

FIRST AID DRILL PACKAGE

Identify and improve first aid systems and procedures

Toolkit



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INTRODUCTION AND REQUIREMENTS

Section 1

This first aid drill package has been developed by SafeCare BC, the non-profit health and safety association for the continuing care sector. Since 2014, SafeCare BC has supported long-term care and home health organizations by providing education, training, and tools to improve workplace safety. The purpose of a first aid drill is to identify and improve systems and procedures. First aid attendants are already certified - you are testing your workplace's response procedures, not their clinical skills.

Why conduct first aid drills?

- **Improve response time:** Practice helps staff react quickly and calmly in real emergencies.
- **Build confidence and skill retention:** Practice and repetition of first aid skills and techniques allow for increased comfort in using first aid kits and equipment and allow for skill retention.
- **Reinforce reporting procedures:** Teach when and how to report injuries, even minor ones.
- **Test emergency systems and equipment:** Ensure communication works and equipment is accessible and functional.
- **Identify gaps in training, procedures or equipment:** Reveal issues like missing supplies, unclear roles, or slow responses.
- **Improve teamwork and communication:** Clarify roles and improve communication so staff know exactly what to do.
- **Meet legal requirements:** Meet WorkSafeBC's annual requirement of conducting a first aid drill.
- **Promote a culture of safety:** Encourage early reporting and show that safety is everyone's responsibility.

Legal requirements

Under [Section 3.17](#) of the *Occupational Health and Safety Regulation (OHSR)* employers are required to:

- Have clear, written first aid procedures that are communicated to workers.
- Provide required first aid supplies, equipment, facilities, attendants, and services based on the workplace first aid assessment.
- Prepare a written First Aid Assessment in consultation with the Joint Occupational Health and Safety (JOHS) Committee or worker health and safety representative.
- Train workers on first aid procedures.
- Conduct drills at least once per year and whenever procedures change, to test and confirm effectiveness.
- Maintain confidential first aid records for a minimum of three (3) years.

Learn more about [first aid requirements](#) on the WorkSafeBC website.

What is a first aid drill, and who should take part?

A first aid drill is a structured practice activity that simulates a workplace injury and tests your organization's response. The goal is to make sure your first aid procedures are effective and that everyone involved in responding to a worker injury (including first aid attendants, coworkers, supervisors, and those arranging transport) understands and can perform their roles.

These drills are designed for use in long-term care and home care settings. They can be run by any designated facilitator and participants should include any staff who would be involved if a worker were injured. This may include managers, team leads, care

staff, and members of your JOHS Committee or Health and Safety Representative.



WHAT DOES A FIRST AID DRILL LOOK LIKE?

Each drill begins with a realistic workplace injury scenario. The drill is acted out or discussed, and participants respond as if it were happening in real time. Drills can be facilitated by anyone designated such as a manager, supervisor, JOHS committee member, health and safety representative, or clinical educator.

The facilitator:

- Guides the team through the drill
- Observes how the situation is handled
- Notes how the injury is reported, how the first aid attendant responds,

communication effectiveness, equipment access, and documentation procedures

- Leads a debrief discussion to identify what went well and what needs improvement
- Completes an action plan to address any gaps

Drills can be run with a full team or in smaller groups and conducted during safety meetings, education days, or safety huddles. The goal is to ensure your workplace is prepared to respond quickly and effectively when a worker is injured.

How often do you need to conduct the drills?

First aid drills must be conducted once annually (at minimum) or whenever procedures change.

Who participates in first aid drills?

- First aid attendants
- JOHS committee members or representatives
- Selection of workers, where possible, from different:
 - working groups
 - areas of workplace (floors, wings)
 - shifts
- Management /senior leadership
- Site emergency coordinator or main emergency contact

What to assess during first aid drills?

Drills should evaluate:

- The ability of first aid attendants or other workers to access equipment, supplies, and first aid facilities.
- Workers' familiarity with how to call for first aid and the location of first aid equipment.
- How effectively the first aid attendant(s) can be summoned and respond to both minor and serious injuries.
- How effectively an injured worker can be accessed and moved, and if there are any barriers present in the workplace.

