



Policy: First Aid and Emergency Procedures

Policy Title:	First Aid and Emergency Procedures
Effective Date:	01-Mar-25
Review Date:	01-Mar-26
Version No.:	7
Revision No.:	0
Prepared By:	School Nurse
Reviewed By:	School Doctor
Approved By:	School Principal

EMERGENCY TELEPHONE NUMBERS

Ambulance	-----	998
Fire	-----	997
Police	-----	999

EMERGENCY PROCEDURES

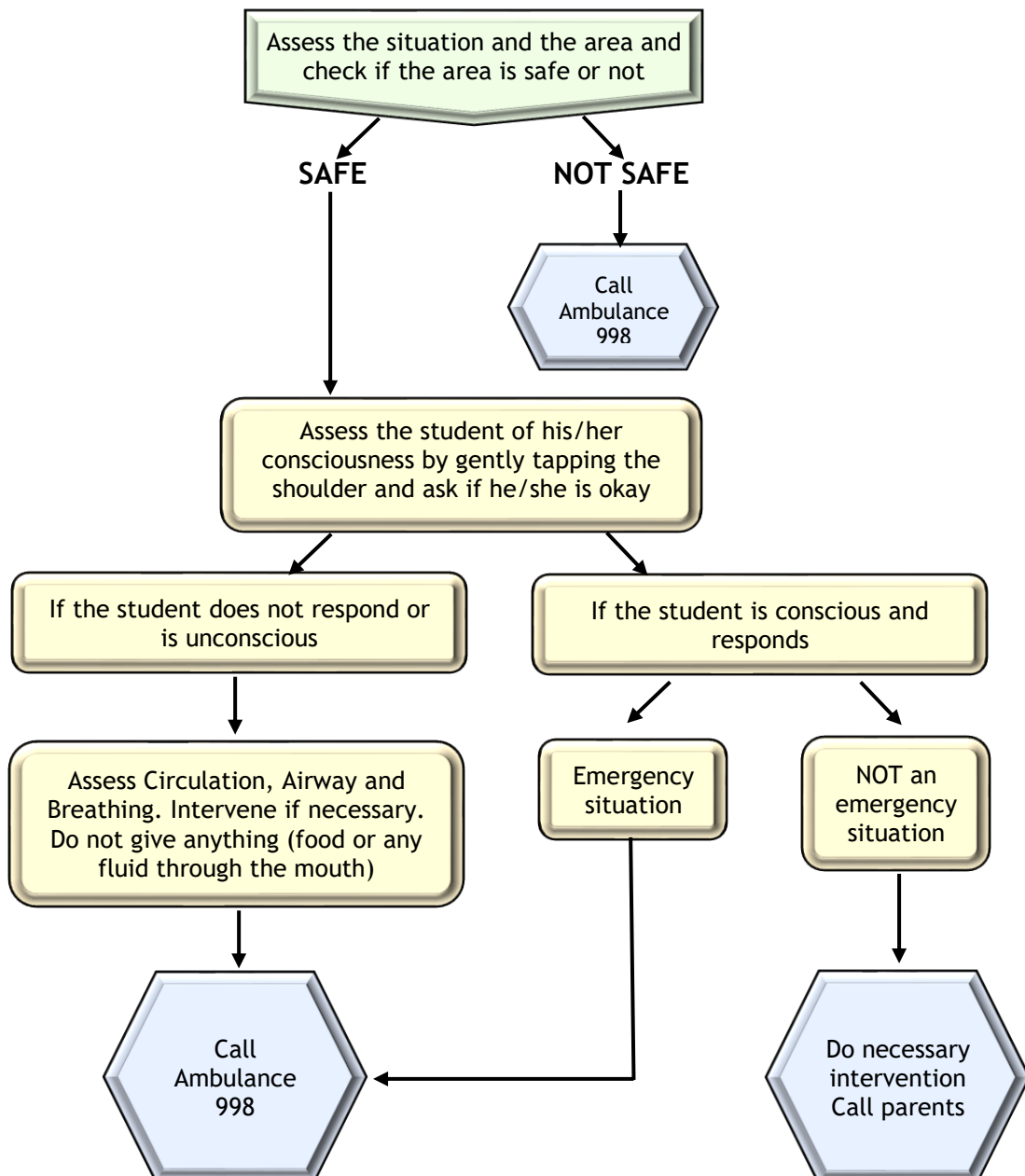
1. Remain calm and have a supportive attitude towards the ill or injured person.
2. Never leave an ill or injured individual unattended. Have someone else call the ambulance and the parents as soon as possible to determine the appropriate course of action.
3. Do not move a severely injured or ill person nor allow to walk if you are suspecting any fracture unless necessary for immediate safety.
4. Do not give medications unless there has been prior written approval by the parent or guardian.
5. Call Ambulance (998) in a life threatening conditions such as:
 - Anaphylactic reaction
 - Amputation
 - Bleeding (severe)
 - Breathing difficulty (persistent)
 - Broken bone / fracture
 - Burns (chemical, electrical, third degree)
 - Chest pain (severe)
 - Head, neck, or back injury (severe)
 - Choking
 - Electric Shock
 - Heat Stroke
 - Poisoning
 - Seizure
 - Shock
 - Unconsciousness
 - Wound (deep / extensive)
6. Under no circumstances should a sick or injured student be sent home without the knowledge and permission of the parent or legal guardian.
7. Each student should have an emergency information record on file that provides essential contact information, medical conditions, medications and an emergency care plan if appropriate. Provide a copy of student’s emergency information to EMS upon arrival, if authorized by parent/legal guardian.
8. Fill out a report for all injuries and illnesses for school records.



PREVENTING DISEASE TRANSMISSION

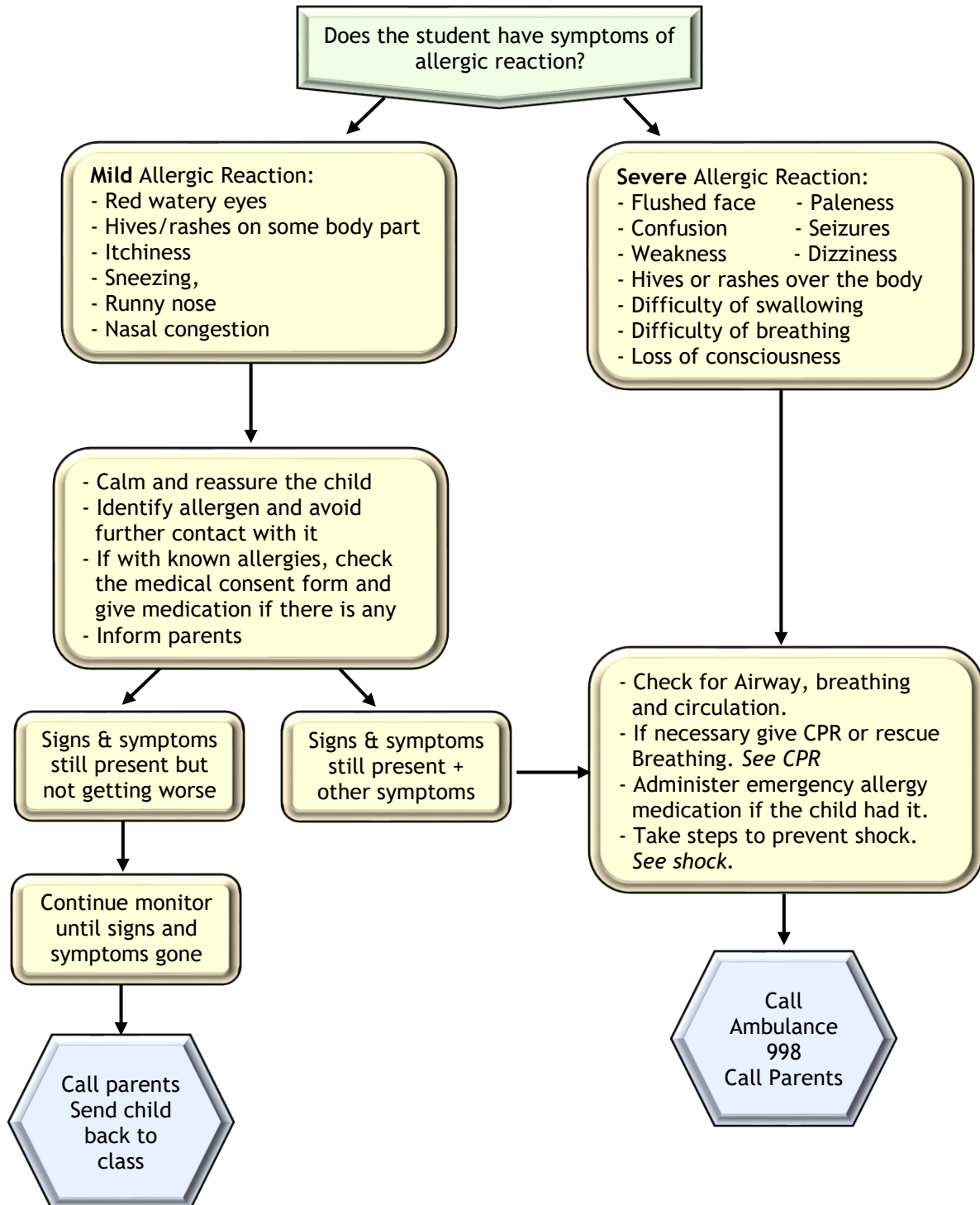
1. Avoid contact with body fluids, such as blood, mucus, when possible
2. Gloves, face mask or any protective clothing must be worn when direct care may involve contact with any type of body fluid. Discard protective gear in the appropriate container after each use. Needles, syringes and other sharp objects should be placed immediately after use in a safe disposal container.
3. Use breathing barriers such as one-way mask or other infection control barrier, if available, when performing CPR
4. Wash your hands with soap and running water immediately before and after giving care, even if you wear gloves
5. Do not eat, drink, or touch your mouth, nose, or eyes when giving first aid.
6. Do not touch objects that may be soiled with blood, mucus, or other body fluids
7. Spills of blood and body fluids should be cleaned up immediately. Wash the area well with a disinfectant cleaner.

