



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the appropriate assessment and interventions to take when assisting a student with a severe injury or health emergency.

The online version of this policy is official.
Therefore, all printed versions of this
document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 School Nurse
- 2.2 Principals
- 2.3 District Registered Nurse

3.0 APPROVAL AUTHORITY:

- 3.1 Safety and Health Director

4.0 PROCEDURE:

- 4.1 Remain calm and assess the situation.
- 4.2 Do NOT give medications unless there has been prior approval by the student's parent or legal guardian and doctor according to policy
- 4.3 Do NOT move severely injured or ill students unless it is absolutely necessary for immediate safety.
- 4.4 Severely injured or ill students are referred to the nurse by teacher or staff member. If it is unsafe to move the student, the nurse should be called to the scene.
- 4.5 MERT Team should be called to the scene if the student is unresponsive.
- 4.6 Call 911 as indicated. 911 should always be called if:
 - 4.6.1 Student is unconscious, semi-conscious or unusually confused
 - 4.6.2 The airway is blocked
 - 4.6.3 The student is not breathing
 - 4.6.4 The student is having difficulty breathing, shortness of breath or is choking
 - 4.6.5 The student has no pulse
 - 4.6.6 Bleeding that won't stop
 - 4.6.7 The student is coughing up or vomiting blood
 - 4.6.8 The student has been poisoned
 - 4.6.9 The student has a seizure for the first time or a seizure that lasts more than five minutes
 - 4.6.10 The student has injuries to the back or neck
 - 4.6.11 The student has sudden, severe pain anywhere in the body
 - 4.6.12 The student condition is limb threatening (examples: severe eye injuries, amputations or other injuries that may leave the student permanently disabled without immediate care)
 - 4.6.13 The student's condition could worsen or becomes life-threatening in any way
 - 4.6.14 Moving the student could cause further injury
 - 4.6.15 The student needs the skills or equipment of EMS



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

- 4.7 Notify parent or legal guardian as indicated.
- 4.8 Be sure to check parent consent and allergies before applying topical first aid treatments
- 4.9 Never leave the severely injured or ill student alone.
- 4.10 An injury report must be completed within 24 hours for any severe injuries per policy
- 4.11 Nurse may excuse student from school for current day only for any of the severe illnesses or injuries detailed in this procedure.
- 4.12 Students that are not well enough to return to class after 30 minutes of supervision and rest should be sent home.



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Injury/Illness	Symptoms	Assessment	Interventions	EMS/911
Allergic Reaction (Major) / Anaphylaxis (including food and stings)	Hives all over the body, paleness, seizures, weakness, drooling/difficulty swallowing, loss of consciousness, blueness around mouth/eyes, flushed face, difficulty breathing, and confusion.	Head to toe assessment, lung sounds, SaO2, & vital signs. Review medical alerts, IHP and any Authorization for Medication Administration Records	Administer approved EpiPen or stock EpiPen if needed, contact parent/guardian. *Refer to Emergency Medication Administration policy - HEA-A007 and HEA-G012	Call 911
Asthma Attack (Severe)	Wheezing, rapid breathing, nasal flaring, increased use of stomach and chest muscles during breathing, tightness in chest & excessive coughing	Auscultate lung sounds, SaO2, & vital signs. Review medical alerts, IHP and any Authorization for Medication Administration Records	Administer rescue medication (inhaler) if available. Encourage student to sit quietly, breathe slowly and deeply in through the nose and out of the mouth, loosen clothing. Contact parent/guardian. Refer to medical provider. *Refer to Emergency Medication Administration policy - HEA-A007	Call 911 if symptoms do not resolve after rescue medication or if no rescue medication available.



