Emergency Guidelines for North Dakota Schools

A guide for helping ill or injured students when a school nurse is not available.
Emergency Guidelines for North Dakota Schools

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About the Guidelines

The Emergency Guidelines for Schools manual is meant to provide recommended procedures for school staff who have little or no medical/nursing training to use when a school nurse is not available. It is recommended that staff who are in the position to provide first-aid to students complete an approved first-aid and CPR course. Although designed for a school environment, this resource is equally appropriate for a child-care or home setting.

The emergency guidelines in this booklet were originally produced by the Ohio Department of Public Safety’s Emergency Medical Services for Children Program, in cooperation with the Emergency Care Committee of the Ohio Chapter, American Academy of Pediatrics. The North Dakota Department of Health’s divisions of Family Health and Emergency Medical Services-EMS for Children revised the manual to fit the needs of the community in North Dakota.

This manual has been developed to provide the school health caregiver general information about meeting the basic health care needs of students in school. Please remember that these are only guidelines and are not intended to replace caregiver judgement or to substitute for school policy or the advice of a health care provider. Always consult a school administrator, the student’s parents/guardians, and the student’s health care provider for questions regarding the care of the student. If a situation appears life threatening, always follow school policy regarding notification and call 911.

Please take time to familiarize yourself with the format and review the “How to Use the Guidelines” section prior to an emergency situation.

Thank you to the review committee for their expertise and recommendations.

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How to Use the Emergency Guidelines

• Slide nine of this guide contains important information about key emergency phone numbers. It is important to complete this information as soon as you receive the guide, as you will need to have this information ready in an emergency situation.

• After the introductory section, the guidelines are arranged in alphabetical order for quick access.

• A colored flow chart format is used to guide you easily through all steps and symptoms from beginning to end. See the “Key to Shapes and Colors” on slide five for more information.

• Take time to familiarize yourself with the Emergency Procedures section. These procedures give a general overview of the recommended steps in an emergency situation and the safeguards that should be taken.

• In addition, information has been provided about infection control procedures and emergency planning for students with special needs.

• Document after any medical care or attention. This is extremely important. Links to sample forms for you to download, adjust, and print are included in this manual.
Key to Shapes and Colors

Start here.

Provides first aid instructions.

Asks a question…you will have a choice based on student’s condition.

Stop here. This is the final instruction.

CPR should be started.

Call EMS (911) for transport to nearest hospital.

A note to provide background or additional information.

Call the Police or 911.
Emergency Procedures for Accident or Illness

- Assess the situation. Be sure the scene is safe for you to approach. Electrical wires, gas leaks, building damage, fire or smoke, traffic, and violence all require CAUTION.
- A responsible adult should stay at the scene and give help until the person designated to handle emergencies arrives.
- Send word to the person designated to handle emergencies. This person will take charge of the emergency and render any further first aid needed.
- Do NOT give medications unless there has been prior approval by the parent or legal guardian and healthcare provider according to local school board policy.
- Do NOT move a severely injured or ill student unless absolutely necessary for immediate safety. If moving is necessary, follow guidelines for NECK AND BACK PAIN section.
- The responsible school authority or a designated employee should notify the parent/legal guardian of the emergency as soon as possible to determine the appropriate course of action.
- If the parent/legal guardian cannot be reached, notify an emergency contact and call the health care provider or designated hospital on the Emergency Medical Authorization form, so they will know to expect the ill or injured student. Arrange for transportation of the student by EMS, if necessary.
- A responsible individual should stay with the injured student.
- Complete any paperwork/reports required by school policy.

Post-Crisis Intervention Following Serious Injury or Death
- Discuss with counseling staff or critical incident stress management team.
- Determine level of intervention for staff and students.
- Designate private rooms for private counseling/defusing.
- Escort affected students, siblings and close friends and other highly stressed individuals to counselors/critical incident stress management team.
- Assess stress level of staff. Recommend counseling to all staff.
- Follow up with students and staff who receive counseling.
- Designate staff person(s) to attend funeral.
- Allow for changes in normal routines or schedules to address injury or death.
When to call EMS/911

- Student is unconscious, semi-conscious or unusually confused
- Student’s airway is blocked
- Student is not breathing
- Student is having difficulty breathing, shortness of breath, or choking
- Student has no pulse
- Student has bleeding that won’t stop
- Student is coughing up or vomiting blood
- Student has been poisoned
- Student has a seizure for the first time or a seizure that lasts more than five minutes
- Student has injuries to the neck or back
- Student has sudden, severe pain anywhere in the body
- Student’s condition is limb-threatening
- Student’s condition has potential to worsen or become life-threatening on the way to the hospital
- Moving the student could cause further injury
- Student needs the skills of equipment or paramedics or EMS technicians
- Distance or traffic conditions could cause a delay in getting the student to the hospital

If any of the above conditions exist, or if you are not sure, it is best to call EMS/911.

North Dakota Emergency Medical Services for Children (EMSC) offers a pamphlet on “When to Call EMS”. Please contact them at 701.328.2388 for more information.
Infection Control

To reduce the spread of infectious diseases (diseases that can be spread from one person to another), it is important to follow universal precautions. Universal precautions are a set of guidelines that assume all blood and certain other body fluids are potentially infectious. It is important to follow universal precautions when providing care to a student, whether or not the student is known to be infectious. The following list describes universal precautions:

• **Wash hands thoroughly** with running water and soap for at least 15 seconds:
  - Before and after physical contact with any student (even if gloves have been worn)
  - Before and after eating or handling food
  - After cleaning
  - After using the restroom
  - After providing any first aid
  
  Be sure to scrub between fingers, under fingernails and around the tops and palms of hands. If soap and water are not available, an alcohol-based waterless hand sanitizer may be used according to manufacturer’s instructions.

• Wear disposable gloves when in contact with blood and any other body fluids.
• Wear protective eyewear when body fluids may come in contact with eyes.
• Wipe up any blood or body fluid spills as soon as possible (wear gloves). Double bag the trash in plastic bags and dispose of immediately. Clean the area with an appropriate cleaning solution.
• Send soiled clothing home with the student in a double-bagged plastic bag.
• Do not touch your mouth or eyes while giving any first aid.

**Additional Guidelines for Students:**

• Remind students to wash hands thoroughly after coming in contact with their own body fluids.
• Remind students to avoid contact with another person’s blood or body fluids.
Emergency Phone Numbers & Contacts

Complete this page as soon as possible and update as needed. Post near phones and save numbers in your cell phone(s).