FIRST AID PROCEDURES



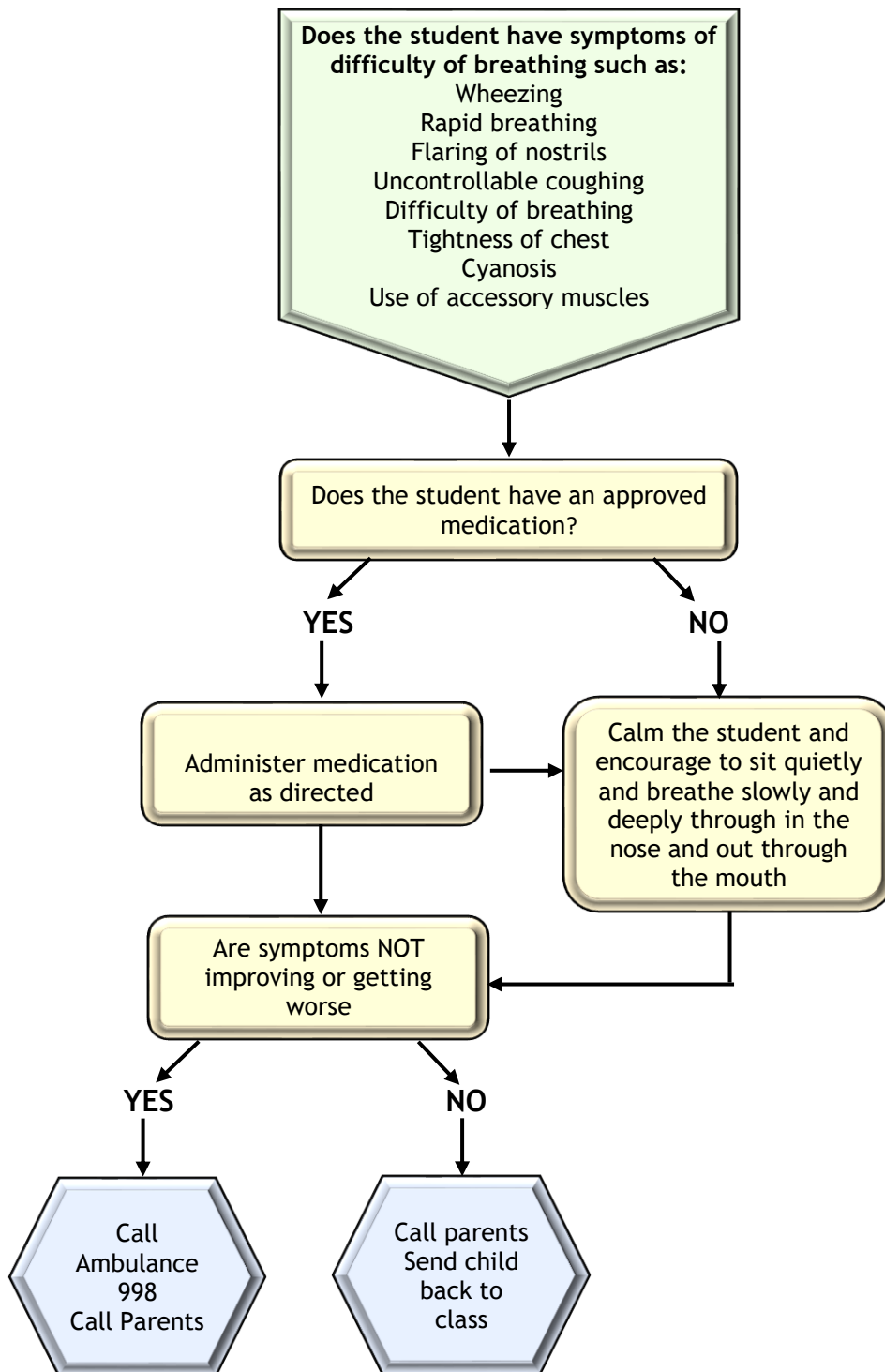


ALLERGIC REACTION



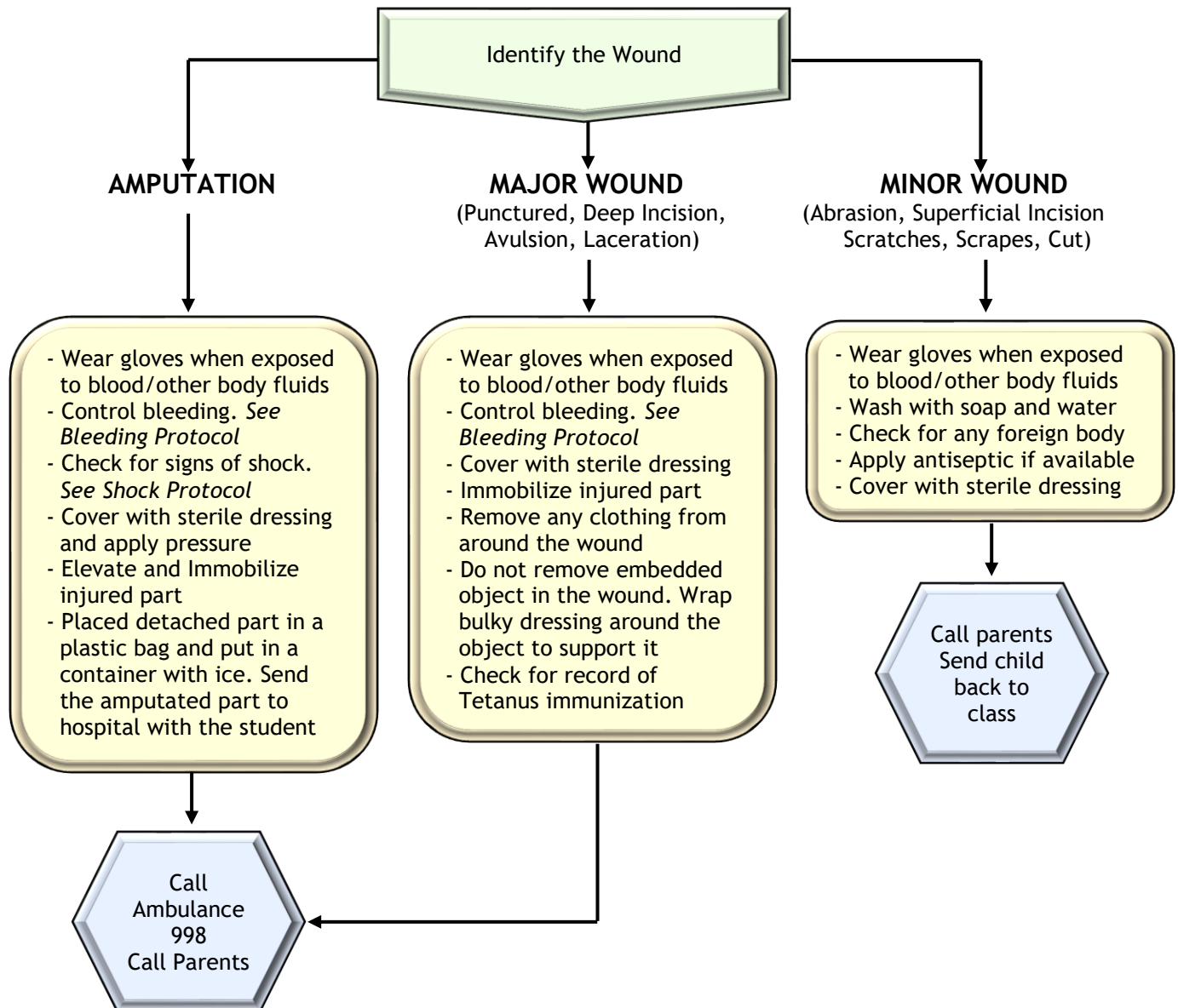


BRONCHIAL ASTHMA / DIFFICULTY OF BREATHING



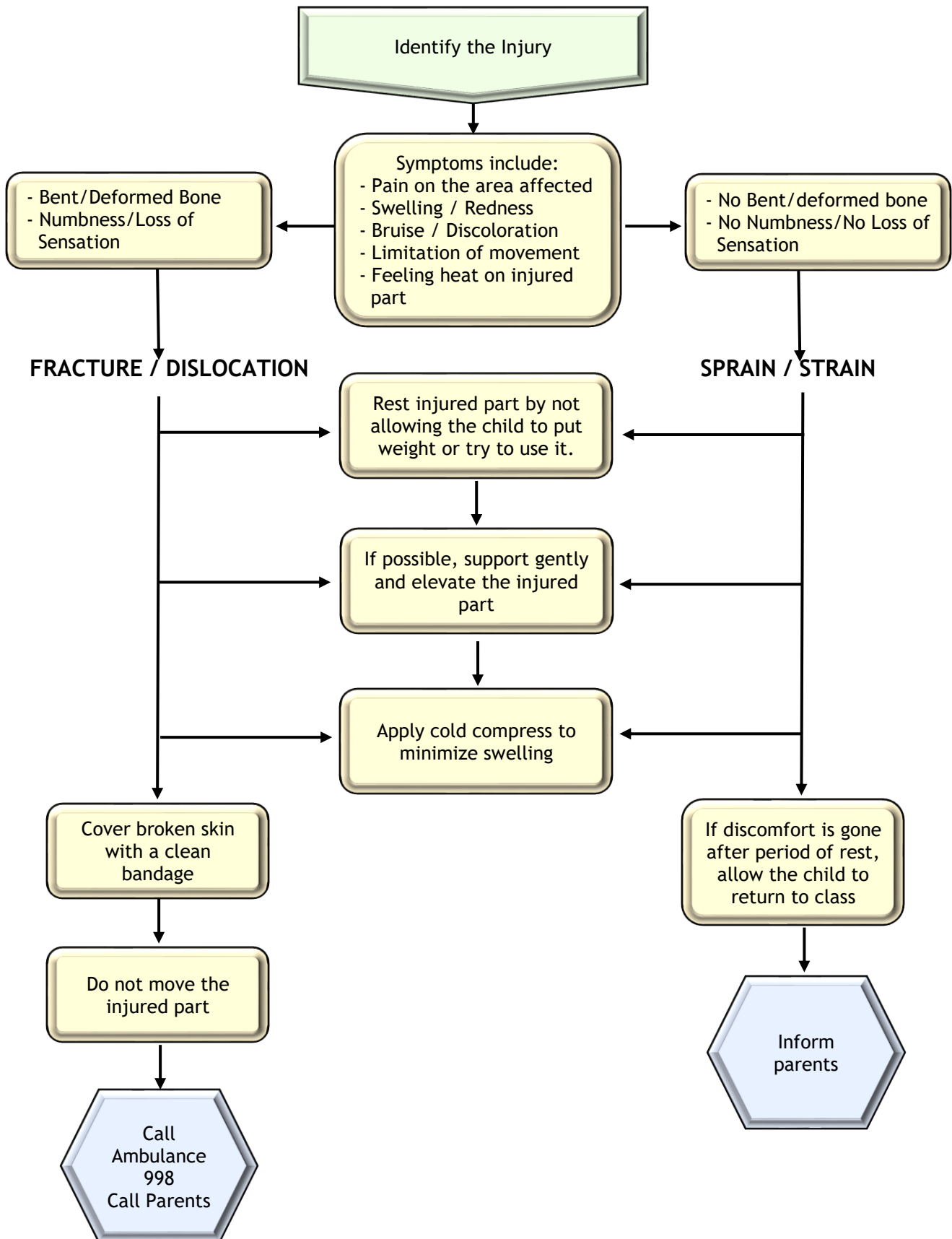


WOUNDS



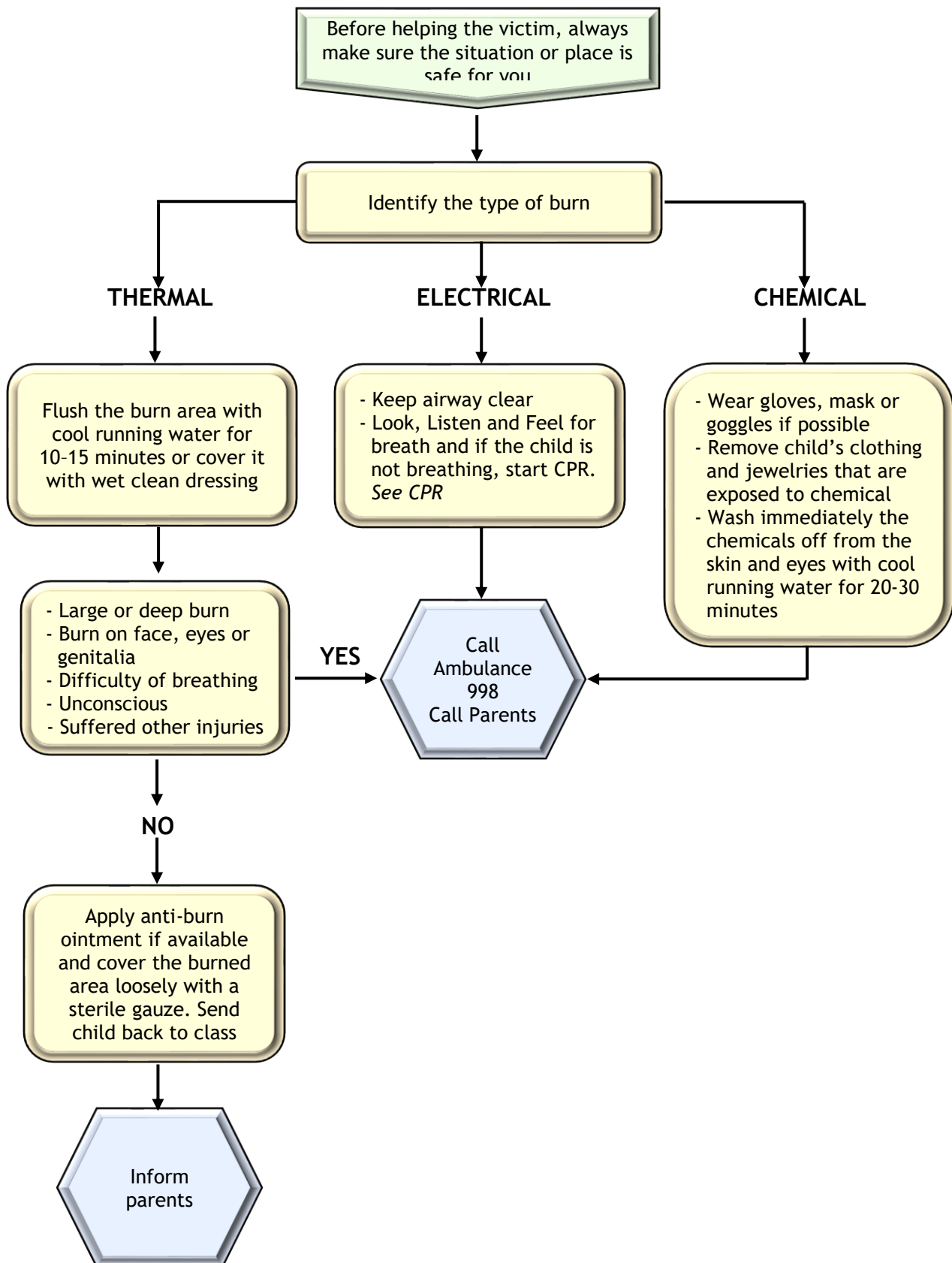


FRACTURES, DISLOCATION, SPRAIN, STRAIN



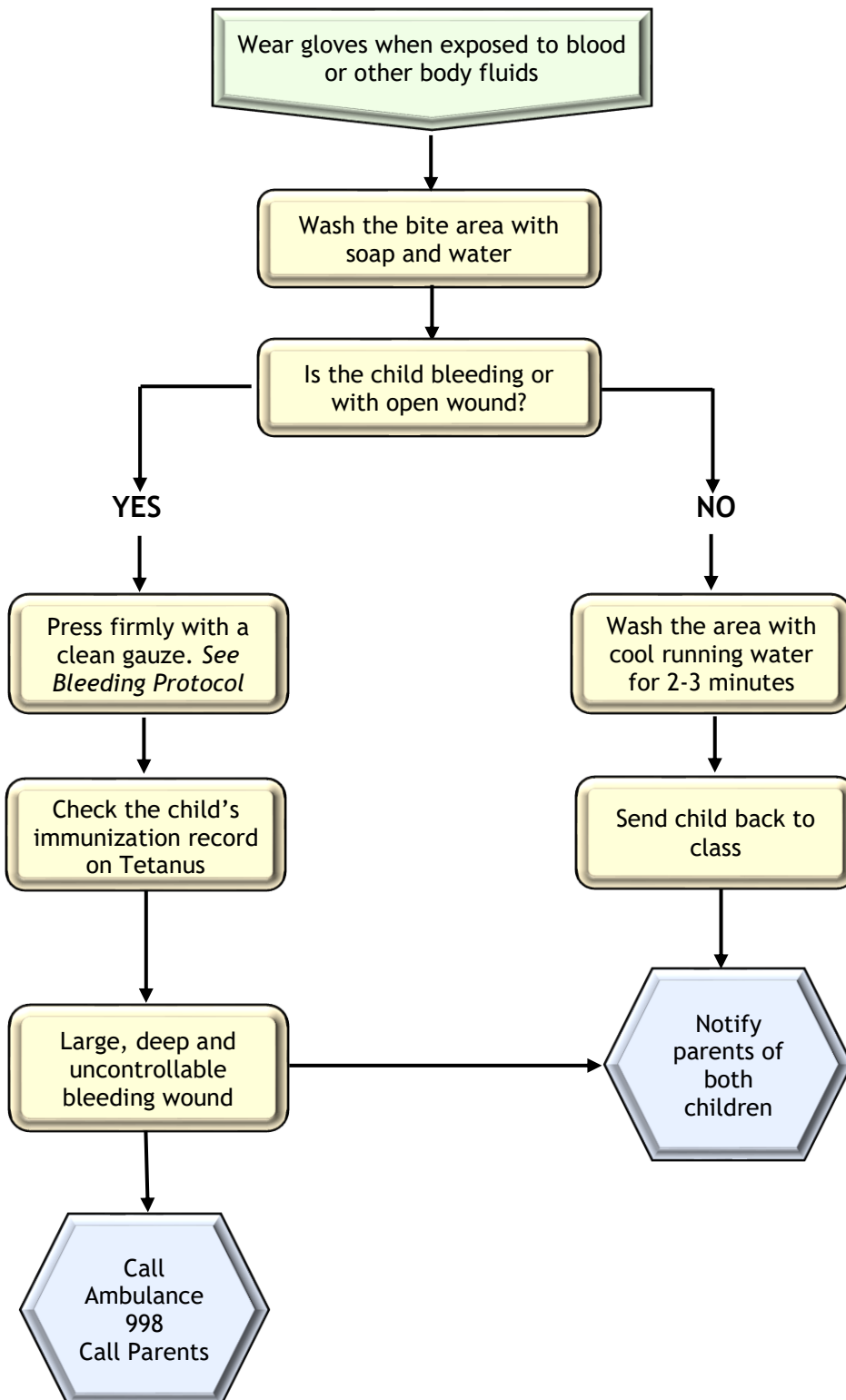


BURNS



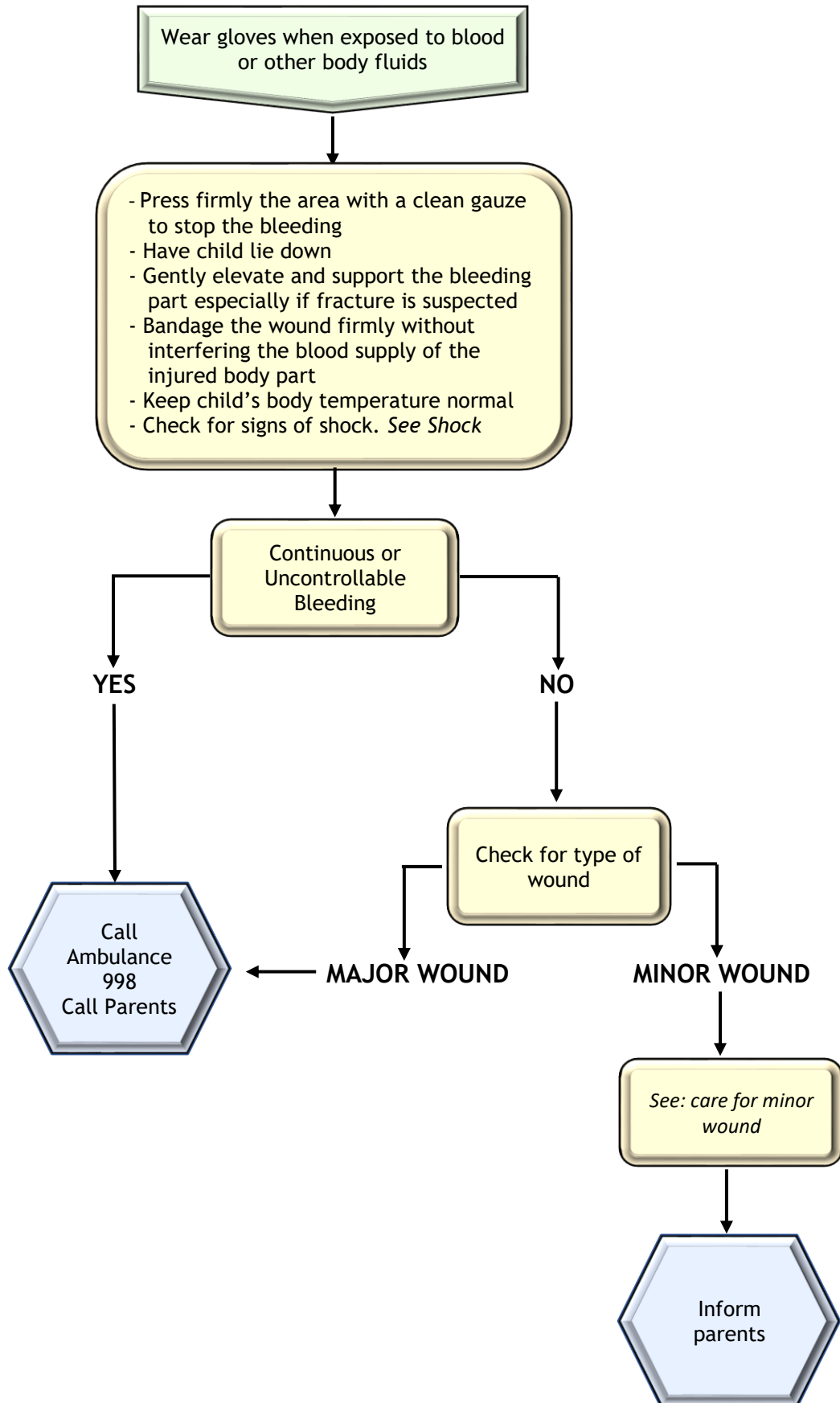


HUMAN BITE



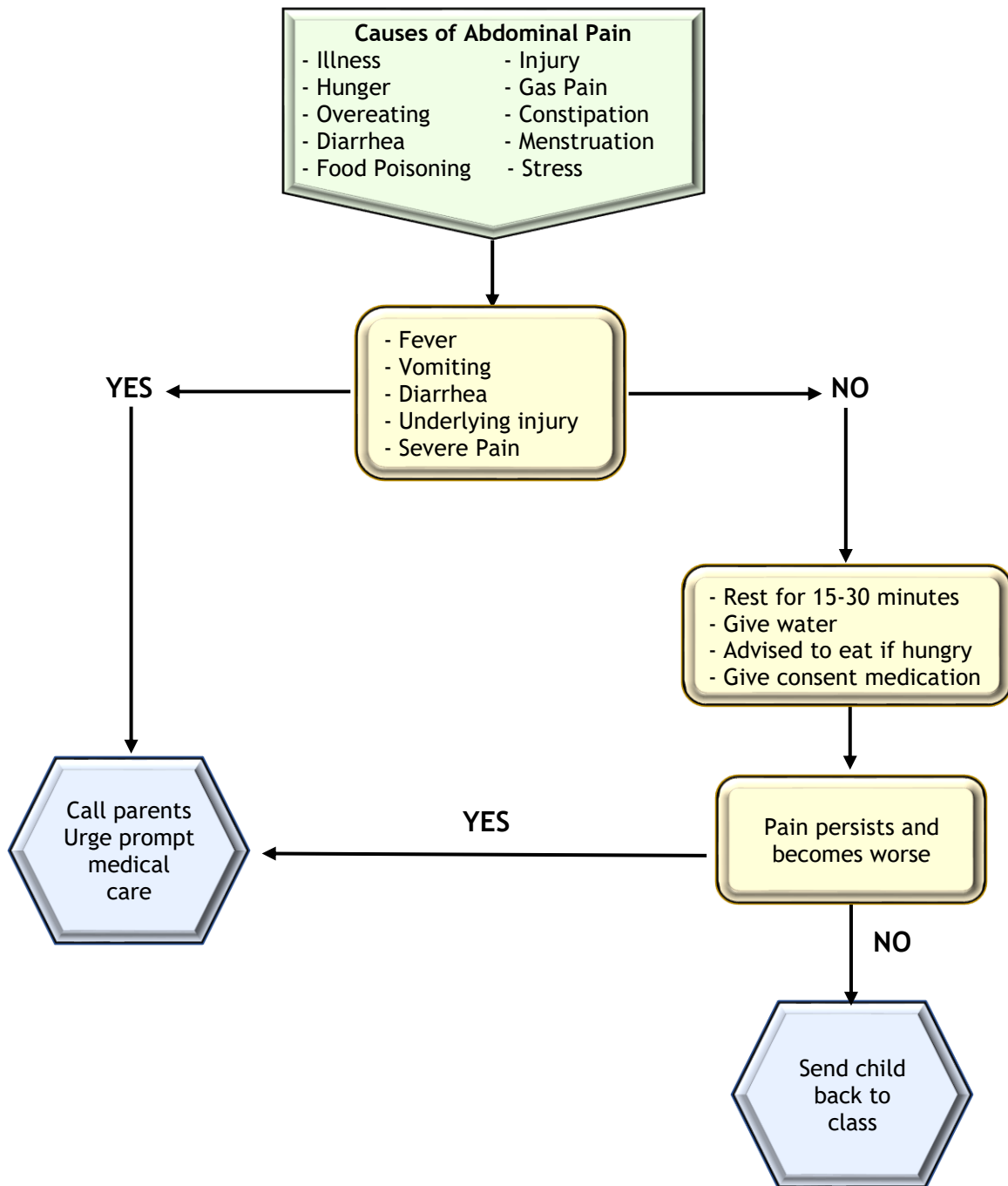


BLEEDING



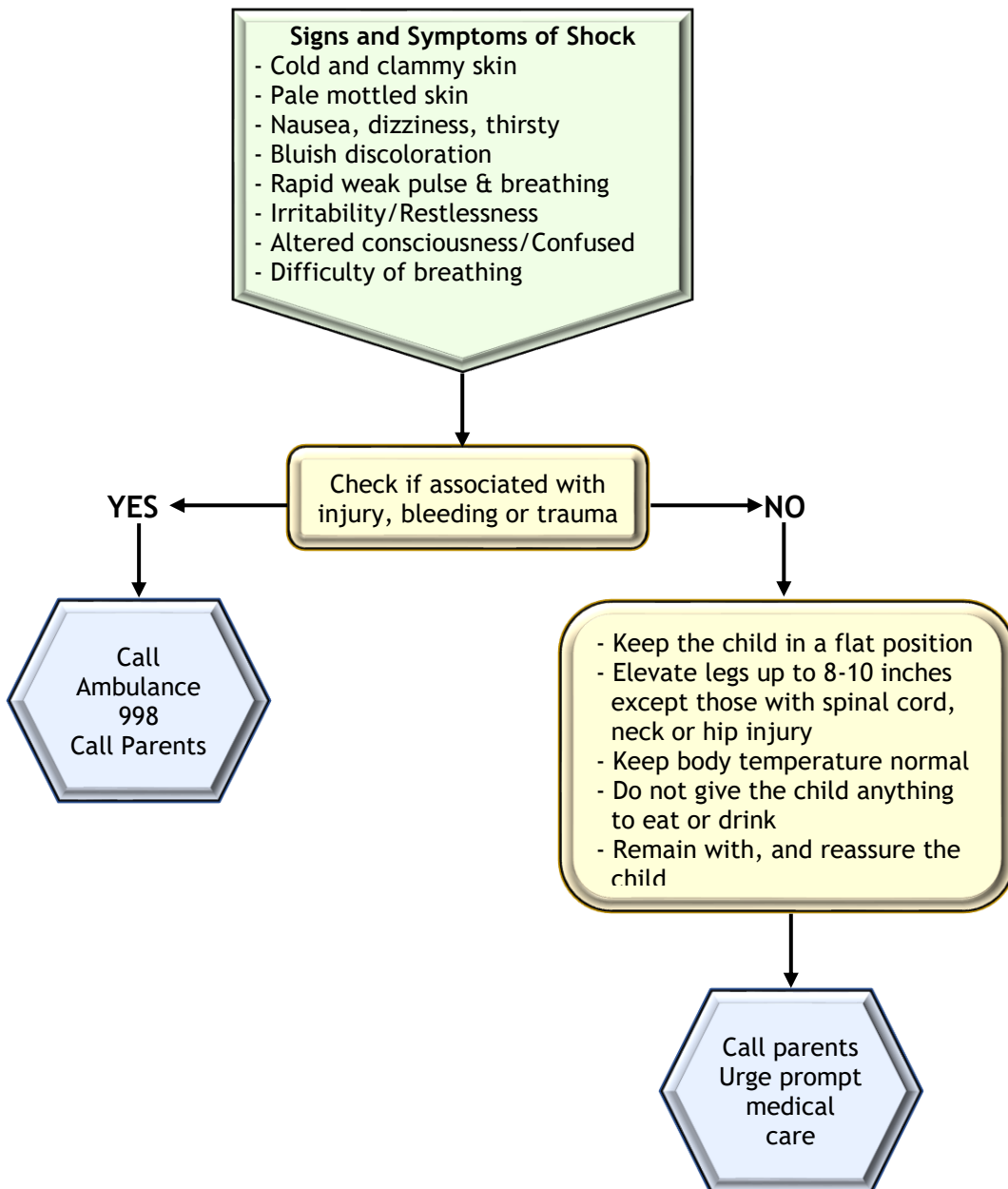


ABDOMINAL PAIN



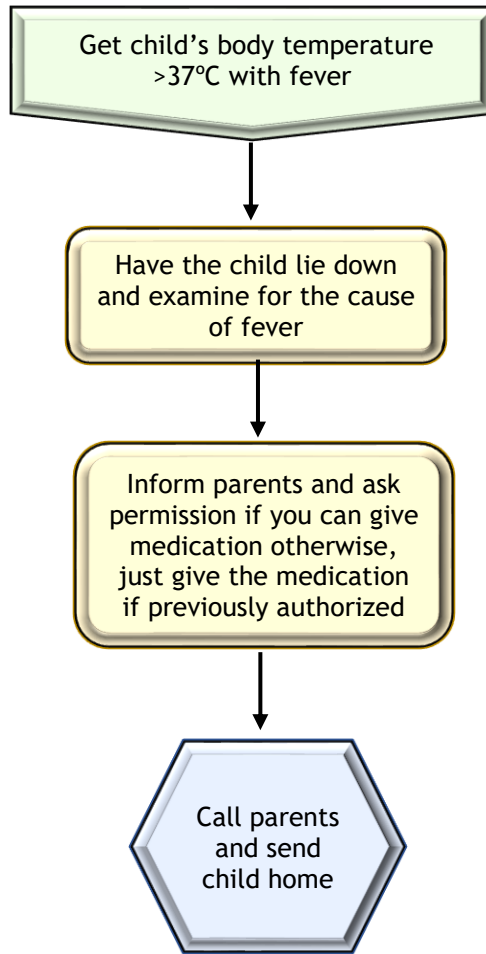


SHOCK



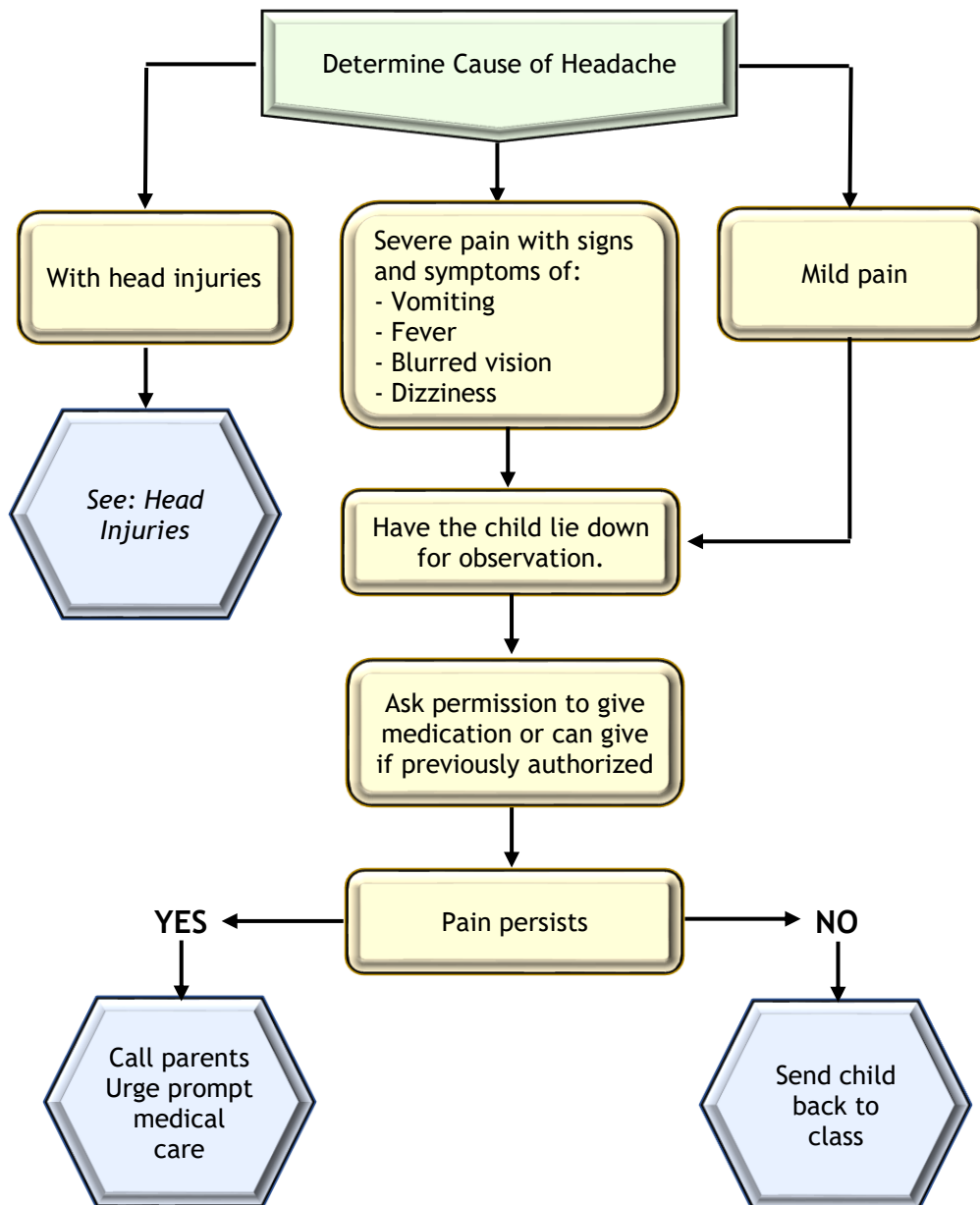


FEVER / NOT FEELING WELL



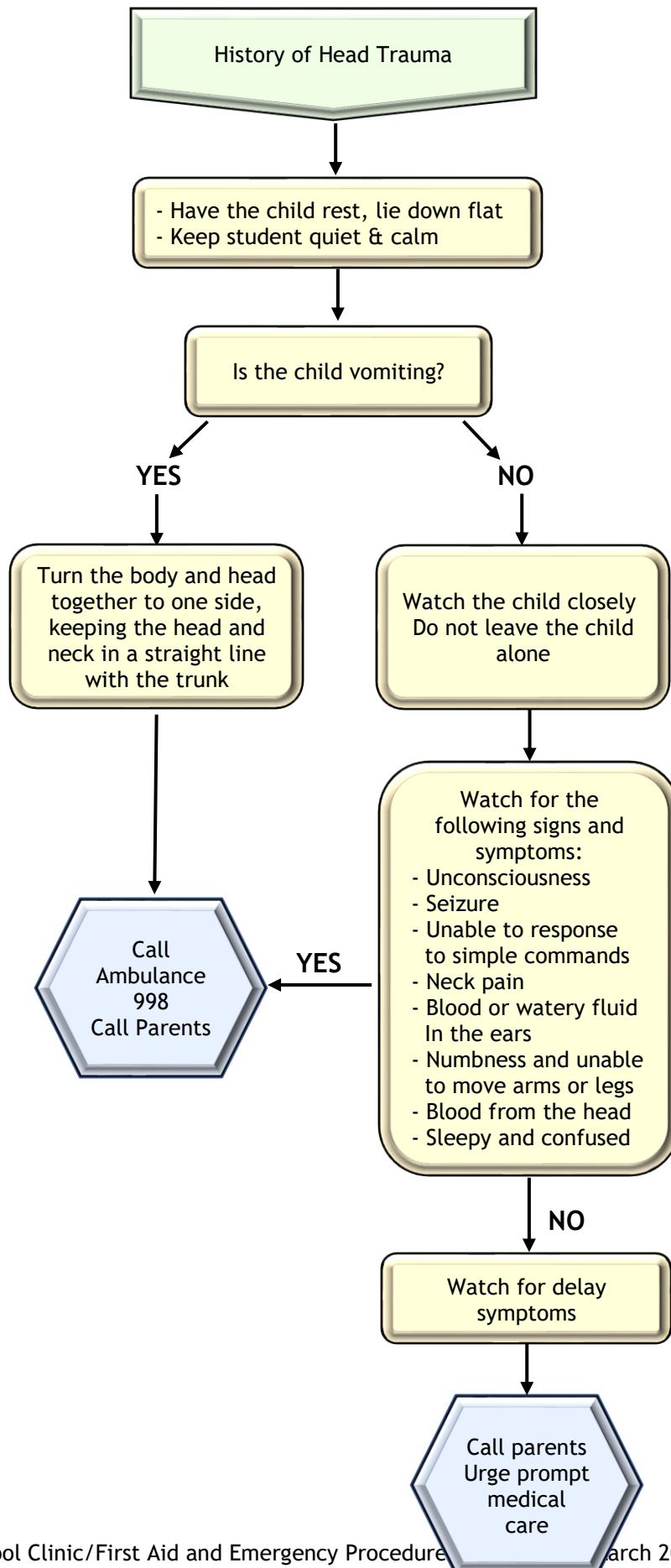


HEADACHE



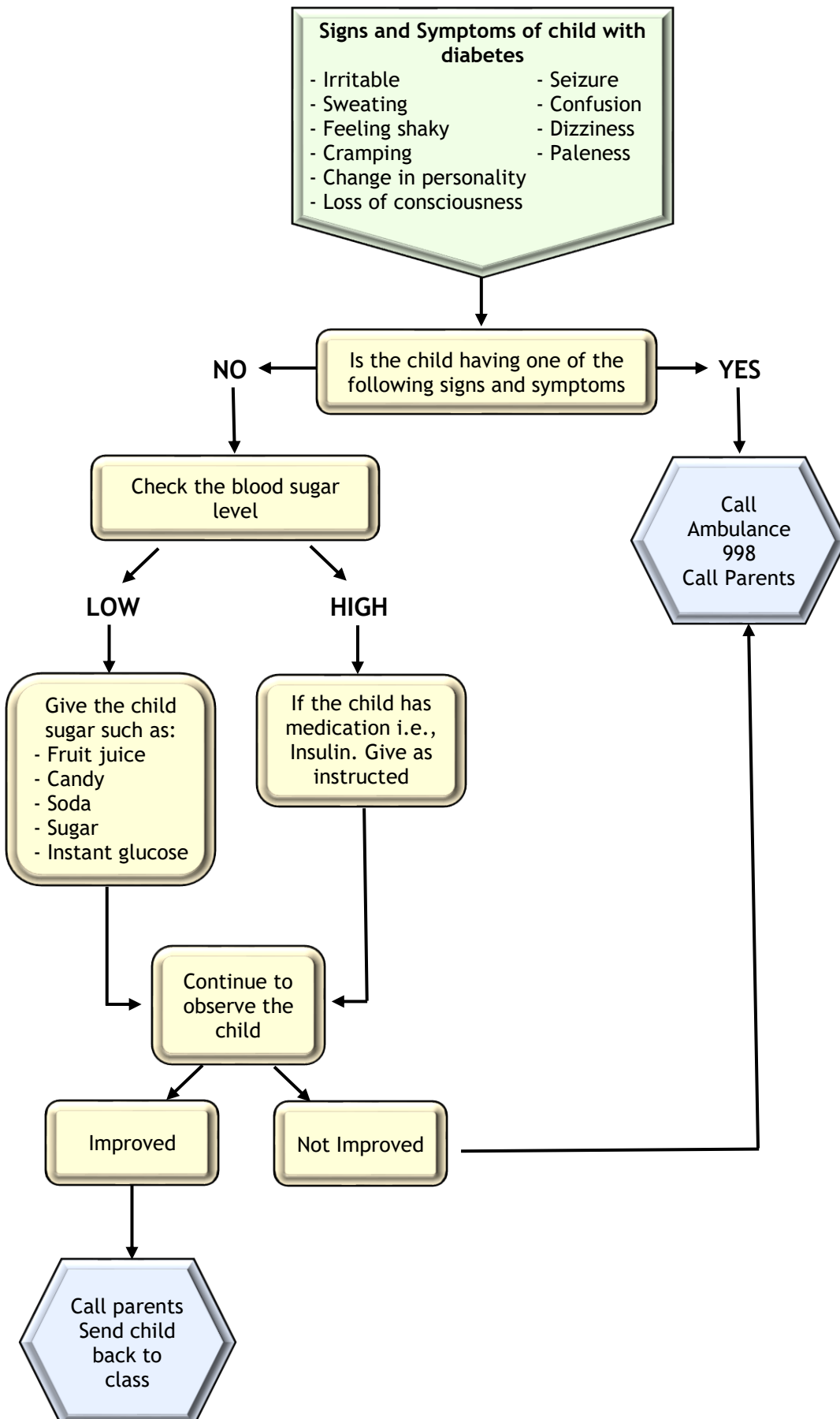


HEAD INJURIES



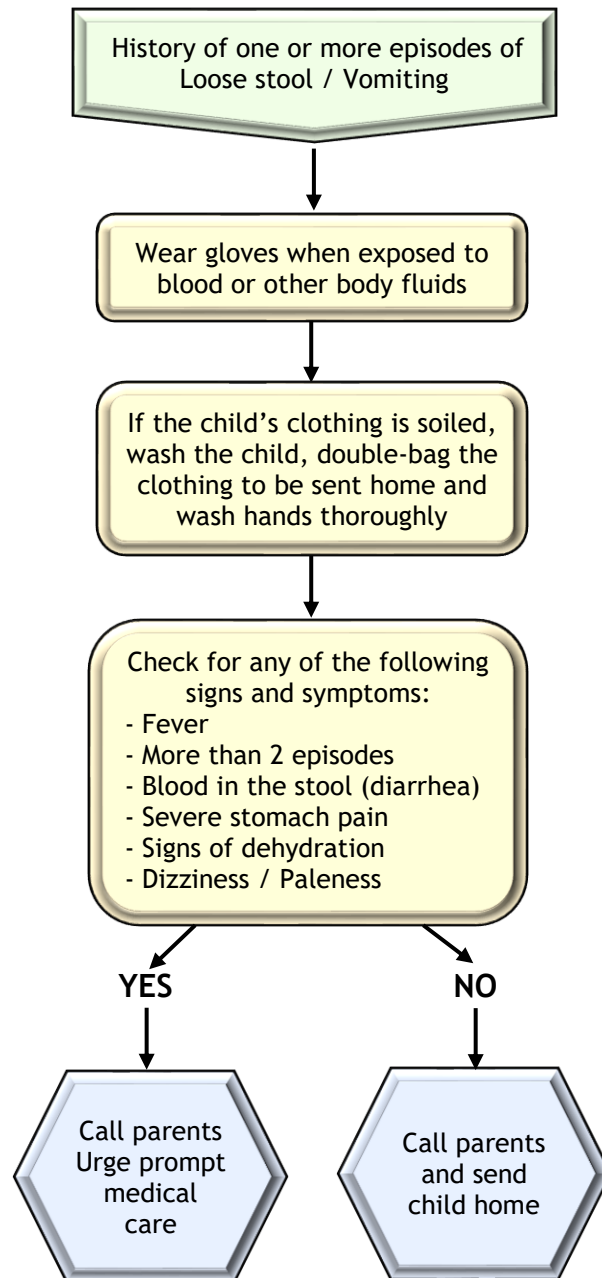


DIABETES



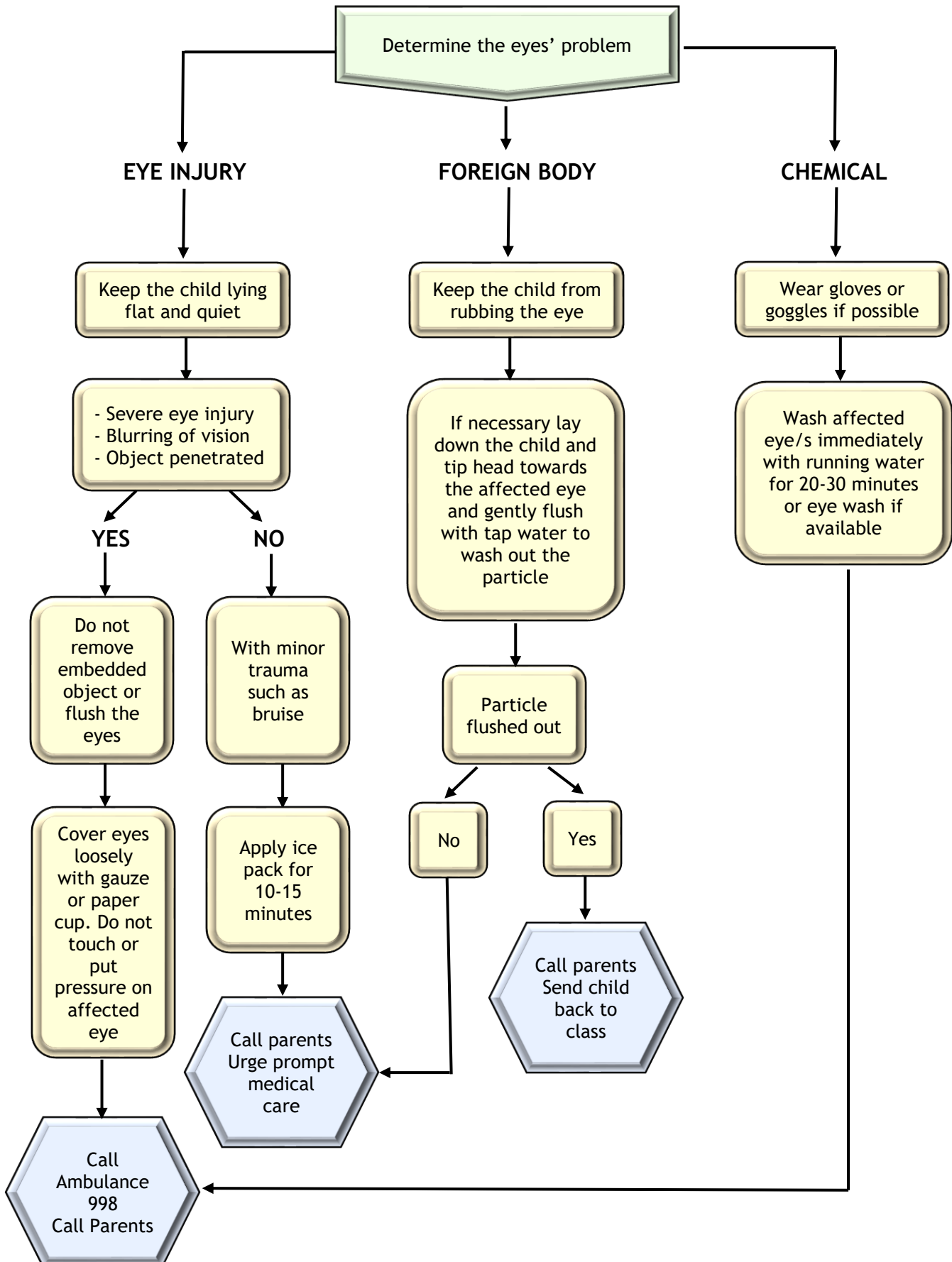


DIARRHEA / VOMITING



