Emergency Medical Care Procedures

Dial 9-911

• To report a fire
• To call police
• To call for Emergency Medical Services

<table>
<thead>
<tr>
<th>School</th>
<th>________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>________________________________</td>
</tr>
<tr>
<td>Phone</td>
<td><strong>(</strong>_______)____________________</td>
</tr>
<tr>
<td>Entrance for emergency team</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

Minneapolis Public Schools
Health Related Services / Environmental Health and Safety
September, 2001
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>To Activate Emergency Medical Services</td>
<td>3</td>
</tr>
<tr>
<td>Accident to Employees</td>
<td>22</td>
</tr>
<tr>
<td>Allergic Reaction</td>
<td>4</td>
</tr>
<tr>
<td>Asthma and Breathing Trouble</td>
<td>5</td>
</tr>
<tr>
<td>Bites – Animal and Human</td>
<td>6</td>
</tr>
<tr>
<td>Bleeding</td>
<td>7</td>
</tr>
<tr>
<td>Bone, Joint and Muscle Injuries</td>
<td>8</td>
</tr>
<tr>
<td>Burns</td>
<td>9</td>
</tr>
<tr>
<td>Choking</td>
<td>10</td>
</tr>
<tr>
<td>Diabetic Emergency</td>
<td>11</td>
</tr>
<tr>
<td>Fainting/Unconscious</td>
<td>12</td>
</tr>
<tr>
<td>Frostbite/Hypothermia</td>
<td>13</td>
</tr>
<tr>
<td>Heat Stroke/Exhaustion</td>
<td>14</td>
</tr>
<tr>
<td>Head and Neck Injuries</td>
<td>15</td>
</tr>
<tr>
<td>Heart Attack</td>
<td>16</td>
</tr>
<tr>
<td>Injuries to Ears, Nose, Eyes, Mouth, Teeth</td>
<td>17</td>
</tr>
<tr>
<td>Intoxication</td>
<td>18</td>
</tr>
<tr>
<td>Insect Bite and Stings</td>
<td>6</td>
</tr>
<tr>
<td>Poisoning</td>
<td>18</td>
</tr>
<tr>
<td>Permission to Give Care</td>
<td>22</td>
</tr>
<tr>
<td>Protecting Yourself</td>
<td>22</td>
</tr>
<tr>
<td>Rescue Breathing</td>
<td>19</td>
</tr>
<tr>
<td>Seizures</td>
<td>20</td>
</tr>
<tr>
<td>Shock</td>
<td>20</td>
</tr>
<tr>
<td>Wounds</td>
<td>21</td>
</tr>
</tbody>
</table>
To Activate Emergency Medical Services

1. **Dial 9** (to get an outside line) and then 911.

2. **Clearly state school name, address and exact location of victim.**

3. State the nature of the emergency.
   - Life threatening (heart attack, breathing emergency)
   - Non-life threatening (example: broken leg)

4. State that someone will meet the emergency personnel at _______________ door of the building.

5. Notify school office that 911 has been called, and location of emergency.

6. Station someone at designated entrance to direct emergency personnel to the scene.

7. Notify your site’s health office.


9. Complete “Student Accident/Incident Report” or “First Report of Injury” if appropriate.
Allergic Reaction

Mild
Observe for symptoms. Symptoms may include one or more of the following:
- Hives
- Local swelling
- Local itching
- Redness

1. Identify allergen (food such as peanuts, shell fish, medication, insect stings.*
2. Wash area with soap and water.
3. Apply a cold pack.
4. Contact parent if appropriate.

Severe
Symptoms may include one or more of the following:
- Generalized flush
- Weakness
- Itching
- Hives
- Severe anxiety
- Chest pain
- Breathing difficulty
- Throat swelling, lips, tongue
- Loss of consciousness
- Wheezing/coughing

1. CALL 911 if having breathing difficulty.
2. Identify allergen if possible.
3. Follow emergency care plan if known severe allergy.
4. Notify your site’s health office as soon as possible.
5. Contact parent and describe symptoms. Be specific.
6. Complete “Student Accident/Incident Report.”