**Emergency Medical Services (EMS) Information:** 911 or __________________________________________
- Name of EMS Department______________________________________________________________
- Average response time to your school_____________________________________________________
- Directions to your school________________________________________________________________

Be prepared to give the following information. Do not hang up before the dispatcher hangs up!
- Your name and school name
- Nature of the emergency (what is going on)
- School Telephone number_______________________________________________________________
- Exact location of injured person
- What help has already been given
- Ways to make it easier to find you and student

**Other Important Phone Numbers:**
- School Nurse______________________________________________________________
- Responsible School Authority_______________________________________________________
- Poison Control Center 800.222.1222
- Fire Department 911 or ____________________________________________________________
- Police 911 or ________________________________________________________________
- Hospital or nearest Emergency Department (ED)_________________________________________
- County Social Services______________________________________________________________
- Rape Crisis Center 1.800.656.HOPE________________________________________________
- Suicide Hotline 1.800.273.TALK_____________________________________________________
- Local Public Health Unit____________________________________________________________
- Other Medical Services Information (dentists, physicians, etc.)_____________________________
Recommended First Aid Equipment and Supplies

- Current first aid and CPR manual
  - American Academy of Pediatrics [www.aap.org](http://www.aap.org)
  - American Red Cross [www.redcross.org](http://www.redcross.org)
  - American Heart Association
    - [https://eccguidelines.heart.org](https://eccguidelines.heart.org)
    - or

- Cot, stretcher, mat (disposable covers and pillow case, wipeable surface)
- Wash cloths, hand towels, portable basin
- Covered waste receptacle with disposable liner/bag
- Bandage scissors, tweezers
- Non-mercury thermometer
- Sink with running water and soap
- Flashlight, extra batteries and bulb

Expendable supplies:
- Sterile cotton-tipped applicators (individually wrapped)
- Sterile adhesive bandages (individually wrapped)
- Cotton balls
- Sterile gauze squares (various sizes)
- Adhesive tape
- Cold packs (various ways to make these or buy pre-made)
- Tongue depressors
- 70% Isopropyl alcohol (rubbing alcohol); rubbing alcohol pads
- Tissues
- Paper towels
- Disposable gloves ([latex free](http://example.com))
- Pocket mask/face shield for CPR
- Cleaning agent, disinfectant for surfaces, etc. ([Bleach solution of 1 unit bleach to 9 units water, must be mixed every 24 hours](http://example.com))
- Triangular bandage (for sling)
- Safety pins
Planning for Students With Special Needs

The number of students with special health care needs in the educational setting is increasing due to advances in medicine and increased access to public education as authorized by federal and state laws. Any student whose health needs may affect his or her daily functioning should have an individual care plan. Some chronic conditions have a potential for developing into an emergency and require the development of an emergency care plan.

**Medical Conditions:**
Some students may have special conditions that put them at risk for life-threatening emergencies; for example, students with:
- Diabetes
- Asthma
- Severe Allergies
- Seizure Disorders

Your school nurse or other school health professional, along with the student’s parent/legal guardian and personal health care provider, should work together to develop individual and emergency care plans for these students. Emergency care plans should be made available at all times including when a student is at lunch, during physical education, at a before or after school program, on the bus, etc.

**Physical Abilities:**
Other students in your school may have special emergency needs due to their physical abilities; for example:
- Students in wheelchairs
- Students who have difficulty walking up or down stairs
- Students who are temporarily on crutches

These students will need special arrangements in the event of a school-wide emergency (e.g., fire, tornado, evacuation, etc.). A plan should be developed and a responsible person should be designated to assist these students to safety.
Allergic Reaction

Students may experience a delayed allergic reaction up to two hours following exposure to an allergen.

Symptoms of a severe allergic reaction include:
- Hives
- Paleness
- Seizures
- Confusion
- Weakness
- Loss of consciousness
- Flushed face
- Blueness around mouth/eyes
- Difficulty Breathing
- Drooling or difficulty swallowing
- Dizziness
- Swelling of tongue and/or face

Does the student have symptoms of a severe allergic reaction?

No

Symptoms of a mild allergic reaction include:
- Red, watery eyes
- Itchy, sneezing, runny nose
- Hives or rash on one part of the body

Adults supervising student during normal activities should be aware of the student’s exposure and should watch for any delayed reaction for up to two hours.

If available, refer to student's emergency care plan.

Administer approved medication as directed.

CALL EMS (911)
Contact responsible school authority and parent/guardian

ND Century Code Chapter 15.1-19, Students and Safety, allows students the right to carry and self-administer asthma & anaphylaxis (severe allergy) medications. Go to www.ndhealth.gov/asthma for law requirements.

If student has stopped breathing, administer CPR

If student is so uncomfortable that he/she is unable to participate in school activities, contact responsible school authority and parent/guardian.
**Asthma/Difficulty Breathing**

An emergency care plan should be developed for students with asthma. District policy should be followed for the sharing of student information.

ND Century Code Chapter 15.1-19, Students and Safety, allows students the right to carry and self-administer asthma medications. Go to www.ndhealth.gov/asthma for law requirements.

A student with asthma may have breathing difficulties, which include:
- Wheezing (high-pitched sound during breathing out)
- Rapid breathing
- Increased use of stomach or chest muscles during breathing
- Tightness in chest
- Excessive coughing
- Difficulty finishing sentences/talking
- Flaring nostrils

*Did breathing difficulty begin rapidly?*
*Are the lips, tongue or nail beds turning blue?*

**CALL EMS (911)**

**Contact responsible school authority and parent/legal guardian.**

**CALL EMS (911)**

**Does student have health care provider or parent/guardian approved medication?**

**Refer to student’s emergency care plan.**

**Has an inhaler already been used? If so, when and how often?**

**Administer approved medication as directed.**

**Remain calm. Encourage student to sit quietly, breathe slowly and deeply in through the nose and out through the mouth.**

**Are symptoms getting worse or not improving?**
Students with a history of behavioral problems or other special needs should be known to appropriate school staff. An emergency care plan should be developed and in place.

Behavioral or psychological emergencies may take many forms (depression, anxiety, panic attack, phobias, destructive or assaultive behavior, suicidal talk or thoughts, etc).

**Intervene only if the situation is safe for you.**

Refer to your school’s policy for addressing behavioral emergencies.

Does student have visible injuries?

Yes

*Does student’s behavior present an immediate risk of physical harm to persons or property?*

Yes

Call the Police or 911

No

*Is student armed with a weapon?*

No

The cause of unusual behavior may be psychological, emotional or physical (fever, diabetic emergency, poisoning/overdose, alcohol/drug abuse, head injury, etc). The student should be seen by a health care provider to determine the cause.

Suicidal and violent behavior should be taken seriously. If the student has threatened to harm him/herself or others, contact the responsible school authority immediately.

No

See appropriate guideline to provide first aid. Call EMS (911) if any injuries require immediate care.

Contact responsible school authority and parent/legal guardian.
Bites (Human and Animal)

Wear disposable gloves when exposed to blood or other bodily fluids

Hold pressure to wound with a clean dressing. See “Bleeding”.

Check student’s immunization record for tetanus. See “Tetanus Immunization”.

Is the student bleeding?

Hold area where bite occurred under running water for 2-3 minutes

Is bite from an animal or human?

If skin is broken, contact responsible school authority and parent/legal guardian. Recommend immediate medical care.

If bite is large or gaping?

Is bleeding uncontrollable?

Contact responsible school authority and parent/legal guardian and report bite to public health so the animal can be watched and possibly tested for rabies.

Parents/legal guardians of both the student who was bitten and the student who was biting should be notified about their student’s exposure to blood from another student.

Bites from the following animals can carry rabies and may need medical attention:
* Dog
* Bat
* Opossum
* Skunk
* Cat
* Fox
* Coyote
* Raccoon

Call EMS (911)
Wear disposable gloves when exposed to blood or other body fluids.

Is injured part amputated (severed)?