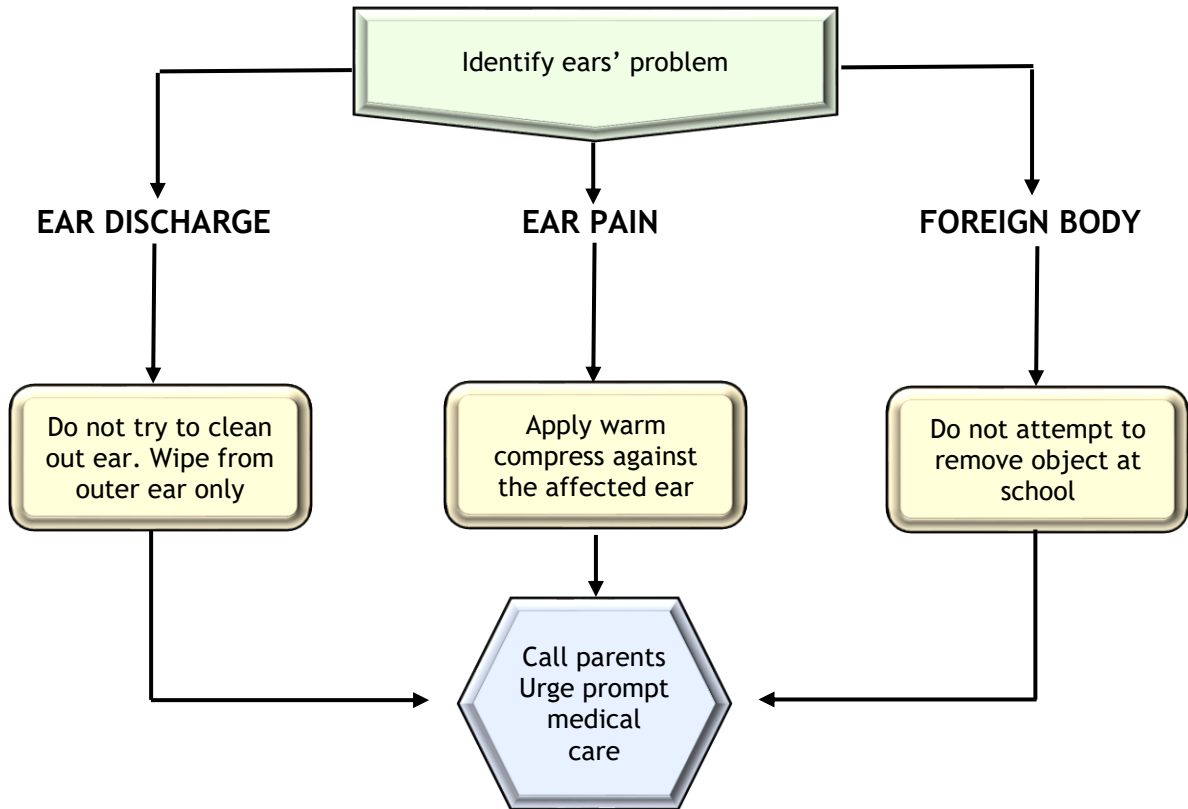


EYES



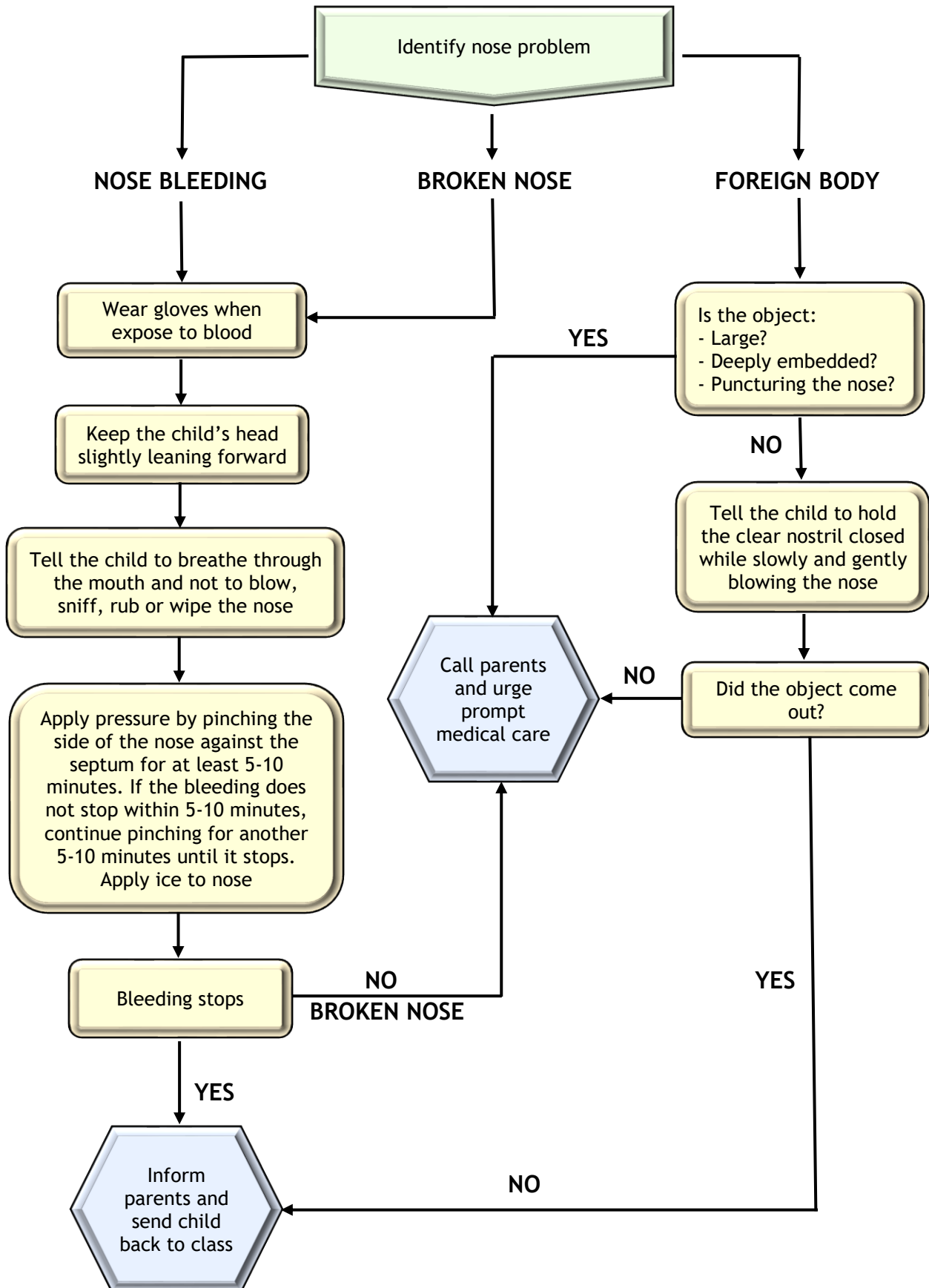


EARS



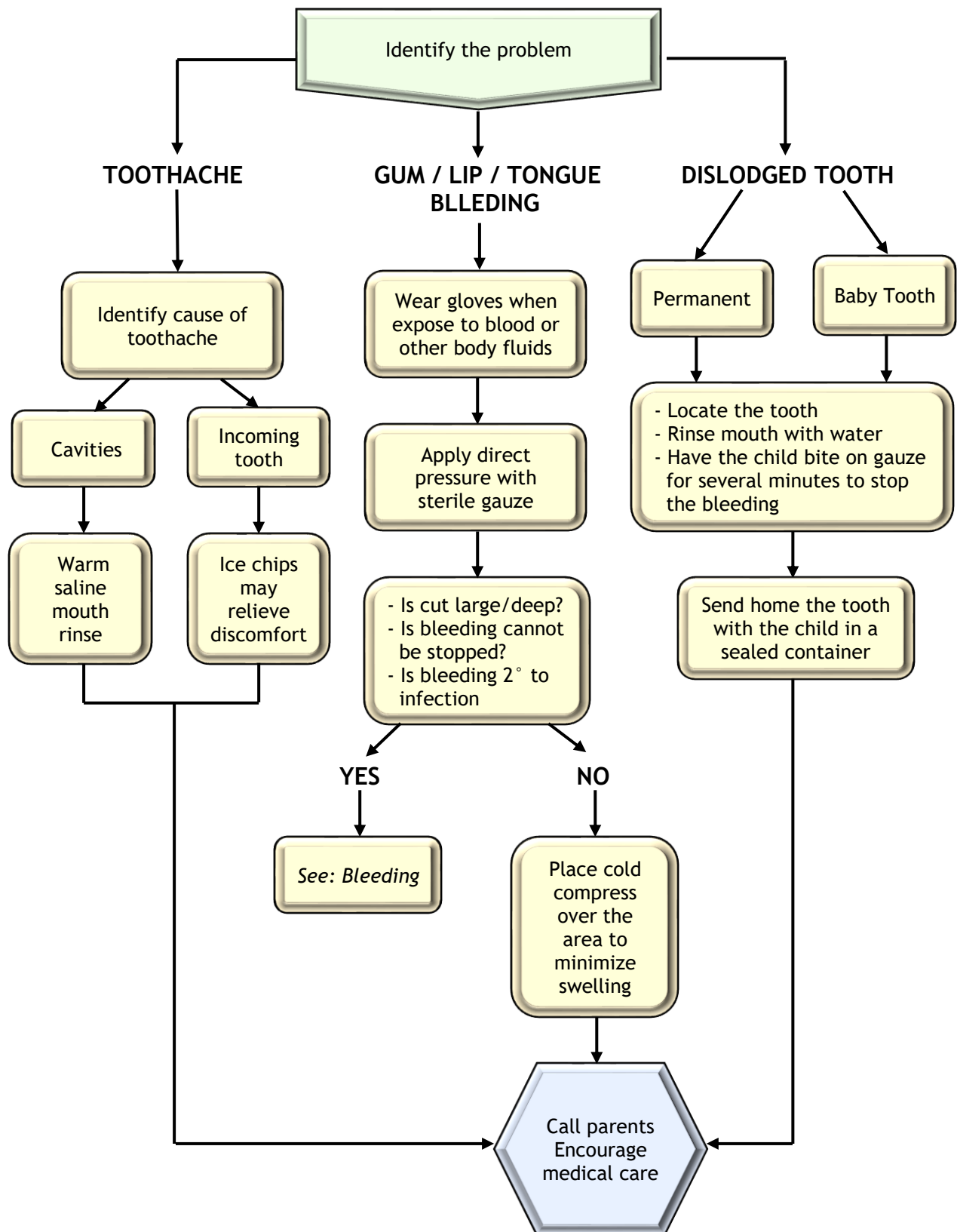


NOSE



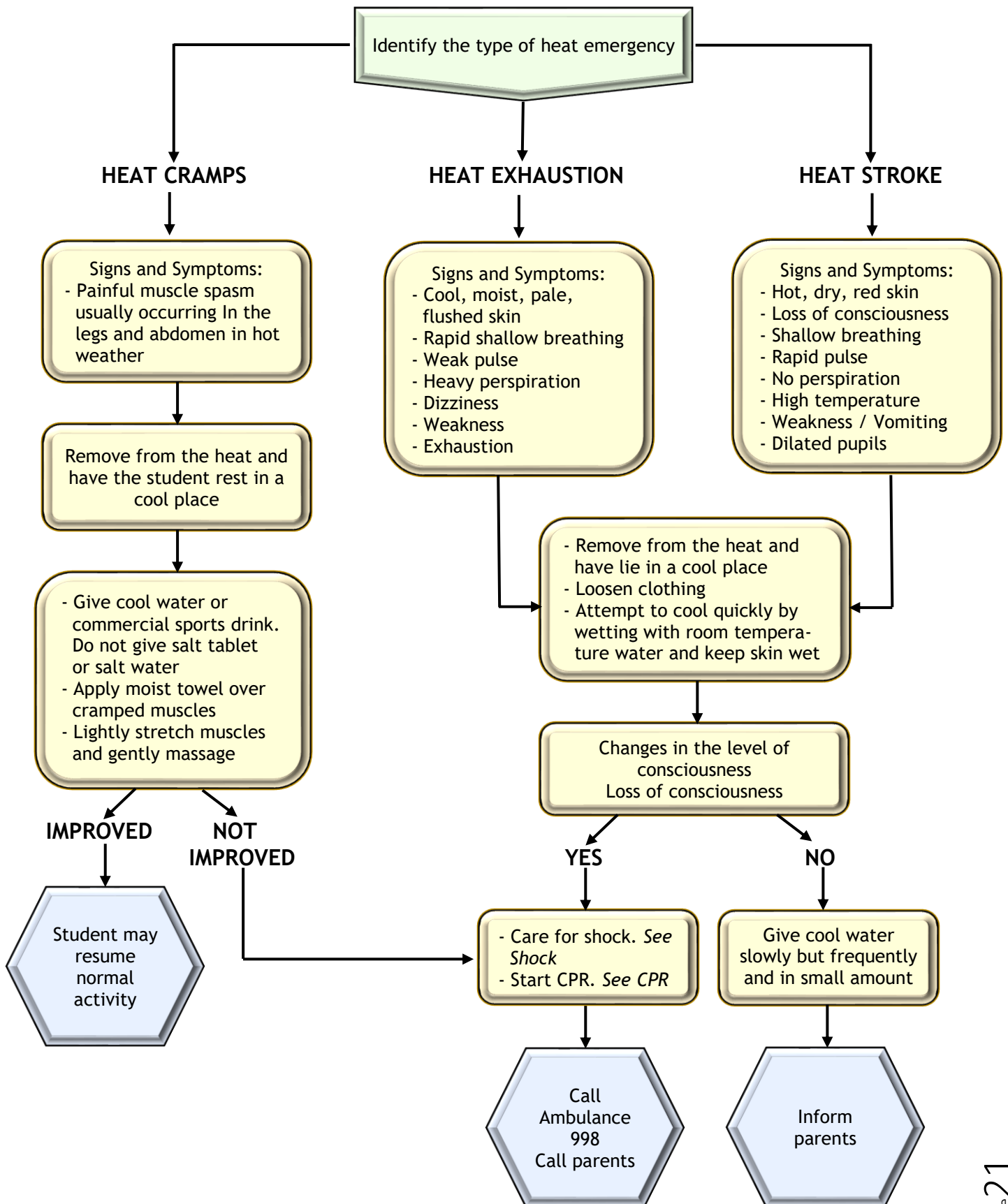


MOUTH / TEETH



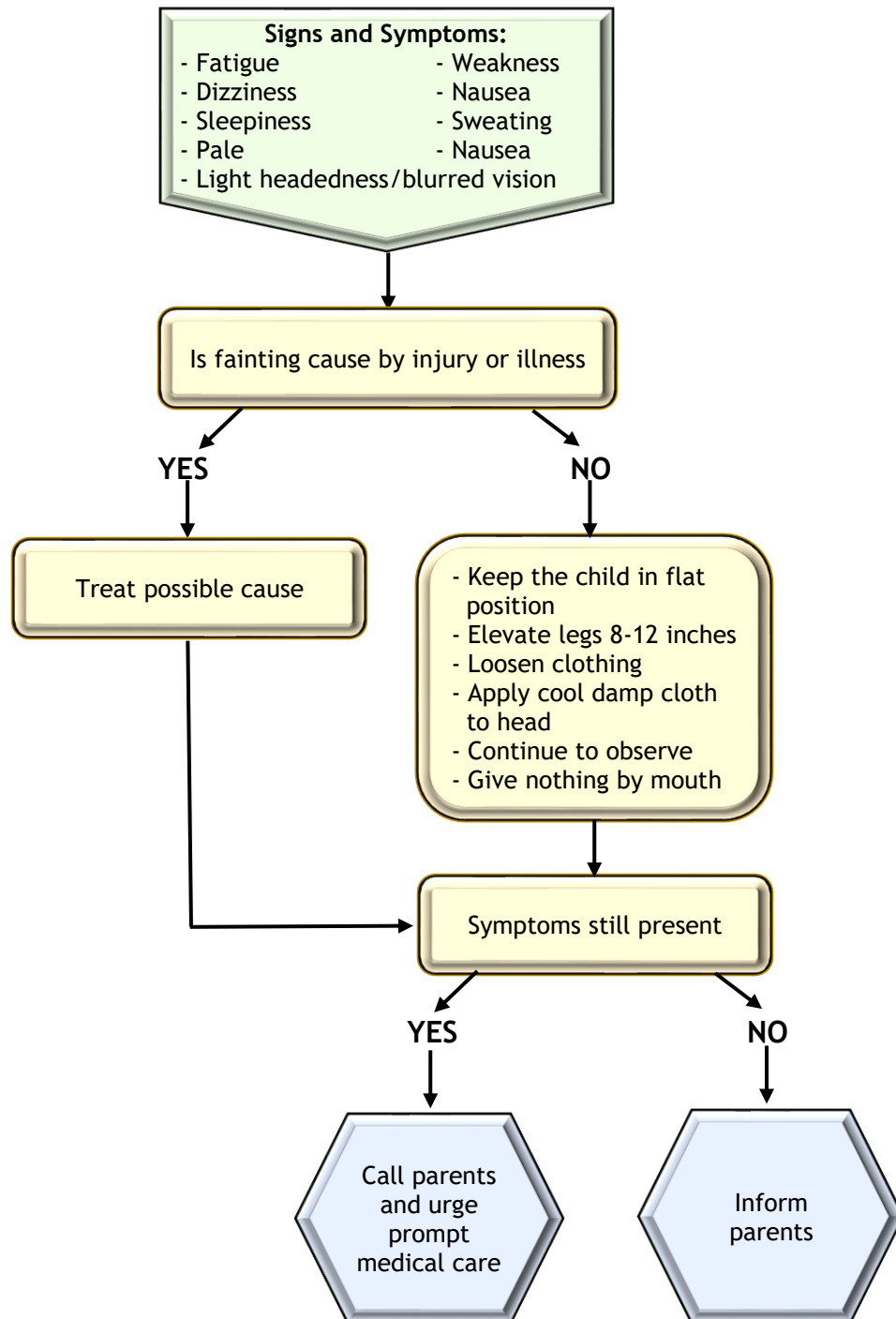


HEAT EMERGENCIES



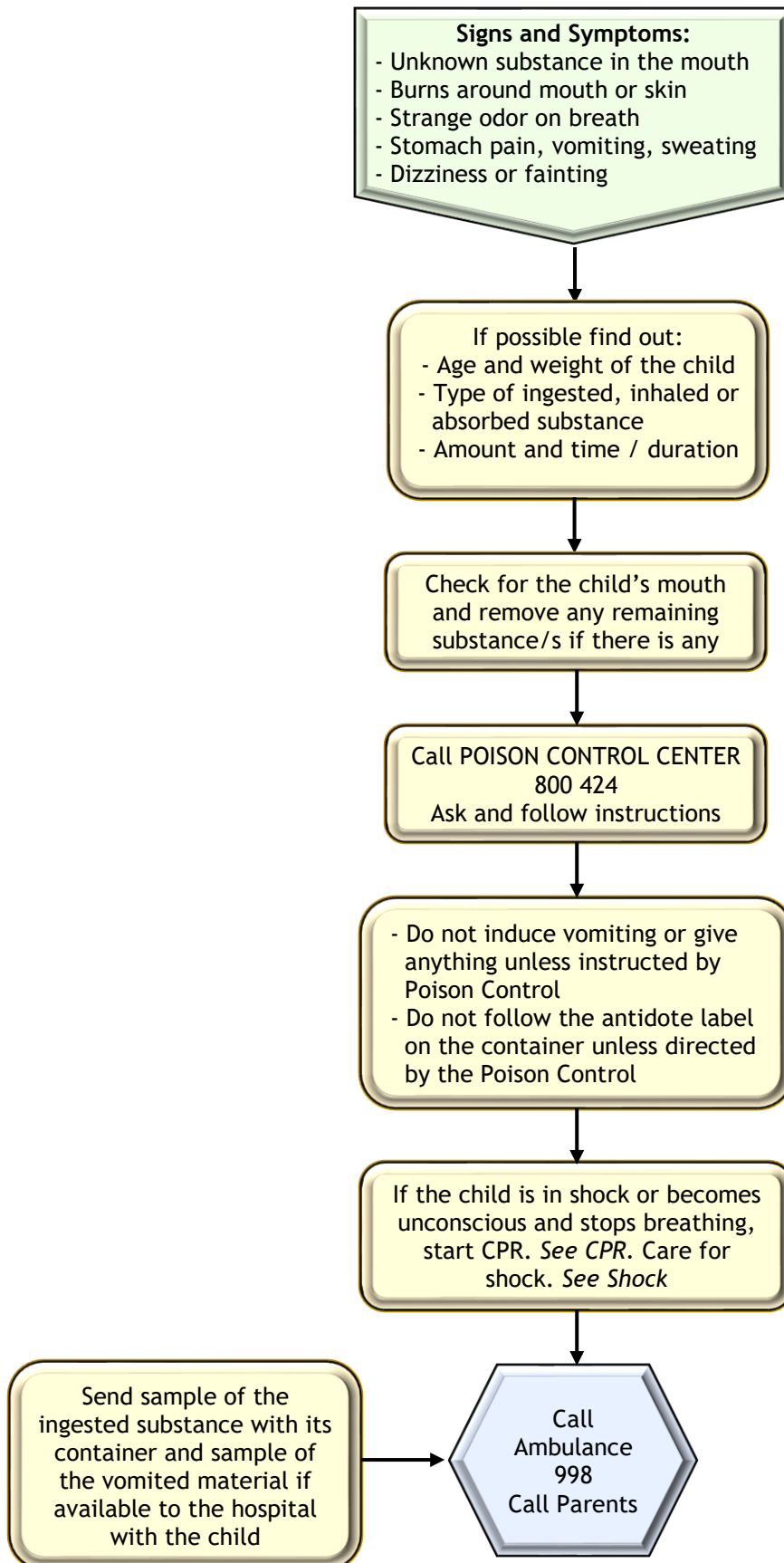


FAINTING



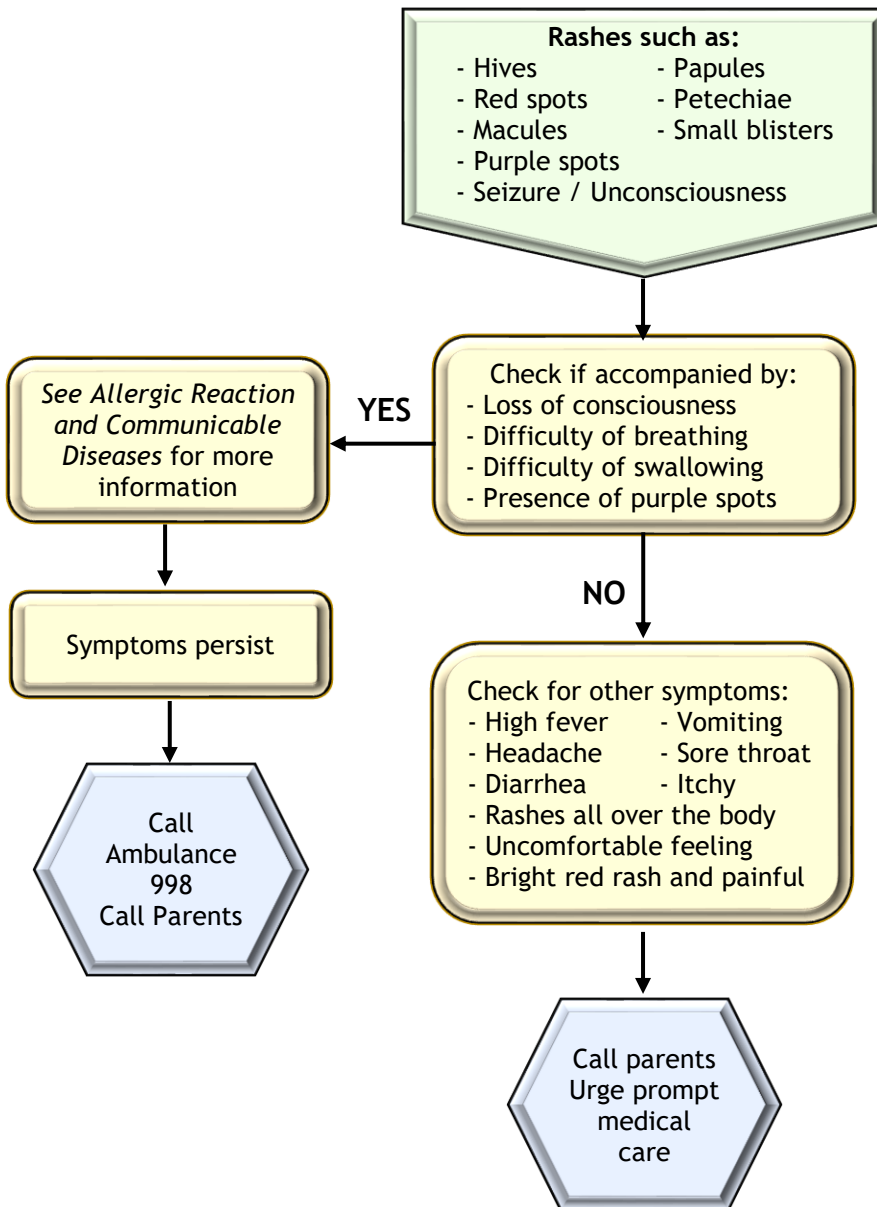


POISONING / OVERDOSE



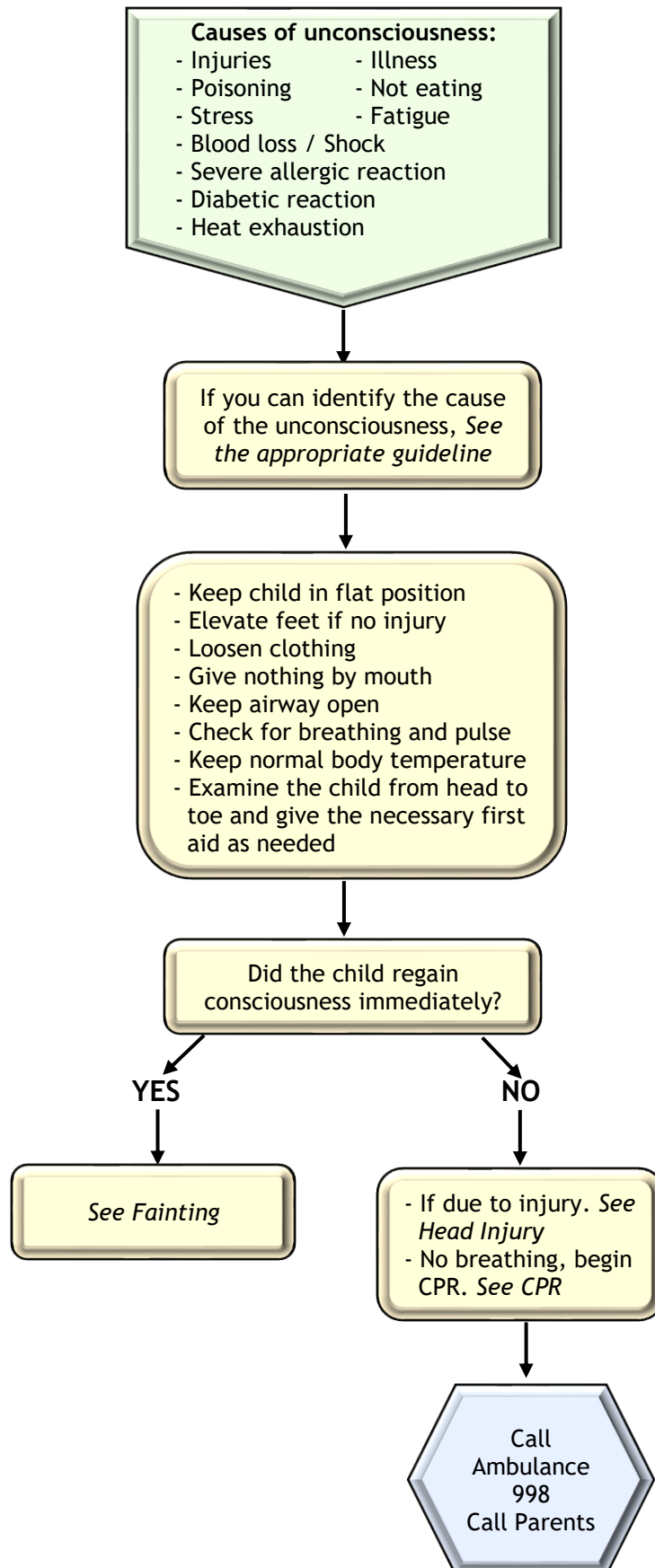


SKIN RASHES



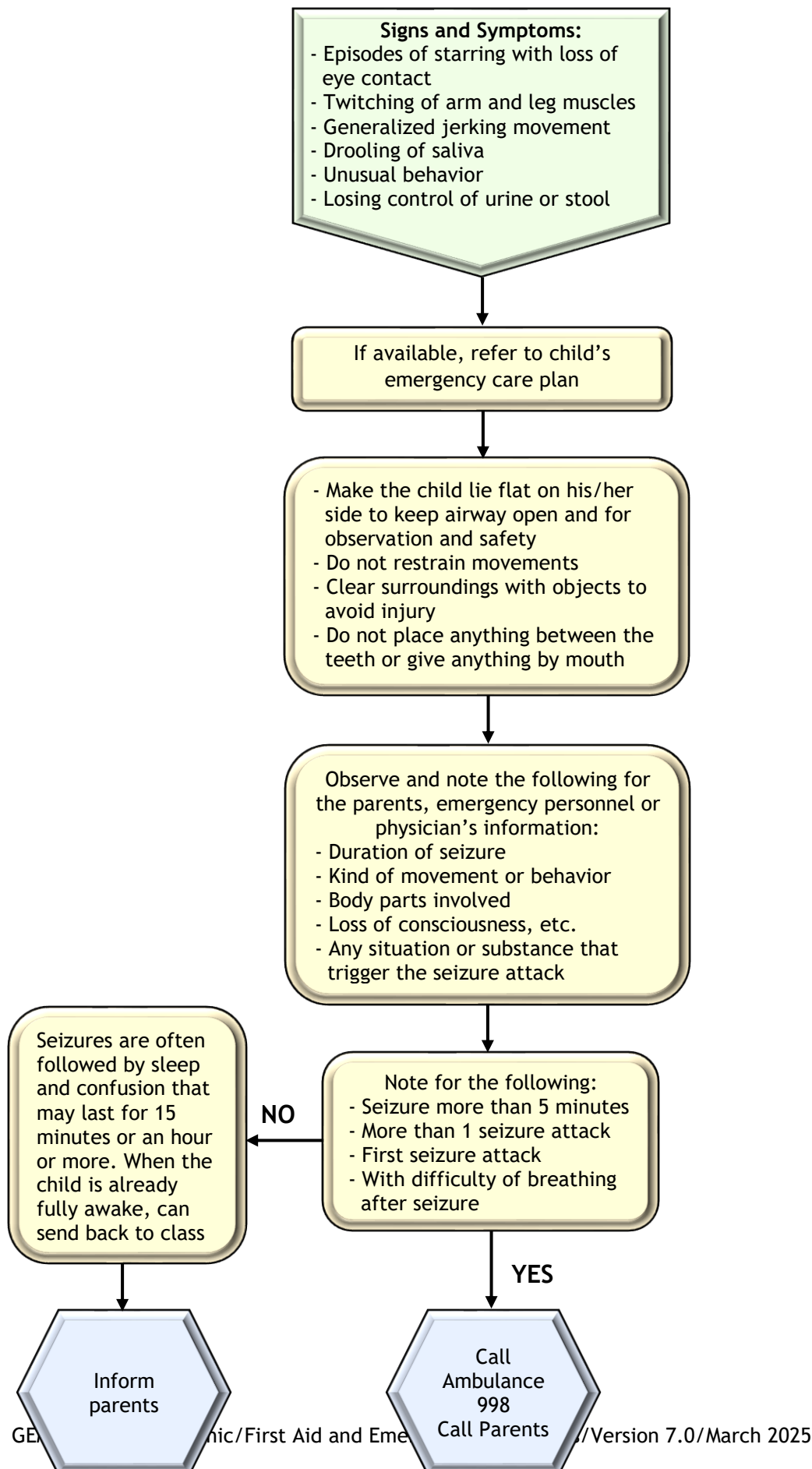


UNCONSCIOUSNESS





SEIZURE

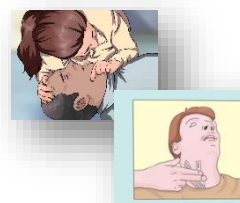




EMERGENCY CARE PROCEDURES

I. CARDIOPULMONARY RESUSCITATION (CPR) ADULTS / CHILDREN

1. ASSESS THE VICTIM'S RESPONSIVENESS
Gently tap the victim's shoulder and ask "Are you ok?" in a loud, clear voice.
2. If unresponsive, send for help. Call 998. If someone is with you, have them call 998. Activate emergency response team.