*See Insect Bites and Stings
Asthma and Breathing Trouble

Symptoms of breathing trouble:
- Unusually slow or fast breathing
- Breathes unusually deep or shallow
- Grasping for breath
- Wheezing, gurgling, or making high-pitched noises
- Skin unusually moist
- Skin flushed, pale, ashen or bluish looking
- Person feels short of breath
- Person feels dizzy or light-headed
- Person feels pain in chest or tingling in hands or feet
- Person feels apprehensive or fearful

Symptoms of asthma attack can also include:
- Coughing, wheezing, restlessness, or upset stomach

Care of asthma and breathing trouble (See Choking and Rescue Breathing if not breathing at all.)
1. Remain calm and reassure person.
2. Have person sit up and breathe evenly, breathing in through nose, breathing out with pursed lips.
3. If asthma episode is suspected, give glass of room temperature water to sip.
4. Elevate arms to shoulder level and provide support for the arms (desk or back of chair).
5. **Notify your site’s health office to:** 1) Give medication if ordered and available (Some students carry their asthma inhaler with them); 2) Contact parent/guardian.
6. **Reasons to call 9-911:**
   - Blue lip area or blue nailbeds
   - Difficulty talking, walking or drinking
   - “Quick relief” reliever medication (inhaled bronchodilator) is ineffective, unavailable, or used too recently to repeat
   - Neck, throat, or chest retractions (Sucking in of the skin between ribs or at base of the neck)
   - Nasal flaring when inhaling
   - Obvious distress
   - Altered level of consciousness/confusion
   - Rapidly deteriorating condition
**Bites – Animal and Human**

Care of animal bites (See Bleeding and Protecting Yourself)

1. If wound is bleeding seriously, control bleeding first and get medical attention. Wound will be properly cleaned at the medical facility.
2. If wound is minor, wash it with soap and water and rinse thoroughly. Control any bleeding and apply a dressing.
3. Notify parent/guardian, advising them to consult their physician.* Anyone bitten by any wild or domestic animal must get medical attention as soon as possible.
4. For animal pick-up and/or to file a bite report, call Minneapolis Animal Control, 612-348-4250.
5. For rabies information, call Hennepin County Community Health Department, 952-930-2729.

Care of human bites:

1. If skin is broken, wash thoroughly with soap and water, rinse thoroughly and cover with bandage.
2. If skin is not broken, wash with soap and water.
3. If a student is bitten, fill out a “Student Accident/Incident Report,” notify your site’s health office, and notify parent/guardian.
4. If an employee is bitten, employee should complete a “Bloodborne Disease Employee Exposure Report” and follow procedure on form.

**Insect Bites and Stings**

Care of insect bites and stings:

1. Keep person calm and still.
2. Remove stinger by scraping it off with a fingernail or plastic card (like a credit card).
3. Wash well with soap and water.
4. Cover with bandage and apply cold pack.
5. Watch 20 minutes for signs of allergic reaction (difficulty breathing, wheezing, swelling around the face or away from the sting, hives, or rash). If these occur, **call 9-911 immediately**.
6. For people known to be allergic to bee or wasp poison and for those who have other allergies to specific insects, **call 9-911 immediately**. Use epi-pen if one is prescribed and available. (911 must still be called if epi-pen used.)
7. Notify your site’s health office as soon as possible.
9. Fill out “Student Accident/Incident Report” if 911 is called.

*The physician will determine the potential risk for rabies, other infections and if medical care is needed.
Bleeding from Wounds

Signs of arterial bleeding – rapid spurts of blood from wound (pulsing). Quick action to stop bleeding is required.

Signs of venous bleeding – steady flow of blood from wound.

