

Appendix E

Sample First Aid Plan and Sample First Aid Emergency Response

SAMPLE FIRST AID PLAN

RESPONSIBILITIES OF TEACHERS PROVIDING FIRST AID FOR STUDENTS

- Common Law Duties of Teachers: to assist or allow an injured student to seek medical attention for illness or injuries as a careful parent/guardian would.
- Implement the content of the school site First Aid Emergency Action Plan to:
 - Provide immediate assistance and/or first aid that is appropriate in the circumstances.
 - Where appropriate to get medical care to the injured/ill student as quickly as possible.

ROLE OF PRINCIPAL/DESIGNATE

The principal/designate must inform/train teachers, coaches, supervisors of physical activities on school board/school policies and procedures for the provision of immediate assistance/first aid to students and/or accessing medical care.

SAMPLE CONTENTS OF A FIRST AID EMERGENCY ACTION PLAN

This section provides sample content to be addressed in a school site's first aid emergency action plan.

- School first aider(s) - name(s), location, and procedures for contacting. A school first aider is an individual on staff trained to provide first aid.
- Emergency Medical Services (EMS) – 911 – school site procedures for contacting EMS and required follow-up.
- First aid kits - location and access to gym and outside activity fields.

- Communication device (telephone) - location and access to gym and outside activity fields.
- Contacting office from gymnasium and outside activity fields – school site procedures.
- Students with identified medical conditions (for example, anaphylaxis, asthma, diabetes, epilepsy) – roles and responsibilities related to students with medical conditions. Teachers must be familiar with:
 - the students' medical conditions;
 - the plan of care for those students;
 - the medication that must be readily accessed;
 - the procedures to manage medical conditions for physical activities;
 - the ways to recognize and respond to a student's medical condition emergency.
- Sudden Arrhythmia Death Syndrome (SADS) – sample information and procedures including SADS warning signs and the school response to a fainting episode.
- Suspected concussions - roles and responsibilities of teachers/coaches/supervisors detailed in the board's protocol for a suspected concussion (that is, how to recognize a suspected concussion, actions required when Red Flag signs and other signs and symptoms are present, communication required, and forms supplied to parents/guardians).
- Cardinal rule of injury care – if the injured student is not moving or you suspect a head, neck, or spinal injury, do not move the student and tell the student not to move.
- Equipment (for example, helmet, shoulder pads) – wait for EMS, do not remove equipment unless there is a life-threatening injury because removal of equipment may cause damage to neck or spinal cord.

- Universal blood and body fluid precautions - procedures for avoiding contact with blood and bodily fluids, for sample consult Appendix K - Universal Precautions – Blood and Bodily Fluids.
- