

FIRST AID

PURPOSE STATEMENT:

School employees are responsible for the appropriate handling of first aid and emergency situations as they arise during the school day and during school sponsored activities.

AUTHORIZATION/LEGAL REFERENCE:

- 12 V.S.A. Chapter 23 § 519 - Emergency Care
- Vermont School Quality Standards, Section 2120.8.1.3.3

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

1. Be trained annually in CPR. Maintain professional readiness by attending first aid courses and other conferences/courses/classes.
2. Provide first aid to students as necessary.
3. Document visits to the health room in the individual student's health record and/or visit sheet. (See documentation section)
4. Ensure a written accident report is prepared within 24 hours of any accident. Reports should be completed by the person witnessing the emergency or by an appropriate staff member. A copy of the report should be given to the building administrator. Accident reports should be maintained in a separate file, not in the student's health record.
5. Contact parents/guardians as soon as possible within 24 hours of any incident.

SUGGESTED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLE:

1. Maintain appropriate first aid supplies in the health office
 2. Maintain portable first aid supplies.
 3. Educate staff as appropriate in use of Individual Health Plans (IHP) and universal precautions.
 4. Maintain current phone number and emergency contact information about each student.
 5. Encourage ongoing communication between parent/guardian, attending medical home and the school nurse regarding recuperative periods, details for re-admission to school and follow-up care.
 6. Review accident/incident report data and share findings with the school administrator.
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RESOURCES:

- American Red Cross - <http://www.redcross.org/>
- American School Health Association <http://www.ashaweb.org>
- Dental First Aid - http://smilevt.org/pdf/topic/Dental_First_Aid.pdf
- National Association of School Nurses <http://www.nasn.org>
- Vermont State School Nurses Association <http://www.vssna.org>

SAMPLE POLICIES, PROCEDURES, AND FORMS:

- Accident Report Form
 - Recommended Health Office Supplies
 - Recommended Field Trip Supplies
 - Recommended Supplies for Emergency Bag
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Accident Report Form

Fill out in duplicate, copies to Principal and School Nurse

School District: _____

School: _____

TO BE FILLED IN AT THE TIME OF THE ACCIDENT BY THE PERSON CARING FOR THE STUDENT OR INJURED ADULT:

Date: _____ Time: _____

Student/employee name: _____ Grade: _____

Address: _____

Location of accident: _____

Activity student/employee was engaged in (be specific): _____

Staff on Duty: _____

Complete description of accident: _____

Assessment of injury (body, degree of injury, functional effect) _____

Initial Treatment of injury: _____

By Whom: _____

Disposition: _____

Was the injured transported to a medical facility? _____

Was school nurse present and/or notified? Yes _____ No _____ by Whom _____

Were parents notified? Yes _____ No _____ Time _____ by Whom _____

Follow up/outcome of the injury _____

Were there any safety hazards that may have precipitated the accident? _____

Has that been addressed with appropriate personnel? _____ Who _____

Signature of person preparing report: _____

Signature of school Nurse: _____

Principal's Signature _____ Date: _____

Notes:

RECOMMENDED SUPPLIES FOR THE HEALTH OFFICE**Bandages**

Sterile 4x4s
 Non-sterile 4x4s
 Non-stick dressing (Telfa)
 Band aids 1", 2"
 Rolled bandages
 Hypoallergenic tape
 Bulky dressing (Peri pad/ABD)
 Splints (firm/bendable cardboard)
 Triangular bandages/Sling/Safety Pins

Medication

Tylenol
 Benadryl (emergency use)
 Epi Pen (obtain order from local MD)
 Glucose tabs/gel or juice
 Bacitracin

Suggested

Baby Aspirin
 Saltine crackers
 Tooth boxes
 Extra large BP cuff
 Otoscope
 Lighted magnifying glass
 Scissors – EMT type
 Apron for impervious material
 Latex free band aids
 Elastic wraps (ACE)
 SamSplint
 Tongue blades
 Medication for students:
 Tums/Advil/Cough syrup/Other
 Toothbrush/paste
 Hair ties/comb
 Adhesive Remover
 Reusable Ice packs

Paper work

Emergency Phone numbers
 Poison Control numbers
 Incident/accident form
 Medication form
 Student health form
 Phone numbers of parents/contacts

Other

Wash Basin
 Emesis container
 Scissors, bandage type
 Antiseptic sol'n (Betadine/Phisoderm)
 Thermometers
 Feminine hygiene supplies
 Non latex gloves
 Pocket mask
 Clorox
 Surface disinfectant
 Paper cups
 Paper bags (hyperventilating)
 Plastic bags
 BP cuff: adult and child
 Stethoscope
 Permanent marker (laundry marker)
 Safety Pins
 Flashlight and batteries
 Eye cup
 Eye Rinse Sol'n (saline)
 Protective eyewear (goggles)
 Ice
 Hot compress
 Baggies (for ice cubes/other)
 Salt (salt-gargle/swish)
 Cotton balls
 Peroxide
 Alcohol
 Calamine lotion
 Vaseline (chapped lips)
 Cotton tipped applicators
 Plain applicators (lice sticks)
 Hand lotion
 Orthodontic wax
 Dental floss
 Lancets
 Sharps disposal container
 Tweezers
 Nail clippers
 Reference books: medication, emergency, pediatric

RECOMMENDED SUPPLIES FOR FIELD TRIP KITS

First Aid Field Trip bags may be recycled lunch boxes, fanny packs or just a resealable plastic bag. Different bags work well for different situations, locations and teacher preference; some prefer to carry it separate, other like to stuff it in a backpack.

Large and small band aids
Sterile 4x4's
Non sterile 4x4's
Hypoallergenic tape
Gloves
Safety pins
Menses supplies
Tissues
Plastic bags
Instant ice
Hand Sanitizer Gel

Emergency Phone numbers
Poison Control number
Incident/accident form
Note paper/pen
School phone number

Phone numbers and location of the local (field trip location) rescue squad and hospital should be updated before each field trip.

Each teacher should take a copy of student emergency cards/significant alerts.

RECOMMENDED SUPPLIES FOR PLAYGROUND KITS

Playground bags may be fanny packs or recycled lunch boxes.

Band aids
Gauze pads
Tissues
Gloves
Small note pad/pencil
Instant ice packs
Waterless hand cleaner

RECOMMENDED SUPPLIES FOR EMERGENCY BAG

Sterile 4x4's	BP cuff: adult and child
Non-sterile 4x4's	Stethoscope
Non-stick dressing (Telfa)	Safety pins
Band aids 1", 2"	Flashlight or penlight
Rolled Bandages	Eye Rinse sol'n (saline)
Hypoallergenic tape	Protective eyewear (goggles)
Bulky dressing (Peri pad/ABD)	Instant Ice
Splints (firm/bendable cardboard)	Apron of impervious material
Triangular bandages/Sling/Safety pins)	SamSplint
Epi Pen (obtain order from local MD)	"Space/solar" blanket
Glucose tabs/gel or juice	Spirits of ammonia
Bacitracin	Plastic bags
Hand Sanitizer Gel	Emergency Phone numbers
Scissors, bandage type	Poison Control number
Vinyl gloves	Incident/accident form
Pocket mask	Note paper/pen
Paper bags (hyperventilating)	

During a FIRE DRILL it is recommended the Emergency Bag as well as a notebook containing the Individual Health Plans is carried by the nurse.