Methods to control bleeding are all the same (see Protecting Yourself):
1. Put on gloves.
2. Place clean covering (dressing, cloth or other barrier) over wound.
3. Apply direct pressure.
4. If you think wound does not involve a broken bone, elevate injured area above level of heart.
5. If bleeding is severe:
   a. Call 9-911 while controlling bleeding.
   b. Continue direct pressure and elevation.
   c. Notify parent/guardian.
   d. If unable to control bleeding, put pressure on nearby artery (pressure point).
   e. Treat for shock (see Shock).
6. Wash your hands immediately after completing care.
7. Notify your site’s health office as soon as possible.
8. Fill out “Student Accident/Incident Report.”

Nosebleed

Care of nosebleeds (see Protecting Yourself):
1. Have person sit with head slightly forward, chin toward chest.
2. Have person pinch nostrils together for at least 10 minutes.
3. Instruct person not to rub, blow or pick their nose.
4. If unsuccessful, other methods to control bleeding include applying cold pack to bridge of nose, or putting pressure on upper lip just underneath nose.
5. If bleeding is not controlled within 15 minutes, notify parent/guardian advising them to consult their physician.
6. Do not leave person unattended until bleeding has been stopped.

Vaginal Bleeding

1. Any bleeding other than menstrual bleeding is abnormal and needs medical care.
2. If person is known to be pregnant and has bright red bleeding and pain, call 9-911.
Bone, Joint and Muscle Injuries

Symptoms of serious bone, joint or muscle injuries:

• Abnormal shape
• Bruising and swelling
• Can’t use the injured part normally
• Bone fragments sticking out of a wound
• Victim feels bones grating; victim felt or heard a snap or pop when injured
• The injured area is cold and numb
• Cause of injury suggests that injury may be severe

Note: If you are unsure, treat injury as if bone is broken.

Care of suspected broken bone (fracture):

1. Check and care for life-threatening conditions first (shock, difficulty breathing, severe bleeding).
2. Avoid moving an individual suspected of having a broken bone. Keep injured part from moving. Do not let broken ends move; do not let nearest joint move.
3. Call 9-911 if:
   • Head, neck, or back are injured.
   • Any breathing problems exist.
   • Bone is sticking out through the skin.
   • Area is cold, numb, and can’t move.
   • Fracture of femur (thigh) is suspected.
4. Apply ice/cold pack to reduce swelling and pain. Put a layer of cloth/towel between cold and skin.
5. Notify your site’s health office as soon as possible.
6. Guidelines for splinting an injury:
   • Splint only if victim must be moved by someone other than emergency medical personnel.
   • Splint only if you can do it without causing more pain.
   • Splint an injury in the position you find it.
   • Splint injured area and joints above and below the injury.
   • Check for proper circulation before and after splinting.
7. Notify parent/guardian advising them to consult a physician.
8. If parent/guardian wishes to take their child to the doctor or hospital, first immobilize injury with a splint or sling.
9. Fill out “Student Accident/Incident Report.”

Care of suspected sprains:

1. Elevate the injured part.
2. Apply cold pack or ice. Use towel between cold and skin.
3. Keep the joint still.
Burns

Call 9-911 if victim has any of the following:
- Burns involving breathing difficulty (burns around the nose or mouth or the rest of the face may mean lungs/airways have been burned.)
- Burns covering more than one body part.
- Burns to the head, neck, hands, feet or genitals.
- Burns (other than very minor ones) to a child or an elderly person.
- Burns resulting from chemicals, explosions, or electricity.

Care for burns:
1. **Stop the burning.** Remove victim from source of burn.
2. **Cool the burn.**
   - Use large amounts of cool water to cool burned area.
   - Do not use ice or ice water. OK to use cold pack on very superficial burns.
   - For an area that cannot be immersed, apply cool, wet cloths. Keep cloths cool by adding more water.
3. **Cover the burn.**
   - Use dry, sterile dressing or clean cloth.
   - Loosely bandage in place.
   - If burn covers large area of body, cover with clean, dry cloth.
4. Keep victim from being chilled or overheated. Care for shock (see Shock).
5. Contact parent/guardian.
6. **DO NOT** apply ice directly to any burn.
   **DO NOT** touch a burn with anything except a clean covering.
   **DO NOT** remove pieces of cloth that stick to the burned area.
   **DO NOT** try to clean a severe burn.
   **DO NOT** break blisters.
   **DO NOT** use any kind of ointment, oil, butter or “home remedy.”