- How effectively can an injured worker be prepared (packaged) and transported to an area accessible to BC Emergency Health Services (BCEHS), if required.
- Whether first aid attendants are familiar with documentation and reporting requirements.

(Occupational Health and Safety Guideline G3.17(4) – Drills)

Note: While not a regulatory requirement, WorkSafeBC guidelines state that results of the drill and any changes made to the first aid procedures should be documented and shared with all first aid attendants and the JOHS committee.



FACILITATOR INSTRUCTIONS

Section 2

Your role as a facilitator:

As the first aid drill facilitator, your role is to ensure that the drill is effective, realistic, and safe. The goal is not to test the participants, but to guide, observe, and create a learning experience.

Your key responsibilities include:

- Planning and preparation for the drill (i.e., gathering documents and checklists, choosing a safe location, etc.)
- Running the drill and observing participants' actions, decision-making, and communication
- Debriefing with participants to review what went well and areas for improvement
- Documenting outcomes, strengths, gaps, and corrective actions
- Recommending next steps and sharing results

Instructions for the Facilitator

Before the drill:

- Review your workplace's first aid policies and procedures, ensuring they are up to date and current
- Print out and read this First Aid Drill Package, including appendices

- Ensure first aid attendants are available for scheduled first aid drill
- Select a scenario relevant to your workplace
- Gather resources and supplies:
 - First aid kit and supplies (ensure contents are up to date and readily available)
 - Personal Protective Equipment (PPE) - gloves, masks
 - Props (if applicable)
- Ensure the drill location is safe (no real hazards)
- Notify participants about the drill purpose

During the drill:

Set-up

1. Welcome participants and thank them for participating.
2. Review the objective and purpose of the drill, stating that it is a learning exercise to test the workplace procedures, and that BC Emergency Health Services (BCEHS) will not be contacted as a part of the drill.
3. Read the scenario out loud clearly.
4. Assign roles if needed:
 - Injured worker
 - First aid attendant

- Supervisor/manager
 - 911 caller (if applicable)
 - Bystanders/coworkers
5. Answer clarifying questions only.

Run the drill

1. Observe silently - do not interrupt unless there is a safety concern.
2. Complete the *Observation checklist (Appendix A)* while watching the scenario.
3. Note specific times, actions, and communication.
4. Thank participants for engaging.

Stop the drill if:

- An actual safety hazard emerges
- A real emergency occurs
- A participant becomes distressed
- The drill purpose has been achieved

After the drill

Immediate Transition to Debrief

1. Set the tone: Thank participants and remind them that the debrief is for learning, not judgment.
2. Use the *Debrief guide for participants (Appendix B)* for debrief questions for each group.
3. Share your observations. Start with strengths and then discuss areas for improvement. Keep the focus on systems and procedures. As a group, you want to consider:
 - Procedure gaps
 - Equipment issues

- Training needs
 - Communication breakdowns
4. If needed, review relevant sections of your workplace's **first aid procedures and policies**.

Documentation of the first aid drill

Complete the *First aid drill record form (Appendix C)*.

SCENARIO LIBRARY

Section 3

Scenarios for first aid drills

There are two categories of scenarios. Choose at least one scenario from each category to allow first aid attendants to practice both types of situations.

Category 1 – Worker walks into first aid and seeks help

- A. Shane works in housekeeping. He was cleaning a resident's bathroom and got a splash of glass cleaner in his eye. His eye is red and burning. He goes straight to the first aid room to seek help.
- B. Suzanne felt a pull in her back while transferring a resident from their bed to a wheelchair. As her shift goes on, she starts to feel a sharp pain in her back and can't complete her duties anymore. Suzanne goes to see a first aid attendant.
- C. Serena catches a resident as they are about to fall. After the incident Serena experiences back strain and pain in her shoulders. She goes to see a first aid attendant.
- D. Samantha has been experiencing hand and wrist strain by the end of her shifts. After feeding, changing, and dressing a few residents today, she is feeling sudden pain and joint stiffness in her hands and wrists. There is mild swelling

around the joints as well. Since the pain is more than usual, Samantha goes to see a first aid attendant.

- E. Maria has stomach pain and feels nausea. As the pain gets worse and she starts to experience the chills, she is unable to continue with her work and goes to seek first aid.