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Bites (Human & Animal)	Reports of bites, broken skin, raised welts, reddened area, pain, burning sensation, bruising	Skin assessment, evaluate for broken skin/bleeding. Check immunization record for current Tetanus (DT, DTP, TDAP) status.	Clean the wound with soap and water, if skin is broken and parent consent on file, cleanse with Bactine or Wound Cleanser and apply Bacitracin ointment. Wound should be covered with sterile non adhesive bandage if skin is open. Ice pack for comfort and swelling. Contact parent/guardian. Student injury report to be completed*. Refer to medical provider.	Only if injuries are severe
Severe Bleeding / Gunshots / Stabbings	Bleeding that does not subside with pressure	Assess injured area and bleeding, assess vital signs, monitor bleeding (gauze counts), and monitor skin color and temperature and level of consciousness, assess immunization status for current tetanus (DPT,DT, TDAP)	Apply pressure, if pressure does not stop bleeding apply tourniquet above the level of the injury or compression dressing if injury to the trunk of the body. Call parent/guardian. Complete Student Injury Report.	Call 911
Blisters	Fluid filled round bump on skin, may be clear fluid or filled with blood.	Skin assessment, determine if skin is broken.	Wash with soap and water. Apply clean dressing/non adhesive bandage. Do not break blister. Notify parent if they are unaware and refer to medical provider if infection is suspected.	Not necessary.



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Bruising	Discoloration of the skin, swelling tightness in the affected muscle or stiffness in the affected joint	Skin assessment including skin temperature, and pain assessment	Rest affected area, apply ice for 20 minutes, notify parent if significant, refer to medical provider if significant. Complete Student injury Report if bruising is severe.	Not necessary.
Burns (Heat)	1 st -degree – redness and pain. 2 nd degree – swelling, red/white splotchy skin, blisters, severe pain. 3 rd degree – black, brown, or white skin, appears leathery, nerve injury, numbness.	Detailed skin assessment, pain assessment, monitor vital signs and level of consciousness.	Flush with large amounts of cool running water and cover with clean, cool wet cloth (do not use ice). May apply burn spray to 1 st degree burns if parent permission on file. Contact parent/guardian, refer 2 nd and 3 rd degree burns to medical provider. Complete Student Injury Report.	Call 911 if burn is large, deep, on face or eye, student is having difficulty breathing, unconscious or suffers from electrical burn. Call Poison Control for any chemical burns.
Chapped Lips / Dried Skin	Red, dried or cracking skin on lips and around mouth.	Skin assessment, obtain history.	Encourage student to avoid licking lips, encourage student to nose breath, stay hydrated and avoid irritants. Apply Vaseline if parent consent is on file.	Not necessary



**FIRST AID and EMERGENCY PROCEDURES
(HEA-P011)**

Clarksville-Montgomery County School System

Cuts, Scratches & Scrapes (including rope and floor burn)	Skin abrasions, broken, cut or reddened skin	Skin assessment, pain assessment.	For minor injuries - Rinse under running water, pat dry, apply clean non-adhering bandage. If skin is broken and parent consent on file, cleanse with Bactine or Wound Cleanser and apply Bacitracin ointment. For large or deep injuries – rinse under running water, pat dry apply sterile non-adhering bandage, contact parent/guardian and refer to medical provider. Student Injury report to be completed for all large or deep injuries	Call 911 if injury is severe and bleeding uncontrolled.
--	---	--	---	--



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Diabetic Emergencies	Irritability, feeling upset, personality changes, sweating, feeling shaky, loss of consciousness, confusion, rapid, deep breathing, lethargic, seizures, listlessness, cramping, dizziness, paleness, rapid pulse.	Assess blood glucose level by finger stick, refer to IHP for orders. Students with BG <70 must remain under nurse supervision until BG >70. Students with BG >400 should not exercise until absence of ketones is confirmed	Hypoglycemia (low) – if student is responsive, refer to IHP for instructions on fast acting carbohydrates, if unresponsive, give Glucagon per IHP, turn to side call parent/guardian and 911. Hyperglycemia (high) – Follow orders in IHP, notify parent/guardian, provide water, students with BG >400 should not exercise until absence of ketones is confirmed. *Refer to Emergency Medication Administration policy - HEA-A007	Call 911 if Glucagon is administered, student is unresponsive or has a seizure.
-----------------------------	---	---	---	--



