

585.0.1	FIRST AID / CPR REGISTRATION	585.0.1
Application: All Employees	References: St. John Ambulance Policy 585.0 Maintenance of Qualifications Policy 292.0 Training Development and Education	

POLICY:

Employees are trained by external authorities on the techniques of administering First Aid and CPR at the expense of the NSDRC.

For the purpose of training First Aid and CPR the NSDRC recognizes St. John Ambulance as the external authority.

Employees adhere to established guidelines to ensure their First Aid and CPR is current according to the following requirements:

- **First Aid:** recertification every 3 years, at courses provided external to the NSDRC.
- **CPR:** annual recertification, at courses provided external to the NSDRC.

Permanent employees are paid at their regular rate of pay for time spent at courses taken to maintain certification to a maximum of eight hours (8).

Employees on probation obtain certification on their own time and at their own expense.

Where an employee has been registered for First Aid and or CPR and fails to attend, the employee reschedules at their own expense.

Where an employee recertifies with an agency other than St. John Ambulance the employee requires written approval from the Program Manager prior to reimbursement. The maximum amount reimbursed to the employee will not exceed:

- First Aid = \$89.00 plus tax within a three year period.
- CPR = \$40.00 plus tax within a one year period.

Employees are required to submit the original receipt to the Program Manager for reimbursement, photo copies are not accepted.

Employees failing to maintain a valid First Aid and or CPR certificate may be placed on unpaid leave pending proof of certification.

REASONS FOR POLICY:

The NSDRC adheres to applicable legislation to ensure employees are trained to respond to medical situations requiring First Aid or CPR for employees, people we support or community members.

DEFINITIONS: Refer to Glossary of Definitions located in Volume 1 Association Structure and Supports for further information.

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PROCEDURES:

1. Employees requiring First Aid or CPR training notify the Program Manager or their designate in writing prior to the expiry date of their certificate. Registration is subject to approval by the Program Manager or their designate. Refer to **Form 535.0A Employee Development** for further information.
2. The Program Manager or their designate submits the employees name to the Office Administrator for registration with St. John Ambulance.

Registration:

3. Upon receiving notification from the Program Manager or their designate the Office Administrator contacts St. John Ambulance to register the employee(s) according to the date(s) and course(s) selected. Refer to St. John Ambulance training schedule posted on site for available training dates.
4. The Office Administrator notifies the appropriate Program Manager or their designate upon receiving the registration confirmation of the employee.
5. The Office Administrator records the employee(s) name via the Training Tracking Form and submits the completed document to the Director of Employee Services for recording purposes. Refer to Form 585.0.1A First Aid / Training Tracking for further information.
6. Employees are required to read the "First on the Scene Activity Book" prior to the training event in conjunction with St. John Ambulance policy and procedures. Books are provided by St. John Ambulance and may be obtained from the Office Administrator prior to the training date.
7. Employees successfully completing First Aid or CPR training are presented with a valid certificate from the St. John Ambulance. Certificates are copied by St. John Ambulance and submitted to the Office Administrator for filing purposes to the employees personnel file.
8. Where an employee is registered for First Aid or CPR and is unable to attend, the employee notifies the Program Manager or their designate two (2) business days prior to the date of the scheduled training event.

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(Sample form altered to fit)

**Print to letter head
585.0.1A First Aid / CPR
Training Tracking Form**

Course Name: First Aid/CPR First Aid (only) CPR (only)
(Check applicable box)

Course Date: May 24, 2006

Delivered Hours: = 8 hours

Course Location: # 106 – 223 Mountain Highway North Vancouver BC

Name of Instructor: Tom Little

Training Host: St. John Ambulance

Employee Name	Department Name	Cost
Mary Small	Big House	\$50.00
John Sample	Small House	\$50.00
Total Cost =		\$100.00

Note: This form is for tracking purposes only ***not an invoice.***

Cc: Director of Employee Services (Training Committee Chair)

(Sample letter altered to fit)

585.0.1B Failing to Attend First Aid / CPR

Date

Name and Address

Dear "first name",

RE: FAILING TO ATTEND FIRST AID & CPR TRAINING AS SCHEDULED

It has been brought to my attention, that you did not attend the First Aid and/or CPR Training as scheduled on _____.

Therefore, please be advised that you are now responsible to attend a First Aid and/or CPR course on your own time and at your expense as per First Aid/CPR Policy 581.0.1 as noted below:

"Where an employee has been registered for First Aid and or CPR and fails to attend, the employee reschedules at their own expense.

Employees failing to maintain a valid First Aid and or CPR certificate may be placed on unpaid leave pending proof of certification."

Please provide me with proof of certification.

If you have any questions, please see me.

Program Manager: _____
(Signature)

Cc: Personnel File

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