Category 2 – First aid attendant summoned to site of medical emergency

- A. Jane cut her finger while using a kitchen knife. The cut is deep, and the blood is dripping onto the floor. She is feeling uneasy and lightheaded and calls for a first aid attendant.
- B. Paul misses a step and falls down the stairs. He's in a lot of pain and unable to put any weight on his foot. A co-worker sees him struggling to get up and calls for a first aid attendant.
- C. It's the hottest day of the summer and Sarah has a headache and is feeling hot and flushed. Her skin feels warm and dry. She asks her co-worker to call a first aid attendant.
- D. Since the start of her shift, Tasha has been feeling weak, hungry, sweaty, dizzy and numb in her fingers. She calls for a first aid attendant as she is diabetic.

- E. Kyle was eating grapes in the lunchroom and overheard a co-worker tell a funny story. He couldn't resist laughing and started to choke on his grapes. His co-workers call for first aid right away.
- F. Riley collapses on the lunchroom floor. He is having chest pain and can feel his heartbeat increase rapidly. His coworker sees him clutching his chest on the floor and immediately calls for a first aid attendant.
-

Create your own scenarios

In the space below, add other first aid scenarios that could happen in your workplace. Think about situations that staff may realistically encounter.

Custom Scenario Template:

- Type of injury/incident: _____
- Location in your workplace: _____
- Time of day/shift considerations: _____
- Key actions to observe: _____

*Reminder: Drills need to be performed and designed in a way they don't put the safety of anyone (workers, first aid attendants, visitors) in the workplace at risk. **BCEHS should not be contacted for the purpose of performing first aid drills.***

Appendix A – First aid drill observation checklist

Use this checklist during the drill to capture objective observations. Check all that apply and add comments as needed.

Basic drill information (observer to complete)

Date: ___ / ___ / _____ Time: _____ Location: _____

Observer name: _____ Role: _____

Drill category:

- Category 1 – Worker walks into first aid
- Category 2 – First aid attendant summoned

Before the Drill

- Scenario was explained clearly to the staff involved (as appropriate)
- Staff were not told exact timing or details in advance (realistic conditions)
- Required first aid supplies and equipment were in place before starting
- Communication methods for summoning first aid were available (phone, radio, call bell, etc.)

Comments:

Incident reported / first aid summoned

- Worker or bystander recognized the “injury/illness” and took action
- First aid was summoned using the correct method (phone, radio, code, etc.)
- The information given to the first aid attendant was clear (location, type of injury, urgency)
- No confusion about who should make the call for first aid

Approximate time from “incident” to first call for first aid: _____

Comments:

First aid attendant response

- First aid attendant responded promptly after being called
- First aid attendant brought appropriate equipment (kit, PPE, stretcher, etc.)
- First aid attendant identified themselves and took charge of the scene
- Area was made safe or controlled before care (e.g., hazards addressed, space cleared)
- Bystanders were given clear instructions (e.g., stay, help, move away)

Approximate time from call to first aid attendant arrival: _____

Comments:

First aid care and communication

- First aid attendant used appropriate PPE (gloves, mask, eye protection, as needed)
- Basic assessment was completed (what happened, where it hurts, visible injuries, etc.)
- Care provided matched the simulated condition (e.g., bleeding, MSI, medical)
- Worker was reassured; communication was calm and respectful
- Privacy and dignity were maintained as much as possible
- Clear decisions made about next steps (monitoring on site, transport to first aid room, call 911, etc.)

Comments:

Transport / movement (if applicable)

- Safe lifting / transferring techniques were used (no manual lifting of heavy loads by one person)
- Equipment such as wheelchairs, stretchers, or transfer devices were used correctly
- Pathways were kept clear and hazards (spills, clutter) were addressed
- Injured worker was supported and monitored during transport

Comments (note if transport was not part of this drill):

Documentation and follow-up

- Appropriate documentation was started or identified (e.g., first aid record, incident report)
- Supervisor / manager notification process was followed or clearly identified
- Any equipment or supply issues were noted (e.g., missing/expired items)
- Any procedure gaps or confusion were noted for follow-up

Comments:

Overall impressions

- Staff worked together and communicated effectively
- No major safety risks were created during the drill itself
- The drill felt realistic enough to be useful

What worked well:

What could be improved:

Observer signature: _____ Date: ____ / ____ / ____

Appendix B - Debrief guide for participants

Questions for first aid attendants	Feedback
Was there anything you were unsure about when providing first aid to the injured worker?	
Were workplace reporting procedures and documentation clear to you?	
How well did you feel the team worked together?	
Did you feel supported by your team, or were there moments of confusion?	
Overall, what things went well during this drill?	
What part of this drill would you handle differently in a real event?	
Did the drill highlight any gaps in your training or knowledge?	
What additional training, practice or resources would make you feel more prepared?	

