

General Guidelines

Maintain Your Personal Safety

- Be sure the scene is **safe before you help**.
 1. Scan for blood, body fluids, noxious fumes, unstable structures, traffic hazards, and weapons, depending upon the situation.
- Always **use barriers** (i.e. gloves, masks, goggles, gowns) to protect yourself against blood and other body fluid exposure.
- Have the injured student care for own bleeding injury if possible.
- Wash your hands thoroughly with soap and water, or use an alcohol-based hand sanitizer after any interaction with an ill or injured student, even when gloves are worn.
- Be compliant with Occupational Health and Safety Administration (OSHA) guidelines.
- Persons assigned to provide first aid should:
 1. Complete initial and annual federal or state bloodborne pathogens training.
 2. Be aware of OSHA regulations regarding hepatitis B immunizations.
 3. Know when and how to report a body fluid exposure incident.

General Guidelines *(continued)*

Use Best Practices

- Be CPR and first aid trained and review this manual at least yearly if anticipating frequent contact with ill or injured students.
- Activate (preferably by a bystander, otherwise yourself) the Emergency Medical Services System (EMS) or your school's emergency response plan as soon as an emergency is recognized.
- Provide care within your training and school district guidelines, following district policy about:
 1. Medication administration at school
 2. Transportation of ill/injured students
 3. Advising parents of students' illnesses and injuries occurring at school
 - **Do not** delay calling for help or starting life supporting measures (CPR, first aid) to call parents.
 - Tell parents what you see and hear.
 4. Recording the event
- When a first aid-trained responder, nurse, or EMS provider arrives, be prepared to assist, as requested, and to provide a brief report about the:
 1. Condition of the student when found
 2. Care provided
 3. Current condition of the student
 4. Estimated time the student was down prior to assistance
- Provide care for wounds in a sink designated for first aid care away from contact with food.
- Do not make treatment recommendations.
- Talk to your school nurse or your supervisor afterwards if you have any questions regarding the event.

Always follow school district policy when providing first aid or emergency care.

General Guidelines *(continued)*

Maintain Student's Safety And Comfort

- Whenever possible, keep an adult with an injured student at all times.
- Bring help and supplies to the injured student rather than moving the student.
- Offer comfort by using a soft voice with gentle and reassuring words.
- Clear area of unnecessary bystanders.
- Always ask about known health conditions and check for medical alert jewelry and identification.
- Maintain injured student's body temperature.
- Cover all cold or heat packs before applying to student's skin (e.g., use towels, blankets, and clothing).
- **Do not** give anything by mouth (food, fluid, medicine) if student is nonresponsive, not swallowing well, or seizing.
- Changes in skin color can be seen in the lips or nail beds of all students regardless of skin color.



Call For Help