Chemical Burns of the Eye:
1. **Call 9-911.**
2. Flush with large amounts of cool running water until ambulance arrives. If only one eye has been exposed to chemical, flush affected eye from nose outward to prevent getting chemical into unaffected eye.

Electrical Burns:
1. **Call 9-911.**
2. Do not go near victim injured by electricity until you are sure power is off.
3. If unconscious, check breathing and pulse.
4. Check for other injuries, such as broken bones or neck/back injury.
5. Cover burn with dry, sterile dressing. Do not cool the burn.
6. Keep victim from getting chilled.

For any burn of a student:
- Notify your site’s health office as soon as possible.
- Contact parent/guardian.
- Fill out “Student Accident/Incident Report.”
Choking

1. Ask “Are you choking?” If yes, ask “Can you speak?” If person is able to speak, do not interfere. Stay with person and encourage them to continue coughing.
2. If they cannot speak, tell the victim you can help. Direct someone to call 9-911.
3. Give abdominal thrusts.
   a. Stand behind victim.
   b. Wrap your arms around victim’s waist. If possible, place one foot between victim’s feet for balance.
   c. Make a fist with one hand. Place fist (thumb-side down) against victim’s abdomen just above navel and well below edge of ribs.
   d. Grasp your fist with your other hand.
   e. Press into abdomen with quick upward thrust.
   f. Repeat until object is forced out or victim becomes unresponsive.

NOTE: If person is too big for you to reach around or obviously pregnant, give chest thrusts instead. Follow procedure for abdominal thrusts except position your fist over their breastbone. Avoid pressing on the bottom of the breastbone (xiphoid).

If victim is unresponsive:
4. Lay person flat on back on floor.
5. Begin CPR.
6. Each time you open the airway, look for a foreign object in the mouth; if you see it, remove it. DO NOT do finger sweeps unless object is seen!
7. Continue until emergency medical help arrives, or victim becomes responsive.
Diabetic Emergency

Low blood sugar can be life-threatening and requires immediate care.

Symptoms of low blood sugar:
- Dizziness, confusion, inability to concentrate, drowsiness, losing consciousness.
- Acting and talking inappropriately (unusual, disruptive behavior, crying, poor coordination).
- Feeling and/or looking ill (pale, sweaty, trembling, blurred vision, headache, abdominal pain or nausea.)

Care for low blood sugar
1. **Call 9-911** if:
   - Unconscious (see Fainting – Unconscious)
   - About to lose consciousness.
   - Having a seizure (see Seizures).
2. If unconscious or about to lose consciousness, do not give anything to eat or drink.
3. If conscious, give some form of sugar:
   - Half cup juice
   - 2 tsp. Sugar
   - half can soda pop (NOT diet or sugarless)
   - Part of a candy bar
4. If person does not improve in about 5 minutes, **call 9-911**.
5. Notify your site’s health office as soon as possible.
7. Fill out “Student Accident/Incident Report” if 911 is called.
**Fainting/Unconscious**

Care of fainting:
1. Place person on their back.
2. Maintain open airway.
3. Elevate their feet about 12 inches unless nauseated; having difficulty breathing; suspected head, neck or back injury; possible broken bone involving hips or legs; moving causes pain.
4. Loosen tight clothing.
5. Do not attempt to give anything to eat or drink while unconscious.
6. Notify your site’s health office as soon as possible.
7. Notify parent/guardian.

Care for unconsciousness:
1. **Call 9-911.**
2. If you cannot tell if person is breathing, roll person on their back keeping head and back in a straight line.
3. Maintain open airway. If breathing stops, do rescue breathing (see Rescue Breathing).
4. Check to see if the person has a pulse or is bleeding severely (see Bleeding).
5. Notify your site’s health office as soon as possible.
7. Fill out “Student Accident/Incident Report.”
**Frostbite**

Symptoms of frostbite:
- Lack of feeling in affected area.
- Skin waxy or discolored (flushed, white, yellow or blue).
- Skin cold to touch.
- Possible blistering.