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Eye Injuries	Bleeding in the eyeball, changes in the shape of iris or pupil, eye pain, drainage or tearing.	Visual examination, vision check.	Severe injuries - Keep student lying flat and quiet, if an object has penetrated do not remove, cover eye with protector or paper cup. Call parent/guardian, refer to medical provider. Minor injuries – encourage blinking, flush with eye wash if related to foreign object that (lay student down on affected side and gently flush out particle) if you can see any foreign bodies.	Call 911 if severe injuries that require immediate emergency assistance.
Fainting (Syncope)	Feeling dizzy, seeing spots or dark vision, ringing in the ears, nausea, feeling hot or cold, heart racing or slowing, pale, clammy, loss of consciousness and falling	Full head to toe assessment, vital signs including SaO2.	Treat as possible neck injury, don't move student, keep flat, elevate feet, loosen clothing around waist, ammonia inhaler if not contraindicated, if no danger of neck injury move to quiet, private area and allow to rest, notify parent/guardian. Student injury report and concussion checklist if they hit their head.	Call 911 if they do not regain consciousness and return to normal baseline



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Heart Attack / Cardiac Arrest	Unresponsive, no pulse or respirations.	Assess scene for safety, establish unresponsiveness, and evaluate breathing.	Activate MERT team, If student is not breathing, begin cardiac compressions at the rate of 100/min., apply AED as soon as possible, notify parent/guardian. *Follow Use of Automated External Defibrillators – HEA-A009	Call 911
Head Injuries	Pain, headache or “pressure” in head, nausea/vomiting, balance problems, dizziness, blurred or double vision, groggy or lethargic, confusion, or memory problems, not feeling “right”, slurred speech, possible loss of consciousness, mood or personality changes.	Full head to toe assessment, include mental status and pain, & concussion signs and symptoms.	Rest, complete Concussion Signs and Symptoms Checklist, contact parent/guardian, refer to medical provider, complete student injury report	Call 911 if injury is severe, student injured neck or unresponsive.
Heat Stroke / Heat Exhaustion	Red, hot, dry skin, weakness, fatigue, cool and clammy hands, vomiting, profuse sweating, headache, nausea & confusion.	Full head to toe assessment, include mental status, vital signs, and obtain history.	Remove student from the heat to a cooler location, have them lie down and rest. If awake, give clear fluids frequently in small amounts. If unconscious, apply cool clothes or wet clothing with room temperature water (do not use ice), contact parent/guardian and refer to medical provider if indicated.	Call 911 if they lose consciousness



**FIRST AID and EMERGENCY PROCEDURES
(HEA-P011)**

Clarksville-Montgomery County School System

Mouth and Jaw Injuries	Mouth or tooth injury, bleeding from the tongue, lips or cheeks	Visual inspection, and history of injury.	If bleeding apply pressure with clean gauze, apply cold compress over the affected area, notify parent/guardian, and refer to medical provider if cut is deep and bleeding is uncontrolled or if a tooth is injured. *If permanent tooth is knocked out, place in a cup of milk and refer to medical provider immediately, student must be seen within 60 minutes. Tooth may also be rinsed gently with water and put back into socket to hold place. Complete Student Injury report for severe injuries, complete head injury form and concussion checklist if applicable.	Call 911 if student loses consciousness or bleeding is severe and uncontrolled.
-------------------------------	--	--	--	--



**FIRST AID and EMERGENCY PROCEDURES
(HEA-P011)**

Clarksville-Montgomery County School System

Nose Bleeds	Bleeding from the nose	Visual inspection	Place student sitting comfortably with head slightly forward or lying on side with head raised on pillow, encourage mouth breathing, discourage nose blowing and repeated wiping, apply firm pressure for up to 15 minutes, apply ice to nose. Call parent/guardian if it does not stop flowing freely after pressure and ice.	Not indicated
Poisoning	Pills, berries, or unknown substance in student's mouth, burns around mouth or on skin, strange odor on breath, sweating, upset stomach or vomiting, dizziness, fainting, seizures or convulsions.	Full head to toe assessment, vital signs including SpO2, obtain detailed history, inspect any vomit	Contact poison control, with student's age, weight and history of the poison and amount taken, support student pending condition, student to remain with nurse, contact parent/guardian, and refer to medical provider as indicated.	Call 911 if advised to induce vomiting or as indicated by student status.