3. Position the victim on his / her back.
4. Open the airway. Use head-tilt chin-lift if with no head or neck injury. Tilt head back by lifting the chin gently with 1 hand while pushing down on forehead with other hand.
 - If the victim has possible head or neck injury, use jaw thrust maneuver (lift angles of the jaw) to open the airway
5. Check quickly for breathing and pulse. To perform Pulse check, palpate the carotid or femoral pulse. Should not take more than 10 seconds to check the pulse and breathing.
6. If no breathing and pulse noted, start CPR. Perform 30 chest compressions for lone rescuer and 15 chest compressions for 2-rescuer. Use the heel of one or two hands and press down directly over the sternum approximately 1/3 the depth of the chest (about 2 inches or 5 cm.) at the rate of 100 compressions per minute. Check pulse every 2 minutes.
 - For victim with pulse but no breathing, rescuer should give rescue breathing (1 breath every 3-5 seconds or about 12-30 breaths per minute)





7. Give 2 rescue breaths. Tilt the head back and lift the chin up. Pinch the nose then cover the victim's mouth with yours and blow until you see the chest rise. Give 2 breaths and each breath should take 1 second.
8. Continue CPR until emergency personnel arrive, an automated external defibrillator (AED) is available or signs of life return.



II. CHOKING

ADULT / CHILD

1. Assess the situation quickly. Ask if the victim is choking. If the victim said "yes" or nod, allow the child to cough. If the child is coughing, this means that the airway is only partially blocked, thus, is not completely deprived of oxygen. In this case, allow the child to continue coughing.
 - If the child cannot cough up the object or suddenly unable to cry, cough or speak, call 998 and begin abdominal thrust.