Care of frostbite:
1. Handle area gently. **Do not rub or massage.** Do not break blisters.
2. Warm area gently by soaking area in body temperature water (not above 105 degrees Fahrenheit). Keep frostbitten part in water until it looks red and feels warm.
3. Loosely bandage area with dry, sterile dressing. If fingers and toes are affected, put cotton or gauze between them.
4. **DO NOT** apply hot water bottles or heat lamps, or put affected part in hot water or near any heat source (stove, radiator). Excessive heat may increase the damage.
5. Notify your site’s health office as soon as possible.
7. Fill out “Student Accident/Incident Report.”

**Hypothermia**

Symptoms of hypothermia include numbness, glassy stare, apathy, and loss of consciousness.

Care of hypothermia:
1. **Call 9-911** if:
   - Unconscious (see Fainting/Unconscious)
   - Slow/no breathing or pulse (see Choking and Rescue Breathing).
   - Body feels stiff.
2. Gradually warm victim. Move person to warm place. Take off wet clothes. Wrap in blankets and use heat pad or other heat source (keep barrier between skin and heat source). If alert, give warm liquid to drink.
3. Do not warm too quickly. Do not immerse in warm water.
4. Notify your site’s health office as soon as possible.
5. Notify parent/guardian.
6. Fill out “Student Accident/Incident Report.”
Heat Stroke

Symptoms:
- Hot, red, dry skin
- Changes in consciousness, confusion
- Rapid, weak pulse
- Rapid, shallow breathing
- High body temperature

NOTE: Heat stroke is a life-threatening medical emergency. **Call 9-911.**

Heat Exhaustion

Symptoms:
- Cool, moist, pale or flushed skin
- Headache, nausea, dizziness
- Weakness and exhaustion

Caring for heat-related illness:
2. Loosen tight clothing.
3. Apply cool, wet cloths to skin. Apply cold packs if available.
4. Fan the victim.
5. If conscious, give cool water to drink. Don’t let person drink too quickly (not more than 4 ounces every 15 minutes).
6. **Call 9-911** if victim refuses water, vomits, or starts to lose consciousness.
7. Notify your site’s health office as soon as possible.
8. Notify parent/guardian and advise immediate medical care. Victim should not resume normal activity the same day.
9. Fill out “Student Accident/Incident Report.”
Head and Neck Injuries

Symptoms of head and spine injuries:
- Changes in consciousness
- Severe pain or pressure in head, neck, or back
- Tingling or loss of feeling in hands, fingers, feet, and toes
- Partial or complete loss of movement of any body part
- Unusual bumps or depressions on head or over spine
- Blood or other fluids in ears or nose
- Sudden loss of memory
- Heavy external bleeding of head, neck or back
- Seizures
- Trouble breathing or seeing as a result of injury
- Nausea or vomiting
- Persistent headache
- Loss of balance
- Bruising of head, especially around eyes and behind ears

Care for a head/neck injury:
Severe:
1. **Call 9-911.**
2. Do not move head, neck or back.
3. Minimize movement of any body part(s).
4. Maintain open airway.
5. Check if they are conscious and breathing (see Fainting/Unconscious, Choking, Rescue Breathing).
6. Stop any bleeding (see Bleeding).
7. Keep victim from getting chilled or overheated.
8. Notify your site’s health office as soon as possible.
10. Fill out “Student Accident/Incident Report.”

Minor:
1. Keep person lying down.
2. Apply cold to injured area (to prevent or reduce swelling).
3. Notify parent/guardian. Give them school head injury form and advise them to call their physician if any listed symptoms occur.
Heart Attack

Any chest pain that is severe, lasts longer than 10 minutes, or persists even during rest requires immediate medical care.