*Apply pressure with a clean bandage to help stop bleeding.
*Elevate affected body. If fracture is suspected, carefully support and elevate.
*Bandage wound firmly but not too tight so as not to interfere with circulation to the body part.
*Do **not** use a tourniquet.

Is there continued uncontrollable bleeding?

If wound is gaping, student may need to get it closed (stitches, staples or glue).
Contact responsible school authority and parent/legal guardian.
Urge medical care.

*Place detached part in a water tight plastic bag
*Tie/seal bag
*Put bag in a container of ice water
*Do **NOT** put amputated part directly on ice
*Send bag to the hospital with the student
*Follow instructions to left

Check student’s immunization record to see when their last tetanus vaccine was given.

Contact responsible school authority and parent/legal guardian.

*Have student lie down.
*Elevate student’s feet 8-10 inches (unless this causes pain/discomfort). Do not elevate feet if neck or back injury is suspected.
*Keep student’s body temperature normal.
*Cover student with blanket or sheet.
Blisters (from friction)

- Wear disposable gloves when exposed to blood or other body fluids.
- Wash the area gently with mild soap and water.

Is blister broken?

- Yes: Apply clean dressing and bandage to prevent further rubbing.
- No: Do not break blister. Blisters heal best when kept clean and dry.

If infection is suspected, contact responsible school authority and parent/legal guardian.
**Bruises**

- **Is the bruise deep in the muscle?**
  - **Is there rapid swelling?**
  - **Is student in great pain?**

  - **No**
    - Rest the injured part
    - *Apply cold compresses or ice pack for 20 minutes (place towel between ice pack and skin)*
    - *Raise the injured/bruised body part if doing so does not cause the student more pain.*

  - **Yes**
    - Contact responsible school authority and parent/legal guardian.

*If skin is broken, treat as a cut. See “Cuts, Scratches and Scrapes”.*
Burns

If student comes to school with pattern burns, consider the possibility of child abuse.

Burns can be caused by heat, electricity, or chemicals.

Always make sure that the situation is safe for you before helping the student.

What type of burn is it?

Heat

Flush the burn with large amounts of cool, running water or cover it with a clean, cool, wet cloth. Do not use ice.

*Is burn large or deep?
*Is burn on face or eye?
*Is student having difficulty breathing?
*Is student unconscious?
*Are there any other injuries?

Chemical

*Wear gloves and, if possible, goggles.
*Removed student’s clothing and jewelry if exposed to chemical.
*Rinse chemicals off immediately with large amounts of water. If it is a dry chemical, brush it off before rinsing with water.
*See Eyes if necessary.
*Rinse for 20-30 minutes.

Electrical

*See “Electric Shock”.

Is student unconscious or unresponsive?

Call EMS (911)

Cover/wrap burned part loosely with a clean dressing.

Call Poison Control for further instructions.
1-800-222-1222 (while flushing burn and following instructions)

Check student’s immunization record for tetanus. See Tetanus Immunization.

Contact responsible school authority and parent/legal guardian.

If student unconscious or unresponsive?

See “Electric Shock”.

Yes

No

Contact responsible school authority and parent/legal guardian.
CPR (Cardiopulmonary Resuscitation)

Please refer to American Heart Association’s 2015 Algorithms, provided in “Forms” section.

Print and display as desired.
Child Abuse and Neglect

Child abuse is a complicated issue with many potential signs. According to North Dakota Century Code 50-25.1, anyone who cares for children are mandated reporters of child abuse. For more information, please visit https://www.nd.gov/dhs/services/childfamily/cps/

If a student has visible injuries, refer to the appropriate guideline to provide first aid.

If student has visible injuries, refer to the appropriate guideline to provide first aid.

All school staff are required to report suspected child abuse and neglect to the County Social Service Agency. Refer to your school’s policy for additional guidance. County Social Services Agency phone number________________________

Abuse may be physical, sexual or emotional in nature. Some signs of abuse are as follows (this is not a complete guide):

* Depression, hostility, low self-esteem, poor self-image.
* Evidence of repeated injuries or unusual injuries.
* Lack of explanation or unlikely explanation for an injury.
* Pattern bruises or marks.
* Unusual knowledge of sex, inappropriate touching or engaging in sexual play with other children.
* Severe injury or illness without medical care.
* Poor hygiene, under-fed appearance.

If a student reveals abuse to you:
* Remain calm.
* Take the student seriously.
* Reassure the student that he/she did the right thing by telling you.
* Let the student know that you are required to report the abuse to Social Services.
* Do not make promises that you cannot keep.
* Respect the sensitive nature of the student’s situation.
* If you know, tell the student what steps to expect next.
* Follow required school reporting procedures.

Contact responsible school authority. Contact Social Services. Follow up with school report.
A foreign-body airway obstruction (FBAO) can cause mild or severe obstruction. When the obstruction is mild, the child can cough and make some sounds. When the obstruction is severe, the victim cannot cough or make a sound.

Assess the scene for safety. Send bystander for help.

Is the victim able to cough or make sounds?

Yes
Encourage coughing. Support the child and assess continuously, observing for signs of severe FBAO.

No
Assess the scene for safety. Send bystander for help.

Is the victim conscious?

Yes
Perform Heimlich maneuver: Put your body against child’s back. Place one hand over your other fisted hand, just above child’s belly button, and well below the tip of the breastbone. Thrust inward and upward. Repeat and reassess.

Is the child coughing, or has the object been expelled?

Yes
Begin CPR with chest compressions. After 15 compressions (child 8 years or younger) or 30 compressions (child 9 years or older), open the airway. If you see a foreign body, remove it. Do not perform blind finger sweeps. Attempt to give two breaths and continue CPR until object is expelled.

No
Is the victim conscious?

Yes
Perform Heimlich maneuver: Put your body against child’s back. Place one hand over your other fisted hand, just above child’s belly button, and well below the tip of the breastbone. Thrust inward and upward. Repeat and reassess.

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Is the child coughing, or has the object been expelled?

Yes
Begin CPR with chest compressions. After 15 compressions (child 8 years or younger) or 30 compressions (child 9 years or older), open the airway. If you see a foreign body, remove it. Do not perform blind finger sweeps. Attempt to give two breaths and continue CPR until object is expelled.

No
Is the victim conscious?
A communicable disease is a disease that can be spread from one person to another. Germs (bacteria, viruses, fungus, and parasites) cause communicable diseases.

Communicable Disease

For more information on protecting yourself from communicable diseases, see “Infection Control”.

Chicken pox, strep throat, the common cold, gastroenteritis (stomach bug), and influenza (flu) are just a few of the common communicable diseases that affect children. There are many more. In general, there will be little you can do for a student in school who has a communicable disease.

Refer to the following for more guidance regarding communicable disease:
http://www.ndhealth.gov/disease/
http://www.ndhealth.gov/Immunize/default.htm

Child Care/School Infection Control Manual:

Managing Infectious Diseases in Child Care and Schools book (can purchase) by the American Academy of Pediatrics

The goal is to keep kids in school and ready to learn. Not all complaints from a student warrant a trip home or to the doctor’s office. Each situation should be assessed.

If student is found to be too sick to be in school or for further information, contact parent/legal guardian.
Cuts (minor), Scratches and Scrapes (including rope and floor burns)

Wear disposable gloves when exposed to blood or other body fluids.