**FIRST AID and EMERGENCY PROCEDURES
(HEA-P011)**

Clarksville-Montgomery County School System

Puncture Wounds	Skin broken, may or may not bleed, foreign object protruding.	Visual inspection	If object is still stuck – do not remove object, wrap bulky dressing around object to support it, stay with student, calm student. If it is bleeding put compression gauze around wound. If object is not stuck – wash wound with soap and water, check to make sure the object left nothing in the wound, cover with clean bandage, if parent consent on file, cleanse with Bactine or Wound Cleanser and apply Bacitracin ointment. Evaluate tetanus (DT, DPT, TDAP) status, notify parent/guardian, and refer to medical provider if indicated.	Call 911 for large protruding objects, or uncontrolled bleeding.
------------------------	--	--------------------------	---	---



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Seizures	Episodes of staring with loss of eye contact, staring involving twitching of the arm and leg muscles, generalized jerking movements of the arms and legs, unusual behaviors.	Note start time of seizure and monitor characteristics of seizure and respiratory status, note end time of seizure and complete head to toe assessment including vital signs after seizure.	Review IHP, Seizure Action Plan and alerts, follow HEA-A012 and HEA-PO03 if medication required. Keep calm, note time the seizure started and time the seizure, stay with the student, lower student to the floor and turn on side, protect head, move surrounding objects to avoid injury, do not restrain movements or put anything in the students mouth, document seizure on Seizure Record, administer anti-seizure medication per Seizure Action Plan as indicated, notify parent, complete Diastat record if applicable. Refer to medical provider if indicated. *Volunteer trained staff with current CPR certification may administer Diastat in the absence of the nurse. *Refer to HEA-A012, HEA-P003, HEA-F063, HEA-F084 * Diastat is not to be used more than 5 times a month and/or more than once in 5 days,	Call 911 if the student stops breathing, seizure lasts >5 min., two or more consecutive seizures, no previous history of seizure activity, continued pale or blue skin, if emergency anti-seizure medication is administered or is needed.
-----------------	--	---	--	--



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Splinters or Imbedded Pencil Lead	Visible splinter or lead under the skin, pain, redness	Skin inspection	Wash with soap and water. If splinter or lead protrudes above the skin, remove with tweezers, do not probe under the skin. If only under the skin contact parent/guardian and check Tetanus status.	Not indicated
Stings / Bug Bites	Red, raised welts on skin, itching, burning, pain, pimple like spots, warmth, anaphylaxis (see severe allergy section)	Skin assessment, monitor respiratory status, obtain history of event, review alerts and Severe Allergy IHP if applicable.	Stings - Adult supervision for 2 hours, Remove stinger if present by scraping with a card (do not squeeze), wash with soap and water, may apply Sting Wipe if parent/guardian consent on file, apply ice for comfort. Bug Bites – wash with soap and water, may apply Callergy or hydrocortisone Cream if parent/guardian consent on file.	Not indicated Unless severe allergic reaction (see section on Severe Allergies)



FIRST AID and EMERGENCY PROCEDURES (HEA-P011)

Clarksville-Montgomery County School System

Tick Bites & Removal	Visible tick attached to skin, area may be red and painful or itchy.	Skin assessment	Wash area prior to removal, pull upward with steady, even pressure using a tweezer, do not twist or jerk, after removing the tick, thoroughly disinfect the bite site (use Bactine and Bacitracin if parent/guardian consent on file) or wash with soap and water, apply sterile adhesive Band-Aid, notify parent/guardian.	Not indicated
---------------------------------	---	------------------------	--	----------------------

5.0 ASSOCIATED DOCUMENTS:

- 5.1 HEA-A012 Emergency Anti-Seizure Medication Administration
- 5.2 HEA-P003 Emergency Anti-Seizure Medication Administration Procedure
- 5.3 HEA-F063 Seizure Record
- 5.4 HEA-A007 Emergency Medication Administration
- 5.5 HEA-A009 Use of Automated External Defibrillators
- 5.6 HEA-F036 Asthma Individual Health Care Plan Packet
- 5.7 HEA-F038 Severe Allergy Individual Health Care Plan
- 5.8 HEA-F042 Diabetes Individual Health Care Plan Packet
- 5.9 HEA-F078 Seizure Individual Health Care Plan Packet
- 5.10 HEA-F084 Report of Administration of Diastat
- 5.11 HEA-G012 Anaphylaxis Protocol

6.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
8/15/19		Initial Release