Symptoms of heart attack:
- Persistent chest pain or discomfort. (Pain may range from discomfort to unbearable, crushing sensation and may spread to neck, jaw, and/or arms.)
- Difficulty breathing.
- Changes in pulse rate.
- Skin appearing pale, ashen or bluish, moist or sweaty.
- Nausea and/or vomiting.

Care of a heart attack:
1. **Call 9-911** and tell them it is a suspected heart attack.
2. Have person stop and rest comfortably.
4. Loosen tight clothing.
5. If short of breath, the person might find it easier to breathe when sitting propped up.
6. If person has medicine prescribed, help them take it.
7. Maintain open airway. Be prepared to give rescue breathing (see Rescue Breathing).
8. Start CPR if heart stops beating. CPR should be done by someone trained in the technique.
9. Notify your site’s health office as soon as possible.
Injuries to Ears, Nose, Eyes, Mouth, Teeth

Foreign Bodies in Ear or Nose
1. Stay calm, reassure student.
2. Notify your site’s health office as soon as possible.
3. Notify parent/guardian advising them to consult a doctor.
4. Fill out “Student Accident/Incident Report.”

Foreign Bodies in Eye
Penetrating object in lid or eyeball:
1. Stay calm, reassure person.
2. Position person on back.
3. Call 9-911.
4. Do not attempt to remove object or to wash eye.
5. Place paper cup over injured eye and bandage loosely in place. Bandage loosely over the other eye as well.
6. Notify your site’s health office as soon as possible.
7. Notify parent/guardian.

Floating object in eye:
1. Have person blink eye several times.
2. Wash your hands and put on gloves.
3. Lift upper eyelid, have person look down and flush the eye. Direct water from near nose toward side of eye.
4. If not removed by these methods, apply dry protective dressing to both eyes.
5. Notify your site’s health office as soon as possible.
6. Call parent/guardian advising them to consult a doctor.

Bleeding From Mouth (See Protecting Yourself)
1. Have person sit with head forward to drain blood from mouth. If unable to sit, place person on their side.
2. Apply pressure to stop bleeding.
3. Apply cold to injured area to reduce pain and swelling.

Tooth Knocked Out (Applies to permanent teeth, not baby teeth)
1. Make sure person can still breathe.
2. Control bleeding by placing a sterile dressing in gap and having person bite down.
3. Handle tooth carefully. Pick up by chewing edge only. Do not rub or handle root.
4. Put tooth in closed container of cool, fresh milk (water, if milk unavailable) and take tooth along to dentist or emergency department. Tooth should be inserted within one hour of injury for best chance of successful re-implantation.
5. Notify your site’s health office as soon as possible.
6. Notify parent/guardian and advise them that person needs to see dentist or emergency department physician as soon as possible.
7. Fill out “Student Accident/Incident Report.”
**Intoxication**

Guideline for Dealing with Intoxicated Students:

1. Determine if the student’s condition presents a medical emergency. Signs and symptoms to look for include:
   - Loss of consciousness
   - Vomiting
   - Lack of coordination, trembling
   - Disorientation, confusion, hallucination, seizures

   If any of these symptoms are present, call 9-911 to get emergency assistance.

2. Notify your site’s health office and appropriate administrator.

3. Contact the student’s parent/guardian as soon as possible to inform them that their student has been transported to Hennepin County Medical Center’s Emergency Services.

4. If the student appears to be “under the influence” of a mood-altering substance but is not presenting a medical emergency, notify the appropriate administrator to have the student removed from the classroom. The student will assessed for intoxication by an administrator and any of the following: chemical health specialist (if available), school nurse or police liaison officer.

**Poisoning**

Signals:
- Sudden onset of nausea, vomiting, diarrhea, chest or abdominal pain, breathing difficulty, sweating, changes in consciousness, seizures
- Information from or about victim that might indicate poisoning
- Burns around lips or tongue
- Presence of a container
- Unusual odors on breath

Steps to take:
1. Check victim’s level of consciousness, breathing and pulse. Care for life-threatening conditions.
2. Identify substance if possible. Find out what, how much and when it was taken. Save any remaining portion, labels and/or containers.
3. Call Hennepin County Poison Control 612-347-3141; describe what has been swallowed and follow their directions.
4. Send remaining portion of possible poison or any labels with person to the hospital.
5. Do not give person anything to eat or drink unless Poison Control tells you to do so.
6. Notify your site’s health office as soon as possible.
7. Call parent/guardian.
8. Fill out “Student Accident/Incident Report.”
Rescue Breathing

If breathing stops:

1. **Check for unresponsiveness.** Tap or gently shake person and shout, “Are you OK?”