Is the wound:
- Large?
- Deep?
- Bleeding freely?

No

*Wash wound gently with mild soap and water.
*Pat dry with clean gauze or paper towel.
*Apply clean gauze dressing (non-adhering or non-sticking) and bandage.

Yes

See Bleeding.

Check student’s immunization record for tetanus. See “Tetanus Immunization”.

Contact responsible school authority and parent/legal guardian.
A student with diabetes should be known to appropriate school staff. An emergency care plan should be developed. Staff in a position to administer any approved medications should receive training.

No diabetic student is the same or displays the same signs or symptoms. That is why it is crucial that each diabetic student has his/her own emergency care plan developed. Follow the student’s individual emergency care plan first and foremost.

The following guidelines are general guidelines if an emergency care plan is not available.

Symptoms that diabetic students may display include:
- Irritability and feeling upset.
- Change in personality.
- Sweating and feeling shaky.
- Loss of consciousness.
- Confusion or strange behavior.
- Rapid, deep breathing.

Is the student:
- Unconscious?
- Having a seizure?
- Unable to speak?
- Having rapid, deep breathing?

Yes

CALL EMS (911) & contact parent/legal guardian

If available, administer fast-acting sugar/glucose, such as cake frosting, inside cheek. Do not give anything student could choke on.

No

Does the student have a blood sugar monitor available?

Yes

Allow student to check blood sugar.

No

Give student sugar/glucose such as fruit juice (6-8 oz.), sugared soda (6-8 oz.), hard candy (6-7), glucose tablets, sugar packets (2), cake frosting, etc.

Is the student:
- Unconscious?
- Having a seizure?
- Unable to speak?
- Having rapid, deep breathing?

Yes

CALL EMS (911) & contact parent/legal guardian

If available, administer fast-acting sugar/glucose, such as cake frosting, inside cheek. Do not give anything student could choke on.

No

Is the student:
- Unconscious?
- Having a seizure?
- Unable to speak?
- Having rapid, deep breathing?

Yes

CALL EMS (911) & contact parent/legal guardian

If available, administer fast-acting sugar/glucose, such as cake frosting, inside cheek. Do not give anything student could choke on.

No

Is student improving?

Yes

Contact responsible school authority and parent/legal guardian.

No

Continue to watch the student in a quiet place, the student should begin to improve. Recheck blood sugar in 10 minutes.

Is student improving?

Yes

Contact responsible school authority and parent/legal guardian.

No

Continue to watch the student in a quiet place, the student should begin to improve. Recheck blood sugar in 10 minutes.
Diarrhea

Wear disposable gloves when exposed to blood or other body fluids.

A student might come to the office because of repeated diarrhea or after an “accident” in the bathroom.

Does student have any of the following signs of probable illness:
* More than 2-3 loose stools per day?
* Oral temperature over 100.0 F? See “Fever”.
* Blood present in the stool?
* Severe stomach pain?
* Dizziness or paleness?

Yes → Contact responsible school authority and parent/legal guardian.

No → * Allow student to rest if experiencing stomach pain.
* Give the student water to drink.

Contact responsible school authority and parent/legal guardian.
Ears

Drainage From Ear

Do **not** attempt to clean out ear.

A warm water bottle or compress (not hot) against the ear will give comfort while waiting for parent/legal guardian.

Contact responsible school authority and parent/legal guardian. **Urge medical care.**

Earache

Contact responsible school authority and parent/legal guardian. **Urge medical care.**

Object in Ear Canal

Do **NOT** attempt to remove object. This could cause further damage to the inner ear. You can gently tilt head toward the affected side to see if object falls out on its own.

Contact responsible school authority and parent/legal guardian. **Urge medical care.**
Electric Shock

Turn off power source, if possible. Do not touch student until power source is shut off. Once power source is off and the scene is safe, approach student and ask “Are you OK?”

- **CALL EMS (911)**
- Is student unconscious or unresponsive?
  - Yes
    - *Keep airway clear*
    - *Look, listen and feel for breathing*
    - *If student is not breathing, start CPR* See “CPR”.
  - No
    - Treat any burns. See “Burns”

- Contact responsible school authority and parent/legal guardian.
Eye Injury

Keep student lying flat and quiet.

*Is injury severe?
*Is there a change in vision?
*Has object penetrated eye?

Yes

If an object has penetrated the eye, do NOT remove the object.

Cover the eye with a paper cup or similar object to keep student from rubbing, do NOT touch eye or put any pressure on eye.

No

With any eye problem, ask the student if he/she wears contact lenses. Have student remove lenses before giving any first aid to the eye.

Contact responsible school authority and parent/legal guardian.
Urge medical care.

Call EMS (911)
Eyes (particle in eye)

Keep student from rubbing eye.

*If necessary, lay student down and tip head toward affected side.
*Gently pour lukewarm tap water over the open eye to flush out the particle.

If particle does not flush out of eye or if eye pain continues, contact responsible school authority and parent/legal guardian. Urge Medical Care.
Eyes (Chemical in Eye)

* Wear gloves and, if possible, goggles (eye protection).
* Immediately rinse the eye with large amounts of clean water for 20-30 minutes. Use an eyewash station if available.
* Tip the head so the affected eye is below the unaffected eye and water washes from eye to side of face.

Call **Poison Control** for further instructions.
1-800-222-1222

If eye has been burned by chemical,
**Call EMS (911)**

Contact responsible school authority and parent/legal guardian.
Many things can cause fainting:
- Injuries
- Illness
- Blood loss/shock
- Heat exhaustion
- Diabetic reaction
- Severe allergic reaction
- Standing still too long
- Sudden movement (standing up quickly)

If you know the cause of the fainting, see the appropriate guideline.

If you observe any of the following signs of fainting, have the student lie down to prevent injury from falling:
- Extreme weakness or fatigue.
- Dizziness or light-headedness.
- Extreme sleepiness.
- Pale, sweaty skin.
- Nausea.

Most students who faint will recover quickly when lying down. If student does not regain consciousness immediately, see “Unconsciousness”.

*Is fainting due to injury?  
*Was student injured when he/she fainted?

Yes or unsure

*Keep student in flat position.  
*Elevate feet.  
*Loosen clothing around neck and waist.

No

*Keep airway clear and monitor breathing.  
*Keep student warm, but not hot.  
*Control bleeding if needed.  
*Give nothing by mouth.  
*If student is not breathing normally or not responding, see “CPR”.

Treat as possible neck injury. See “Neck and Back Injuries”.  
Do not move the student.

Contact responsible school authority and parent/legal guardian.

If student feels better and there is no danger of neck injury, he/she may be moved to a quiet, private area.
Fever; Not Feeling Well

Take student’s temperature.
(It is not recommended to use a mercury thermometer or to take a rectal temperature).

Is student’s temp greater than 100.0 F?

No

Does student have other symptoms such as:
*Cough?
*Runny nose?
*Stomachache or vomiting?
*Sore throat?
*Ear pain?
*Headache?

No

Yes

Contact responsible school authority and parent/legal guardian.

Yes

Student can go back to class. Continue to monitor. If fever becomes greater than 100.0 F or other symptoms become apparent, contact responsible school authority and parent/legal guardian.

