

**FIRST AID DIRECTIONS  
EMERGENCY CARE FOR SICKNESS AN ACCIDENTS**

The directions listed below are to be considered Standing Orders for emergency and first aid care of pupils and personnel in the event of illness or injury during school hours or a scheduled school activity.

Whether or not a child sees a Physician is the decision of his parent. In the event of a severe injury, the School Nurse or person in charge acting *in loco parentis* should determine the proper course of action and the necessary step. The instructions of the parent listed on the Emergency Card should be followed.

Abdominal Pain – Rest - - Notify parent – refer to physician

Asphyxiation (Choking) - - Occasionally, coins and other foreign bodies, even particles of food, become lodged in the throat, obstructing the air passage. Immediately call the Physician. Slapping the person on the back, bending him forward with face downward, or in case of children, inverting the body, frequently causes dislodgment and expulsion of the foreign body. After removal, perform artificial respiration if breathing has ceased.

Bleeding – Major Wounds - - Apply dressing and then pressure; elevate; notify parents and direct to physician or hospital.

Minor Wounds - - Apply antiseptic (Zephiran) bandage.

Nosebleed - - Put injured in sitting posture with head back. Loosen collar. Have him breathe through mouth. Pressing the nostrils together stops bleeding. If bleeding does not stop, apply sterile gauze pad to nostrils, hold in place. Notify parents and refer to physician.

Burns – 1<sup>st</sup> Degree - - If possible, immerse in cold water. Apply dry dressing – notify parents and refer to physician.

2<sup>nd</sup> Degree - - If possible, immerse in cold water. Apply dry dressing – notify parents and refer to physician.

3<sup>rd</sup> Degree - - If possible, immerse in cold water. Apply dry dressing – notify parents and refer to physician.

Chemical - - Use large quantities of water to wash off the chemical, notify parents and refer to physician.

Electric Shock - - Shut off current at once, and pull injured away. In releasing injured, do not touch wire, source of current or injured's body. Don't touch with bare hands anything made of metal. Use a dry stick or a cloth to pull away, or tug at some loose part of his clothing. Do not use moist objects. Begin artificial respiration, Burns, if they occur, may be treated later.

Ears - - Foreign Bodies - - Notify parents and refer to physician.

Earache - - Notify parents and refer to physician.

Eyes – Injuries & Foreign Bodies - - Do not rub the eye. Keep it closed and let the tears gather to wash the foreign substance to corner. Use eye wash (eye cup with warm water). If foreign body is imbedded, see physician.

Fainting - - Loosen all tight clothing. Place body flat on back with head slightly lowered. Ensure plentiful supply of fresh air, rest and quiet. Smelling salts held to the nose are useful. When seated person is about to faint, do not move him. Bend his head down between the knees. Notify parents and refer to physician.

Frostbite - - Caused by exposure to unusually cold temperatures, resulting in freezing of parts of the body, usually fingers, toes, nose, and other exposed areas. Pain is usually present in freezing of hands or feet, but may be absent in freezing of the ears and nose.

Head Injuries - - Notify parents and refer to physician.

Toothache - - Apply oil of clove; notify parent and refer to dentist.

Sore Throat - - Notify parent.

Foreign Body in Throat - - Occasionally coins and other foreign bodies, even particles of food, become lodged in the throat, obstructing the air passage.

After calling the physician, an attempt should be made to remove the foreign body. Slapping the person on the back, bending him forward with face downward, or, in case of children, inverting the body, frequently causes dislodgement and expulsion of the foreign body. After removal, perform artificial respiration if breathing has ceased.

Poisoning (by Mouth) - - Take to Emergency room of nearest hospital with container of liquid swallowed or contact the Poison Center at Dartmouth Hitchcock Medical Center, Hanover, New Hampshire: 1-800-562-8236.

Shock - - Lie flat; elevate feet if no head or neck injury is evident; cover (but not to point of perspiring); contact parents; call ambulance or proceed as directed by physician.

Stings, Bites, etc.

Animal Bites - - Wash wound thoroughly. Apply antiseptic and sterile gauze, and bandage. Notify parent and refer to Physician.

Insect Bites & Stings - - Apply compress soaked in ammonia water. The sting of a bee is usually seen in the wound and should be removed by scraping. Plucking out with thumb and forefinger empties the contents of the poison sac into the wound. In the event an allergy exists, follow directions from parents or child's physician.

Poison Ivy, Oak Sumac

First Contact - - Wash with soap and water.

Rash - - If rash is present, apply Caladril Lotion.

Suspected Fractures, Sprains - - Apply support or splint and cold pack. Notify parent and refer to physician.

Transportation of Injured - - Notify parent – if injury is severe, call ambulance.

Miscellaneous Illnesses –

Headache - - Rest for short period of time. If headache continues, notify parent and send child home.

Digestive Upset - - Rest for short period of time. If vomiting is present, notify parent and send child home.

Dysmenorrhea - - Rest – notify parent of the presence of this condition.

Wounds

Abrasions - - Wash with soap and water. Apply bandage or dressing.

Bruises - - If skin is broken, apply antiseptic, bandage and ice pack. Notify parent.

Laceration - - Apply dressing to control bleeding. Notify parent and refer to physician if warranted.

Puncture Wounds

Minor - - (i.e., pencil) Wash with soap and water. Apply antiseptic and dressing.

Major - - Apply dressing, notify parent and refer to physician.

Internal Medicine - - Under no circumstances (unless under a doctor's orders) are internal medications to be given to any child - this includes aspirin.

NOTE: Any accident which requires the attention of a Physician is to be considered a major accident.

- I. In case of a minor accident to a pupil, the procedure to be observed is as follows:
  - a. If the nurse is in the school, the pupil should be sent to her.
  - b. If the nurse is not available, first aid should be given and a record made for the nurse of the pupil's name, grade and address.
  - c. Report accident on School Accident Claim form if the injured is covered by school insurance.
- II. In case of a major accident to a pupil, the procedure to be followed is:
  - a. If the nurse is in the school, she should be called to take charge until the parent can be called and allowed to determine what is to be done.
  - b. If the nurse is not readily available, the teacher in charge of the class or activity is responsible.
  - c. Such first aide as may be indicated should be administered by a staff member who has had first aid training.
  - d. If the parent cannot be reached, the School Physician should be called and his recommendations are to be followed. If the School Physicians cannot be reached, the nearest physician or the nearest hospital should be notified of the emergency and the recommendations followed.
  - e. If the parent cannot be reached and the hospital assumes charge of the case, the parent should be notified of this fact at the earliest possible moment.
  - f. The nurse, or the Principal, or a member of the Principal's staff who is in charge of the activity, shall accompany the pupil to the hospital unless the Principal directs otherwise.
  - g. The accident should be reported by phone by some employee to the Superintendent of School's Office and a written report provided either on the school accident claim form, if the injured is insured or if not insured, on the regular accident report form furnished by the SAU office.
- III. Sending pupils home
  - a. Sick or injured pupils who are permitted to go home must always be accompanied the parent, or other authorized adult.
  - b. The School Nurse shall perform all first aid and emergency care in accordance with the School Physician's written orders, which shall be posted in the school health office. In the event that the School Nurse is not available, the chain of responsibility for administration of first aid shall be as follows:
    - Principal/Administrator
    - Guidance Counselor
    - Physical Education Teacher

If the injury is minor, one of the designated staff members may administer first aid in accordance with the posted instructions of the physician.

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