If NO response:

2. If no response, **call for help.** Get someone to call 9-911.
   - If alone with an adult, call 9-911 before providing care.
   - If alone with a **child** (less than 8 years old), give **rescue breaths for one minute first,** then call 9-911.

3. **Position victim on back.** Roll victim toward you by pulling slowly on both hip and shoulder as one unit.

4. **Open airway.** Tilt head back and lift chin by placing fingers under jawbone in front.

5. **Check for normal breathing.** Look, listen, and feel for breathing. Do not take more than 10 seconds to check for breathing. If breathing, place the person on their side to keep the airway open and periodically recheck breathing.

If NOT breathing:

6. **Give two slow breaths.** Keep head tilted back. Pinch nose. Seal your lips tightly around victim’s mouth. Give 2 slow breaths of 1½ - 2 seconds each. Ensure adequate chest rise and allow for exhalation between breaths.

7. **Check for signs of circulation** (normal breathing, coughing, or movement in response to 2 breaths). If signs of circulation are present but normal breathing is absent, provide rescue breathing.

8. **Begin RESCUE BREATHING.** Keep head tilted back. Pinch nose. Give 1 breath every 5 seconds (every 3 seconds for a child less than 8 years old).

9. **Continue rescue breathing as** long as circulation is present but normal breathing is absent.
   - Adult: 1 breath every 5 seconds or about 10 to 12 breaths per minute.
   - Child: 1 breath every 3 seconds or about 20 breaths per minute.

10. If no signs of circulation are present, begin chest compressions.
    - Adult: 15 compressions followed by 2 slow breaths.
    - Child: 5 chest compressions followed by one slow breath.

11. Notify your site’s health office as soon as possible.

12. Fill out “Student Accident/Incident Report.”

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*If available, use a CPR face/pocket mask.
**Seizures**

Know which students in your class have a history of seizures.

Care for seizures:
1. Do not try to restrain convulsive movements. Remove nearby objects to prevent injury.
2. **DO NOT** place any object between teeth.
3. Keep airway clear. If there is anything in the person’s mouth, roll him/her on to their side.
4. Check time to see how long seizure lasts.
5. When person begins to relax, check airway, breathing, and pulse. Place person on side.
6. Allow person to rest after seizure (they are often sleepy after a seizure).
7. If seizure lasts more than 3 – 5 minutes, if person goes into another seizure, if injured during seizure, or if no past history of seizures, **call 9-911**.
8. Notify your site’s health office as soon as possible.
10. Fill out “Student Accident/Incident Report” if 9-911 called.

**Shock**

Shock can occur in any serious injury or illness.

Symptoms of shock:
- Restless or irritable, confused, sleepy or unconscious
- Pale, cool, moist skin (in later stages lips and skin may appear blue)
- Fast breathing
- Fast or irregular pulse

Caring for shock:
1. Have person lie down.
2. Stop any bleeding by direct pressure to wound with clean cloth or gloved hand (see Bleeding).
3. Maintain normal body temperature. If cool, try to cover him/her.
4. If no suspected head, neck, or back injuries or broken bones in legs or hips, elevate legs 12 inches. If unsure, leave flat.
5. **Call 9-911** and give brief information about emergency.
6. Do not give anything to eat or drink.
7. Notify your site’s health office as soon as possible.
Wounds
Care of wounds (see Bleeding and Protecting Yourself)

Amputations (If part of body has been torn or cut off)
1. Try to find part.
2. Wrap it in sterile gauze or any clean material.
3. Put wrapped part in plastic bag.
4. Keep the part cool by placing on ice (do not freeze).
5. Take body part to hospital with victim.
6. Notify your site’s health office as soon as possible.
7. Notify parent/guardian.

