



**Umbrella Family and
Child Centres of Hamilton**

3.4 STANDARD FIRST AID POLICY

MANUAL	Staff Related Policy Manual
SECTION	3- Ministry of Education Policies
POLICY	3.4 Standard First Aid Policy
LAST REVISED	June 19, 2024

RATIONALE

UFCC requires all employees who may be counted for the purposes of maintaining ratios, to obtain and present proof of certification in Standard First Aid, including Infant and Child CPR (CPR-C), issued by a training agency recognized by the Workplace Safety and Insurance Board.

RESPONSIBILITY

All staff, including relief and supply staff.

PROCEDURE

- All Supervisors and Program Staff, including Relief and Supply Staff are required to obtain and present proof of certification in Standard First Aid and Infant/Child CPR (CPR-C).
- The Supervisor is responsible for maintaining a record of the Standard First Aid and Infant/Child CPR certification, tracking the expiry dates and ensuring compliance with the policy.
- The Supervisor will send a copy of all records to the Human Resource Department and put a copy in the Ministry Binder, which is kept in each program.
- At the time of employment, a staff must present their certificate for Standard First Aid and Infant/ Child CPR.
- It is the employee's responsibility to sign up for and attend the training, photocopy their certificate and hand it to their Supervisor to be placed in the staff file.
- An acceptable Standard First Aid with Infant/Child CPR certificate is a condition of employment with UFCC. Failure to maintain certification and produce an acceptable Standard First Aid and Infant/Child CPR certificate will result in an unpaid suspension from UFCC.

Policy Attachments: N/A