2. Try to dislodge the object by performing the abdominal thrust (Heimlich maneuver). Stand, sit or kneel behind the victim and wrap your arms around their waist and lean the child forward. Make a fist with one hand and place the other hand over the fist. Place both hands just above the child's navel and below the tip of the sternum. Thrust inward and upward. Repeat until the child starts coughing or the object comes out.
 - Do not attempt to remove the object by hand.
3. If the child becomes unconscious, you'll need to do modified CPR. This is done by placing the child on his back on a firm, flat surface. Kneel beside the child's upper chest. Start chest compressions. See *CPR for compressions*.
4. Open the child's mouth and look for an object. Remove any foreign body you can see with a finger sweep. (Do not do blind finger sweeps, you might push an object farther down)

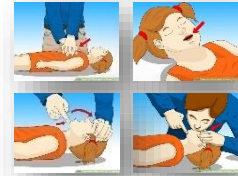




5. Open the child's airway by tilting the head back with your hand on the child's forehead while lifting the child's chin with the other hand and give the child two rescue breath.

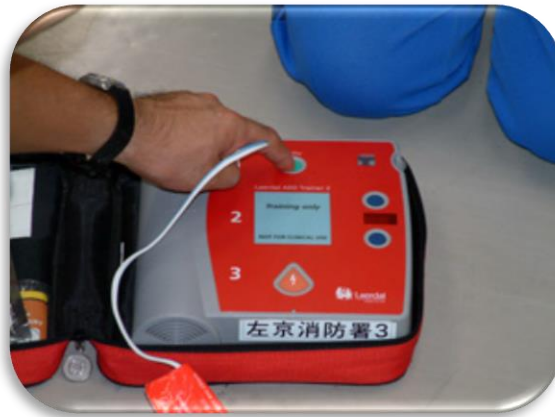
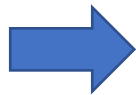


6. Repeat the sequence until the obstruction is dislodged, the child starts breathing again or emergency services arrives

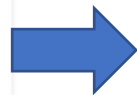
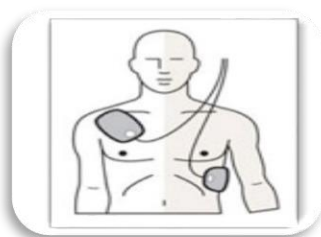


III. USE OF AUTOMATED EXTERNAL DEFIBRILLATOR

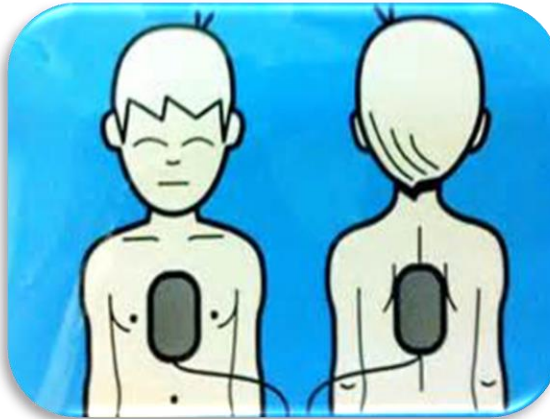
- A. TURN ON AED - follow the voice and or visual command



- B. PLACE PADS ON VICTIM - ensure pads' cable are attached into the machine
 - a. ADULT - attach one pad on the upper right chest just below the collarbone and the other pad on lower left side of chest wall.



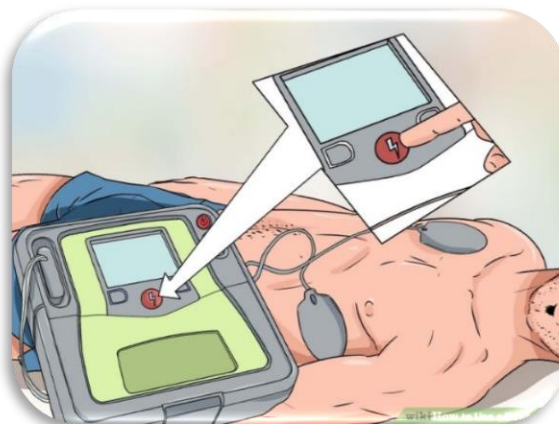
- b. **CHILD** - attach one pad in the center of the chest and the other pad on the center of the child's upper back.



- c. **LET AED ANALYZE THE RHYTHM** - once the pads are properly in place, you need to get everyone clear on the victim. When everyone has moved back, press the analyze button on the AED. The AED will tell if a shock is needed or if need to keep doing the CPR.



- d. **DELIVER THE SHOCK** - if AED prompt a shock, make sure that the victim is clear. Push the shock button. This will send an electric shock through the electrodes to help restart the heart.





- E. **CONTINUE CPR** - immediately following the shock, begin 2 minutes of CPR as instructed by the AED. After 2 minutes, let the AED check for heart rhythm again. Keep this until emergency services arrive, if the victim can breathe on his own or regains consciousness and if AED will tell you to stop CPR.