Bruises
1. Apply cold compresses.
2. Notify parent/guardian as appropriate.

Cuts and Scrapes
1. Have person provide own care whenever possible.
2. Control bleeding by applying pressure.
3. Wash minor wounds with soap and water.
4. Cover with bandage or sterile dressing.
5. Notify parent/guardian as appropriate.

Penetrating Wounds (stabbing, gunshot, impaled object)
1. Call 9-911.
2. Care for life-threatening conditions first.
3. DO NOT REMOVE ANY OBJECT such as a knife, piece of glass or metal sticking out of wound. Keep object from moving by packing bandaging around it.
4. Control bleeding.
5. If wound is in chest and you hear a sucking sound every time the person breathes, cover wound with a dressing that does not allow air to pass through it. If no sterile dressing is available, use a plastic bag, glove, or plastic wrap over wound.
6. If abdominal organs are sticking out of wound:
   a. Position person on back.
   b. Do not apply pressure or try to get organs back inside.
   c. Cover organs with a moist, sterile dressing or clean, moist cloth.
7. Notify your site’s health office as soon as possible.
9. Fill out “Student Accident/Incident Report.”

Puncture Wounds (minor stab wounds such as splinters, staples, pencil graphite)
1. Remove with disposable splinter only if object comes out easily. Do not dig to get it out.
2. Wash area thoroughly.
3. Cover with sterile dressing.
Accidents to Employees

- In emergency situations in which breathing or circulation is compromised, call 9-911.
- If employee has received a minor injury, give first aid. If employee wants to seek further medical care, direct them to HealthPartners Riverside Occupational Medical Clinic, 606 24th Avenue South, Suite 106, Minneapolis, phone 612-359-1802. (If after hours: Urgent Care, HealthPartners, Riverside Clinic.
- For any employee injury, obtain the “Injury Packet” from the school office and follow the instructions including completion of the “First Report of Injury” form by supervisor or designee.
- For a serious accident, the employee can go to any emergency department of their choice. If there has been a death, or if three or more employees were hospitalized, also notify the Environmental Health and Safety Department.
- If a Minneapolis Public Schools employee has an exposure at school to another person’s blood, in addition to the above instructions, the employee fills out the “Bloodborne Disease Employee Exposure Report” and follows instructions on the form. (A form can be found in the Worker’s Compensation Injury Packet or located in the appendix of your Risk Management Manual.) A reportable blood exposure is defined as:
  - Blood splashed in the eyes, nose or mouth
  - Bloodied object piercing the skin (getting cut with bloody glass, dirty needle)
  - Blood on a wound less than 24 hours old (cut on hand, hangnail)
- If a student or non-employee has a blood exposure, they should be advised to seek medical care.

Protecting Yourself (Universal Blood and Body Fluid Precautions)
Follow these guidelines to reduce disease transmission when providing first aid:

- Have person do self-care, whenever possible.
- Avoid contact with body fluids, when possible.
- Place barriers, such as disposable gloves or a clean dry cloth, between the victim’s body fluids and yourself. Use mask when doing rescue breathing.
- Wear protective clothing, such as disposable gloves, to cover any cuts, scrapes, and skin conditions you may have.
- Thoroughly wash your hands with soap and water immediately after giving care.
- Do not eat, drink, or touch your mouth, nose, or eyes when giving first aid.
- Do not touch objects that may be soiled with blood.
- Be prepared by having a first aid kit handy.

Getting Permission to Give Care
If victim is an adult and conscious, you must tell them who you are, how much training you have had, what you plan to do and ask permission to help them. Do NOT give care to a conscious adult who refuses it. Permission is implied if victim is a child without a parent present, or if victim is unconscious.

All information is based on the American Red Cross Community First Aid and Safety Manual, March 1996, and compiled by Minneapolis Public Schools Health Related Services, September 2001.