideally through the [Safety-Wise App](#) or on a campus land-line.
- Contact emergency services themselves through any effective means.

Security is responsible for coordinating meeting responding emergency services and directing/escorting them to the scene of the emergency. Emergency services will be directed to meet security at the main lobby of ATC, and security will direct/escort them to the location of the emergency.

Authority of BCIT First Aid Attendants

The responding BCIT Security personnel or First Aid Attendant has full responsibility for the treatment of patients on all BCIT property unless/until:

- The care of a patient is transferred to a more qualified BCIT First Aid Attendant.
- The care of a patient is transferred to a student medical services doctor or a emergency responder.
- The patient has refused treatment, including refusing BCIT-arranged transport to medical aid.

BCIT first aid attendants have the authority to provide treatment to unconscious/unresponsive patients under implied consent.

Incident and Injury Reporting Procedures

All employee, student, and visitor injuries must be reported to their supervisor and to BCIT first aid. BCIT employees may report incidents directly to the institute using [BCIT's online incident reporting \(IRIS\), in addition to reporting to first aid](#). Student and visitor incidents can be reported directly to the institute by their supervisors using this system. BCIT first aid will report all incidents to which they have responded to, by submitting the First aid record and if applicable the Patient Assessment chart and Taxi Authorization slips to Burnaby first aid to enter into IRIS.

All employee incidents requiring medical aid initiate an incident investigation, with the final investigation submitted to WorkSafeBC within 30-days of the date the incident was reported.

Serious Incident and Injury Reporting Procedure

Work-related incidents/injuries experienced by any member of the BCIT Community meeting the definition of a serious injury/incident ([see part 68 of the Worker's Compensation Act](#)), must be immediately reported to a supervisor (if applicable) and BCIT First Aid. The supervisor must report the serious incident immediately to WorkSafeBC (604-279-3100). The supervisor or BCIT First Aid must contact BCIT Security and have them notify BCIT Security Management and the on-call OHS team member of the serious incident.

In the event that there is no supervisor available, BCIT First Aid contact BCIT Security, and have them inform BCIT Security Management and the on-call BCIT OHS team member of the serious incident. The OHS team member will contact WorkSafeBC immediately.