Fever is a normal defense mechanism of the body. Most are caused by a viral or bacterial infection. Children with fevers are not always contagious. Generally, fevers do not need to be treated, but rather the symptoms that may accompany a fever such as pain or discomfort.
Fractures, Dislocations, Sprains & Strains

Treat all injured parts as if they could be fractured.

Symptoms may include:
- Pain in one area
- Swelling.
- Feeling “heat” in injured area.
- Discoloration.
- Limited movement.
- Bent or deformed bone.
- Numbness or loss of sensation.

Call EMS (911)

* Is bone deformed or bent in an unusual way?
* Is skin broken over possible fracture?
* Is bone sticking through skin?

Yes

* Do not let student put weight on injured part.
* Gently support and elevate injured part.
* Apply ice, covered with a cloth or paper towel to minimize swelling.

No

Student can return to class. Monitor for any changes.

Contact responsible school authority and parent/legal guardian

Contact responsible school authority and parent/legal guardian

Urge Medical Care

Only give medication if previously authorized and proper paperwork is in order.

After period of rest, recheck injury:
- Are pain, numbness & tingling gone?
- Has sensation returned?
- Can student put weight on injured part?

Yes

No
Frostbite can result in the same type of tissue damage as a burn. It is a serious condition and requires medical attention.

Exposure to extreme cold environments, even for a short period of time, can result in hypothermia and frostbite; particularly on fingers, toes, nose and ears.

Frostbitten skin may:
* Look discolored.
* Feel cold to the touch.
* Feel numb to the student.

Deeply frostbitten skin may:
* Look white or waxy.
* Feel firm or hard (frozen).

* Take student to a warm place.
* Remove cold or wet clothing and give student warm, dry clothes.
* Protect cold part from further injury.
* Do not rub or massage the cold part or apply heat such as a water bottle, heating pad or hot running water.
* Cover part loosely with nonstick, sterile dressings or dry blanket.

Does extremity/part:
* Look discolored-grayish, white or waxy?
* Feel firm/hard (frozen)?
* Have a loss of sensation?

Contact responsible school authority and parent/legal guardian.

Keep student and affected part warm.

Call EMS (911)

Contact responsible school authority and parent/legal guardian.

Urge Medical Care.
Headache

Has a head injury occurred?

Yes → See “Head Injuries”

No → *Is headache severe? *Are other symptoms present, such as:

- Vomiting
- Temperature >100.0 F (see “Fever”)
- Blurred vision
- Dizziness

Yes → Contact responsible school authority and parent/legal guardian.

No → Have student lie down for a short time in a quiet, private room.

*Apply a cold cloth or compress to student’s head.

*Call parent/legal guardian and ask permission to give authorized medication.

If headache persists, contact responsible school authority and parent/legal guardian.

Only give medication if previously authorized and proper paperwork is in order.
Many head injuries that happen at school are minor. Head wounds may bleed easily and form large bumps. Bumps to the head may not be serious. But, head injuries from falls, sports, and violence may be serious. If head is bleeding, see “Bleeding”.

Turn the head and body together to the side, keeping the head and neck in a straight line with the trunk.

*Have student rest, lying flat. *Keep student quiet and warm.

Is student vomiting?

Yes

Call EMS (911)

*Check student’s airway. *Look, listen and feel for breathing. *If student stops breathing, start CPR. See “CPR”.

No

Even if student was only briefly confused & seems fully recovered, contact responsible school authority & parent/legal guardian. Urge Medical Care. Watch for delayed symptoms.

Are any of the following symptoms present?

*Unconsciousness. *Seizure(s). *Neck pain. *Student unable to respond to simple commands. *Blood or water fluid in ears. *Student unable to move or feel arms/legs. *Blood is flowing freely from head. *Student is sleepy or confused.

Are any of the following symptoms present?

*With a head injury (other than a “bump”), always suspect neck injury as well. *Do not move or twist the back or neck. See “Neck and Back Pain”.

*If student only bumped head and does not have any other complaints or symptoms, see “Bruises”.

Watch student closely. *Do not leave student alone.

*With a head injury (other than a “bump”), always suspect neck injury as well. *Do not move or twist the back or neck. See “Neck and Back Pain”.

Watch student closely. *Do not leave student alone.

*With a head injury (other than a “bump”), always suspect neck injury as well. *Do not move or twist the back or neck. See “Neck and Back Pain”.

Watch student closely. *Do not leave student alone.

*With a head injury (other than a “bump”), always suspect neck injury as well. *Do not move or twist the back or neck. See “Neck and Back Pain”.

Watch student closely. *Do not leave student alone.
Heat Stroke/Heat Exhaustion

Strenuous activity in the heat may cause heat-related illness. Symptoms may include:
* Red, hot, dry skin.
* Weakness and fatigue.
* Cool, clammy hands.
* Vomiting.
* Loss of consciousness.

Heat emergencies are caused by spending too much time in the heat. Heat emergencies can be life-threatening situations and should be taken seriously.

- *Remove student from the heat to a cooler place.*
- *Have student lie down.*

- *Does student have hot, dry, red skin?*
  - *Is student vomiting?*
  - *Is student confused?*

  - Yes
    - *Quickly remove student from heat to a cooler place.*
    - *Put student on his/her side to protect airway.*
    - *Look, listen and feel for breath*  
      - **If student stops breathing, start CPR.**  
      - See “CPR”.
    - *Cool rapidly by completely wetting clothing with room temperature water.*
    - *Do not use ice water or anything other than water.*

  - No
    - *Remove student from the heat to a cooler place.*
    - *Have student lie down.*
    - *Does student have hot, dry, red skin?*
      - *Is student vomiting?*
      - *Is student confused?*

- *Call EMS (911)*
  - *Contact responsible school authority and parent/legal guardian.*

- *Give clear fluids such as water, 7-Up or Gatorade frequently in small amounts if student is fully awake and alert.*

- *Contact responsible school authority and parent/legal guardian.*
Hypothermia happens after exposure to cold when the body is no longer capable of warming itself. Young children are particularly susceptible to hypothermia. It can be a life-threatening condition if left untreated.

Hypothermia can occur after a student has been outside in the color or in cold water. Symptoms include:

- Confusion
- Shivering
- Weakness
- Sleepiness
- Blurry vision
- Slurred speech
- Impaired judgement
- White or grayish skin color

*Take student to a warm place.
*Remove cold or wet clothing and wrap student in a warm, dry blanket.

Does student have:

- Loss of consciousness?
- Slowed breathing?
- Confused or slurred speech?
- White, grayish or blue skin?

Yes → Call EMS (911)

No → Continue to warm student with blankets. If student is fully awake and alert, offer warm (not hot) fluids, but no food.

Continue to warm student with blankets. If student is sleepy or losing consciousness, place on his/her side to protect airway.

*Give nothing by mouth.
*Continue to warm with blankets.
*If student is sleepy or losing consciousness, place on his/her side to protect airway.
*Look, listen and feel for breathing.
*If student stops breathing, start CPR. See “CPR”.

Contact responsible school authority and parent/legal guardian.
Menstrual Problems

Could the student be pregnant?

- Yes: See “Pregnancy”
- No:
  - Are cramps mild or severe?
    - Mild: Recommend regular activities.
    - Severe: A short period of quiet rest may provide relief. Call parent/legal guardian to get permission to administer authorized medication.