Questions for all participants	Feedback
How clear was the process for summoning first aid?	
Did you know where supplies and equipment were located?	
What would you do differently in a real event?	
Did you understand your role during the emergency?	

Questions for supervisors/managers	Feedback
Was notification and reporting clear to you?	
Do you understand your responsibilities during a first aid incident?	

Appendix C: First aid drill record form

Drill information

Organization / Site: _____

Department / Unit (if applicable): _____

Date of drill: ____/____/____ _____

Start time: _____ End time: _____

Drill type

Scheduled annual drill

Additional / unscheduled drill

Drill category

Category 1 – Worker walks into first aid

Category 2 – First aid attendant summoned to site

Type of Injury / Incident Simulated (check all that apply):

MSI (strain/sprain)

Cut / bleed

Chemical exposure

Medical (e.g., diabetic issue, chest pain)

Behavioural / violence-related

Other: _____

Location of drill (specific area): _____

Facilitator name and role: _____

First aid level(s) on site (if applicable): _____

Participant list and roles

Name	Job title	Role in drill (e.g. First aid attendant, observer, injured worker, supervisor, JOHS Committee member/representative)

Scenario description and objectives

Scenario title / brief description:

Category 1: Worker walks into first aid

Category 2: First aid attendant summoned to site

Key details (time of day, staffing level, location, etc.):

Drill objectives (check all that apply):

- Test how quickly first aid is summoned
- Test access to first aid room / equipment
- Test communication between staff and first aid attendant
- Test the effectiveness of first aid care and response
- Test documentation and reporting process
- Test transport / packaging of injured worker
- Test response during off-hours / low staffing
- Other: _____

Observations and outcomes

Overall summary of what happened:

What went well (strengths):

Challenges and gaps observed:

Approximate response times (if tracked):

Time from “incident” to first call for first aid: _____

Time from call to first aid attendant arrival: _____

Other key timing notes (if any): _____

Deficiencies identified**Procedures, systems, environment, training**

Equipment and procedure issues**Equipment (first aid kits, AED, emergency numbers, stretcher, etc.)**

- All required equipment was available and in good condition
- Issues identified

If issues were identified, describe below:

Procedures:

- Written first aid procedures were followed
- Deviations from procedure observed
- Gaps in written procedures identified

Details (what was missed, unclear, or not followed):

Corrective action plan

Deficiency / Gap Identified	Corrective Action Required	Person Responsible	Target Completion Date	Date Completed

Procedure / training update requirements

Do first aid procedures need to be updated as a result of this drill?

Yes No

If yes, describe required updates (procedures, training, signage, etc.):

Who will update the procedure(s)? Name / role: _____

Target date for completion: ____ / ____ / _____

How will changes be communicated to staff? (check all that apply)

- Staff meeting / huddle
- Email
- Posting on health and safety board
- Added to orientation / training
- Other: _____

Next drill planning

Does another drill need to be scheduled soon? (e.g., to retest a major gap, test another scenario, or test another shift.)

- Yes No

If yes, complete: _____

Planned date / approximate timing: _____

Planned focus (e.g., night shift, different unit, different scenario):

Approvals and distribution

Reviewed by (Facilitator):

Name: _____

Signature: _____

Date: ____ / ____ / _____

Reviewed by management / supervisor:

Name: _____

Signature: _____

Date: ____ / ____ / _____

Distribution checklist (check when completed):

- First aid attendants informed of results and action items
- JOHS Committee / Health & Safety Representative received a copy
- Relevant managers / supervisors notified
- Corrective actions entered into H&S action log / tracking system
- Copy filed with health and safety documentation



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