



## **EMERGENCY MEDICAL AID EQUIPMENT AND LIFESAVING EQUIPMENT MANAGEMENT**

Policy Objective	To ensure the effective management of all emergency medical aid equipment and lifesaving equipment located within the boundaries of Organized Hamlets
Authority	Resolution # 217/2018
Supporting Bylaw	
Related Policy(s)	

### **LEGISLATIVE AUTHORITY**

*The Emergency Medical Aid Act*

### **OBJECTIVE**

This emergency medical aid equipment and lifesaving equipment maintenance policy is implemented to ensure the safety of all persons who may need the use of emergency medical aid equipment or lifesaving equipment located at various Organized Hamlets.

This policy is adopted as an affirmation of Council's commitment to accountability and transparency to the ratepayers of the Municipality by ensuring that all information that may be legally distributed is available to the ratepayers. Council also recognizes its responsibility and accountability to all ratepayers. By implementing this policy, Council seeks to reconcile these two objectives.

### **SCOPE**

Establishment of parameters relating to the management of this equipment within the boundaries of the RM.

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Policy #: **OH-012**

Policy Title: **Emergency Medical Aid Equipment and Lifesaving Equipment Management**

Date Approved: **May 22, 2018**

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## DEFINITIONS

- a) "Council" means the Council of the Rural Municipality of McKillop No. 220
- b) "RM" means the Rural Municipality of McKillop No. 220

## POLICY

### 1. General

- 1.1. All Organized Hamlet Boards that house emergency medical aid equipment or lifesaving equipment at any location located within the boundaries of the Organized Hamlet must notify the RM administration office of the existence of that equipment.
- 1.2. Provision of CPR training will be approved for funding by the RM upon presentation of information relating to the details of the training.
- 1.3. Emergency medical aid supplies that are personal in nature, such as inhalers and epipens, are not considered by the Council of the RM as equipment.
- 1.4. A detailing list of all emergency medical aid equipment and lifesaving equipment must be filed by the Organized Hamlet Board with the RM administration office no later than November 15 each year providing the following information:
  - 1.4.1. Make and model of equipment
  - 1.4.2. Serial number of equipment
  - 1.4.3. Year manufactured
  - 1.4.4. Most recent inspection certificate regarding each individual piece of equipment
  - 1.4.5. Location that the equipment is housed at

### 2. Equipment Management

- 2.1. Any Organized Hamlet Board that wishes to acquire and house any piece of emergency medical aid equipment or lifesaving equipment shall be responsible to develop a detailed procedures manual relating to the specific piece of equipment prior to the acquisition of the emergency medical aid equipment or the lifesaving equipment.



- 2.2. Within the detailed procedures manual, the Organized Hamlet Board must address, at minimum:
  - 2.2.1. Operator training requirements
  - 2.2.2. Quality assurance protocols for operators
  - 2.2.3. Equipment accessibility procedures
  - 2.2.4. Equipment maintenance procedures
  - 2.2.5. Post-use reporting procedures
- 2.3. Upon completion of the detailed procedures manual, the document must be presented to the RM administration office for review and presentation to the RM Council for approval.
- 2.4. In the absence of RM Council approval of the detailed procedures manual, approval for payment for the purchase of any piece of emergency medical aid equipment or lifesaving equipment will be denied.
- 2.5. Any Organized Hamlet Board that houses any piece of emergency medical aid equipment or lifesaving equipment at the time that this policy comes into effect must provide a detailed procedures manual for the piece of equipment and a detailed description of the equipment within three (3) months of the adoption of this policy. In the event of failure to provide this information, the piece of equipment must be disposed of immediately by turning it in to the RM administration office for return to the appropriate distributor.

### **3. Equipment Accessibility**

- 3.1. No Organized Hamlet Board shall possess emergency medical aid equipment or lifesaving equipment that is housed in a location that is inaccessible to all who are authorized to use it.
- 3.2. The location that emergency medical aid equipment or lifesaving equipment is housed in must be clearly marked in a fashion that is easily visible from the street.
- 3.3. Should the location that the equipment is housed in change at any point of time, even as a temporary measure, the Organized Hamlet Board is responsible to notify the RM administration office immediately of the new location.