Continue to monitor. If student does not get better and cannot concentrate, notify responsible school authority and parent/legal guardian.

Only give medication if previously authorized and proper paperwork is in order.
Mouth and Jaw Injuries

Check student’s immunization record for tetanus. See “Tetanus Immunization”.

Wear disposable gloves when exposed to blood or other body fluids.

Do you suspect a head injury other than mouth or jaw?

Yes → See “Head Injuries”.

No → Have teeth been injured?

Yes → Has jaw been injured?

Yes → Do not try to move jaw. Gently support jaw with hand.

No → Contact responsible school authority and parent/legal guardian. Urge Medical Care.

*Is cut large or deep? *Is there bleeding that can’t be stopped?

No → Contact responsible school authority and parent/legal guardian. Urge Medical Care.

Yes → Place a cold compress over the area to minimize swelling.

If tongue, lips or cheeks are bleeding, apply direct pressure with sterile gauze or clean cloth.

*See “Teeth”.

See “Bleeding”.

Yes → Place cold compress over area to minimize swelling.

No → Contact responsible school authority and parent/legal guardian. Urge Medical Care.
Neck and Back Pain

Suspect a neck/back injury if pain results from:
* Falls over 10 feet or falls onto head.
* Being thrown from a moving object.
* Sports.
* Violence.
* Being struck by a car or fast moving vehicle.

Has an injury occurred?

Yes

Did student walk in or was he/she found lying down?

Lying down

Walked in

Have student lie down on his/her back. Support head by holding it in a face-forward position. Try not to move neck or head.

Call EMS (911)

Contact responsible school authority and parent/legal guardian

A stiff or sore neck from sleeping in a “funny” position is different than neck pain from a sudden injury. Although it may be uncomfortable, a stiff neck from a non-injury is generally not emergent.

Does student have:

* Fever?
* Headache?
* Nausea?
* Photophobia (discomfort when looking into bright lights)?
* Confusion?
* Drowsiness?

If student is so uncomfortable that he or she is unable to participate in normal activities, contact responsible school authority and parent/legal guardian.

These could be signs of Meningitis. Contact school authority and parent/legal guardian.

Urge Medical Care.
Nose (Bloody or Broken)

Nose Bleed

- Wear disposable gloves when exposed to blood or other body fluids.
- Place student sitting comfortably with head slightly forward or lying on side with head raised on pillow.
- Encourage mouth breathing and discourage nose blowing, repeated wiping, or rubbing.
- If blood is flowing freely from the nose, provide constant uninterrupted pressure by pressing the nostrils firmly together for about 15 minutes.

If blood is still flowing freely after applying pressure, contact responsible school authority and parent/legal guardian.

Broken Nose

- Care for nose as in “Nose Bleed”.
- Contact responsible school authority and parent/legal guardian.
- Urge Medical Care.

See “Head Injuries” if you suspect a head injury other than a nose-bleed or broken nose.
Nose (Foreign Object In)

Is object:
* Large?
* Puncturing the nose?
* Deeply imbedded?

Yes or not sure

Do not attempt to remove the object. See “Puncture Wounds” if object has punctured nose.

No

Have student hold the clear nostril closed while gently blowing nose to try and push object out.

Did the object come out?

Yes

If there is no pain, student may return to class. Notify parent/legal guardian.

No

Contact responsible school authority and parent/legal guardian. Urge Medical Care.
Poisoning and Overdose

Poisons can be swallowed, inhaled, absorbed through the skin or eyes, or injected. Call Poison Control when you suspect poisoning from:

- Medication
- Insect bites/stings
- Snake bites
- Plants
- Chemicals/Cleaners
- Drugs/Alcohol
- Food
- Inhalants
- Unsure

Possible warning signs of poisoning include:

- 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 or fainting.
- Seizures or convulsions.

Do not induce vomiting or give anything unless instructed by Poison Control.

*If student becomes unconscious, place on his/her side. Check airway. Look, listen and feel for breathing.

*If student stops breathing, start CPR. See “CPR”.

Call Poison Control.
1.800.222.1222
Follow their directions.

If possible, find out:

- Age and weight of student.
- What the student swallowed.
- What type of “poison” it was.
- How much and when it was taken.

Contact responsible school authority and parent/legal guardian.

If possible, send sample of vomited material and ingested material with it’s container to hospital with student.
Pregnant students should be known to appropriate school staff. Any student who is old enough to be pregnant, might be pregnant.

**Morning Sickness:**
Treat as vomiting. See “Vomiting”. If severe, contact responsible school authority and parent/legal guardian.

**Vaginal Bleeding:**
Contact responsible school authority and parent/legal guardian. **Urge medical care.** If student experiences spotting or vaginal bleeding **along with** cramping and abdominal pain (particularly on one side), it could be an ectopic pregnancy or other serious complication. **Call EMS (911)**

**Seizure**
This may be a serious complication of pregnancy. **Call EMS (911)**

**Amniotic Fluid Leakage:**
This is **not** normal and may indicate the beginning of labor. Contact responsible school authority and parent/legal guardian. **Urge medical care.**

**Cramping:**
During the first three months of pregnancy, if student has cramping or abdominal pain (particularly on one side), spotting or bleeding, this may be an ectopic pregnancy. **Call EMS (911)**

If cramps are mild to severe during the remainder of the pregnancy, this may be the beginning of labor. **Urge medical care.** Contact responsible school authority and parent/legal guardian.
Wear disposable gloves when exposed to blood or other body fluids.

Do not remove object.
* Wrap bulky dressing around object to support it.
* Try to calm student.

Has eye been wounded?

Yes

See “Eye Injury”.
Do not touch eye.

No

Is object still stuck in wound?

Yes

Is object still stuck in wound?

Yes

Do not try to probe or squeeze.

No

Do not try to probe or squeeze.

* Wash the wound gently with soap and water.
* Check to make sure the object left nothing in the wound.
* Cover with a clean bandage.

See “Bleeding” if wound is deep or bleeding freely.

No

Check student’s immunization record for Tetanus. See “Tetanus Immunization”.

* Is object large?
* Is wound deep?
* Is wound bleeding freely or squirting blood?

Yes

Contact responsible school authority and parent/legal guardian.

No

Call EMS (911)
See “Bleeding” if wound is deep or bleeding freely
Rashes may have many causes including heat, infection, illness, reaction to medications, allergic reactions, insect bites, dry skin or skin irritations.

Visit [http://media.chop.edu/data/files/pdfs/rash-poster.pdf](http://media.chop.edu/data/files/pdfs/rash-poster.pdf) for additional information on some common skin rashes.

Some rashes may be contagious. Wear disposable gloves to protect yourself when in contact with any rash.

Rashes include things such as:
- Hives.
- Red spots (large/small, flat/raised).
- Purple spots.
- Small blisters.

Other symptoms may indicate whether the student needs medical care. Does the student have?
- Loss of consciousness?
- Difficulty breathing or swallowing?
- Purple spots?

Call EMS (911)
Contact responsible school authority and parent/legal guardian.

Yes
- See “Allergic Reaction” and “Communicable Disease” for more information.

No
- If any of the following symptoms are present, contact responsible school authority and parent/legal guardian and urge medical care.
  - Oral temperature > 100.0 F (See “Fever”).
  - Headache
  - Diarrhea
  - Sore throat
  - Vomiting
  - Rash is bright red and sore to the touch.
  - Student is so uncomfortable that he/she is unable to participate in regular school activities.

No
Seizures may be any of the following:
* 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 behavior for that person.

Refer to student’s emergency care plan. Note time so that you can track how long the seizure is happening.

If student seems off balance, place him/her on the floor (on a soft surface) for observation and safety. Do **not** use a pillow.
* Keep airway clear by placing student on his/her side.
* Do **not** restrain movements.
* Move surrounding objects to avoid injury.
* Do **not** place anything in the student’s teeth or mouth.

Seizures are often followed by sleep. The student may also be confused. This may last from 15-60 minutes or longer. After the sleeping period, the student should be encouraged to participate in all normal class activities.

A student with a history of seizures should be known to appropriate school staff. An emergency care plan should be developed and in place for students with epilepsy. This care plan should include a description of onset, type, duration, and after effects of the student’s seizures.

Observe details of the seizure to relay to parent/legal guardian and health care provider.
* Duration (how long seizure lasts).
* Kind/type of movement or behavior.
* Body parts involved.
* Loss of consciousness.

Is student having a seizure lasting longer than 5 minutes?
* Is student having multiple seizures one after another?
* Is this the student’s first ever seizure?
* Is student having any breathing difficulties? **If student stops breathing, start CPR.** See “CPR”.

Yes

Contact responsible school authority and parent/legal guardian.

No

Call EMS (911)
Shock

**Signs of shock include:**
- Pale, cool, moist skin.
- Mottled, ashen, blue skin.
- Altered consciousness or confusion.
- Nausea, dizziness, or thirst.
- Severe coughing, high pitched whistling sound.
- Blueness in the face.
- Fever >100.0 F in combination with lethargy, loss of consciousness, extreme sleepiness, abnormal activity.
- Unresponsiveness.
- Difficulty breathing or swallowing.
- Rapid breathing.
- Rapid, weak pulse.
- Restlessness/irritability.

If injury is suspected, see “Neck and Back Pain” and treat as a possible neck injury.

Do not move student unless he/she is in danger.

*Any serious injury or illness may lead to shock, which is the lack of blood and oxygen to the body tissues.
*Shock is life-threatening.
*Stay calm and get immediate assistance.
*Check for medical alert bracelet or student’s emergency care plan if available.

See the appropriate guideline to treat the most severe symptoms first.

**Not breathing:** see “CPR”.
**Unconscious:** see “Unconsciousness”.
**Bleeding profusely:** see “Bleeding”.

Contact responsible school authority and parent/legal guardian.

While waiting for ambulance:
- Keep student in position of comfort.
- Elevate feet 8-10 inches if no neck/back injury suspected.
- Loosen clothing around neck and waist.
- Cover with blanket or sheet.
- Give nothing by mouth.
- If vomiting occurs, roll student onto left side.

Call EMS (911)
Splinters or Other Embedded Objects

Wear disposable gloves when exposed to blood or other body fluids.

Check student’s immunization record for Tetanus. See “Tetanus Immunization”.

Gently wash area with soap and water.

Is the object:
* Protruding above the surface of the skin?
* Small?
* Shallow?

Yes

* Remove with tweezers unless this causes student pain.
* Do not probe under skin.

No

* Leave in place.
* Do not probe under skin.

Contact responsible school authority and parent/legal guardian. Urge Medical Care.

Were you successful in removing the entire splinter/object?

Yes

Wash again. Apply clean dressing.

No

Apply clean dressing.

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Stabbing and Gunshot Injuries

Call EMS (911) for injured student.
*Call police.
*Intervene only if the situation is safe for you to approach.

Refer to your school’s policy for addressing violent incidents.

Wear disposable gloves when exposed to blood or other body fluids.

Is the student:
*Losing consciousness?
*Having difficulty breathing?
*Bleeding uncontrollably?

Yes
No

*Check student’s airway.
*Look, listen and feel for breathing.
*If student stops breathing, start CPR. See “CPR”.

Contact responsible school authority and parent/legal guardian.

Check student’s immunization record for Tetanus. See “Tetanus Immunization”.

*Lay student down in a position of comfort if he/she is not already doing so.
*Elevate feet 8-10 inches, unless this causes pain or a neck/back injury is suspected.
*Hold firm pressure to injured area with a clean bandage to stop bleeding.
*Gently elevate injured part if possible.
*Cover student with blanket or sheet to keep body temperature normal.
*Also see “Shock”.

Is the student:
*Losing consciousness?
*Having difficulty breathing?
*Bleeding uncontrollably?
Stings

Does student have:
* Difficulty breathing?
* A rapidly expanding area of swelling, especially of the lip, mouth, or tongue?
* A history of allergy to stings?

Yes

Refer to student’s emergency care plan. Also see “Allergic Reaction”.

No

A student may have a delayed allergic reaction up to 2 hours after the sting. Adult(s) supervising student during normal activities should be aware of the sting and should watch for any delayed reaction.

If available, administer doctor or parent approved medications.

Call EMS (911)

* Check student’s airway.
* Look, listen, and feel for breathing.
* If student stops breathing, start CPR. See “CPR”.

Contact responsible school authority and parent/legal guardian.

Remove stinger if present. To do this, use a credit card (or something similar) to scrape area. Do NOT SQUEEZE or use a tweezers.
* Wash area with soap and water.
* Apply a cold compress. Also see “Allergic Reaction”.

A student with a history of allergy to stings should be known to all school staff. An emergency care plan should be developed.
Stomach pain (stomachache) may have many causes including:
- Illness
- Hunger
- Overeating
- Diarrhea
- Food Poisoning
- Injury
- Menstrual Difficulties
- Stress
- Gas Pain
- Psychological Issues
- Constipation
- Pregnancy

Has a serious injury occurred resulting from:
- Sports?
- Violence?
- Being struck by a fast moving object?
- Falling from a significant height?
- Being thrown from a moving object?

Suspect neck injury. See “Neck and Back Pain”.

Contact responsible school authority and parent/legal guardian. Urge Medical Care.

Take student’s temperature. If temperature is >100.0 F, see “Fever”.

Does student have:
- Fever?
- Severe stomach pains?
- Vomiting?

Allow student to go back to class.

Allow student to rest and sip on water in a comfortable, private place. Does the student feel better?

Yes

No
Teeth Injuries

Orthodontic Emergencies:
See this website/document for further instructions:

Broken, Displaced, or Knocked-out Tooth:
See this website/document for further instructions:

Bleeding Gums and Toothache:

Generally no first aid measure in the school will be of any significant value.

Contact responsible school authority and parent/legal guardian. Urge Dental Care.
Tetanus Immunization

Protection against tetanus should be considered with any wound, even a minor one. After any wound, check the student’s immunization record for tetanus and notify parent/legal guardian of immunization status.

A **minor wound** would need a tetanus booster only if it has been more than 10 years since the last tetanus shot, if the immunization history is unknown, or if the student is 5 years old or younger.

**Other wounds**, such as those contaminated by dirt, feces, saliva, puncture wounds, amputations, crush wounds, burns, and frostbite need a tetanus booster if it has been more than 5 years since the last tetanus shot.

For further information or clarification, the parent/legal guardian should consult their child’s primary health care provider.

More information on immunizations can be found at:

- [http://www.ndhealth.gov/Immunize/default.htm](http://www.ndhealth.gov/Immunize/default.htm)
- [https://www.cdc.gov/vaccines/index.html](https://www.cdc.gov/vaccines/index.html)
Students have an increased chance of having a tick after being in wooded areas or tall grass/brush. However, ticks can live in other places also. Ticks can carry disease and/or cause infection. Ticks should be removed immediately when discovered on a student’s skin.

Wear gloves when exposed to blood and other body fluids.

Wash area where tick is attached to the skin prior to removal.

*Using tweezers, grasp the tick as close to the skin surface as possible.
*Do not twist or jerk the tick as the mouth parts may break off. It is important to remove the entire tick.
*Try not to squeeze, crush, or puncture the body of tick as you remove it.

*Wash area where tick was removed with soap and water.
*Wash your hands.
*Apply a bandage to area if needed.

Ticks can be disposed of safely by:
*Submerging in alcohol.
*Placing in a sealed bag/container.
*Wrapping tightly with tape.
*Flushing down the toilet.

Contact responsible school authority and parent/legal guardian.
Unconsciousness may have many causes including:
* Injuries
* Blood loss/shock
* Poisoning
* Illness
* Severe allergic reaction
* Diabetic reaction
* Fatigue
* Heat exhaustion
* Stress
* Not eating

If you know the cause of the unconsciousness, see the appropriate guideline.

Did student regain consciousness immediately?

- No
  - Is unconsciousness due to injury?
    - Yes
      - See “Neck and Back Pain” and treat as a possible neck injury.
      - Do not move student.
    - No
      - *Open airway with head tilt/chin lift.*
      - *Look, listen, and feel for breathing.*

- Yes
  - *See “Fainting”.

Is unconsciousness due to injury?

- Yes
  - *See “Neck and Back Pain” and treat as a possible neck injury.
  - *Do not move student.*
- No
  - *Open airway with head tilt/chin lift.*
  - *Look, listen, and feel for breathing.*

Is student breathing?

- Yes
  - *Keep student in flat position of comfort.*
  - *Elevate feet 8-10 inches unless this causes pain or neck/back injury is suspected.*
  - *Loosen clothing around neck and waist.*
  - *Cover with blanket or sheet.*
  - *Give nothing to eat or drink.*
  - *If student vomits, roll to left side keeping back and neck in straight alignment (if injury is suspected).*

- No
  - Call EMS (911)

Contact responsible school authority and parent/legal guardian.

Begin CPR

See “CPR”

Call EMS (911)
If a number of students or staff become ill with the same symptoms, suspect food poisoning.

**Call Poison Control.**

1.800.222.1222

**Follow their directions.**

Notify local health department.

Vomiting may have many causes including:

- Illness
- Bulimia
- Anxiety
- Pregnancy
- Injury/Head Injury
- Heat Exhaustion
- Overexertion
- Food Poisoning

Wear disposable gloves when exposed to blood and other body fluids.

Take student’s temperature. Note oral temperature >100.0 F as fever. See “Fever”.

*Have student lie down on his/her side in a room that affords privacy to rest.
*Apply a cool, damp cloth to student’s face or forehead.
*Have a bucket or garbage can available.
*Give no food or medications. You may offer ice chips or small sips of clear fluids such as 7-Up or Gatorade (not red), if student is thirsty.

Does student have:

- Repeated vomiting?
- Fever?
- Severe stomach pains?
- Dizziness?
- Paleness?

If yes:

Contact responsible school authority and parent/legal guardian. **Urge Medical Care.**

If no:

Contact responsible school authority and parent/legal guardian.
Each school district should determine which forms to use. Some of the following links were developed by a school district or local public health unit that delivers school health services. These forms may be adapted to fit your school’s needs. In addition, other samples and templates can be found by searching the internet. The provided forms may not be inclusive of your school’s needs. If you cannot find a form suitable to your needs, please search for an alternative or contact one of the authors of this manual.

We would like to thank the cited organizations for access to their forms.

**Authorization for Administration of Specialized Healthcare Procedures** (Fargo Public Schools)
http://tinyurl.com/SpecializedHealthProcedures

**Emergency Care Plan for Severe Allergy** (Fargo Public Schools)
https://www.west-fargo.k12.nd.us/district/medicalforms/EmergencyCarePlanSevereAllergy.pdf

**Anaphylaxis Action Plan and Authorization for Epi-Pen** (Bismarck Public Schools)

**Anaphylaxis Emergency Care Plan** (North Dakota Department of Health)
Forms, continued

Asthma Action Plan (North Dakota)

Asthma Action Plan and Authorization for Reliever Medication (Bismarck Public Schools)

Asthma Emergency Care Plan (Fargo Public Schools)
http://tinyurl.com/EmerPlanAsthma

Asthma Management Plan (American Lung Association)
CPR – Pediatric (Under 8 Years) – One Responder (American Heart Association)

CPR – Pediatric (Under 8 Years) – Two or More Responders (American Heart Association)

CPR – Adult (8 and Older) (American Heart Association)
Confidentiality and Public School Health Records (New Hampshire Department of Health)
http://education.nh.gov/instruction/school_health/faq_records.htm

Diabetes Emergency Care Plan (Fargo Public Schools)
https://www.west-fargo.k12.nd.us/district/medicalforms/EmergencyCarePlanDiabetes.pdf

Documentation of Procedure Administration (Fargo Public Schools)
http://tinyurl.com/Documentation-ProcedureAdmin

Emergency Plan, General (West Fargo Public Schools)
https://www.west-fargo.k12.nd.us/district/medicalforms/EmergencyCarePlan.pdf

Epi-Pen Emergency Form/Procedure (Bismarck Public Schools)

Individualized Healthcare Plan/Health Management Plan (Custer Health)
http://tinyurl.com/Indiv-HealthManagementPlan
Medication Record Administration (Fargo Public Schools)
http://tinyurl.com/MedRecordAdmin

Medication Administration PowerPoint (for training unlicensed school staff)
http://www.ndhealth.gov/school-nursing/medicationadministration.htm

Prescription and OTC Authorization for Medication Administration (Fargo Public Schools)
http://tinyurl.com/Prescription-OTCAuthorization

Request and Authorization for Self-Administration of Medication (Fargo Public Schools)
http://tinyurl.com/Self-Administration-Medication

Seizure Emergency Care Plan (West Fargo Public Schools)
https://www.west-fargo.k12.nd.us/district/medicalforms/EmergencyCarePlanSeizures.pdf
Seizure Management Plan (Bismarck Public Schools)

Specialized Procedure Physician Request (East Whittier City School District – CA)
http://www.ewcsd.org/district%20forms/P/Physician_s_Authorization_Request.pdf

Specialized Procedure Training Verification (Fulton County Schools – GA)
http://tinyurl.com/SpecProcedureTraining

Staff Training Record Sample

Student Health History Form (sample)
http://www.ndhealth.gov/school-nursing/publications.htm

Student Health History Form (Cincinnati Public Schools)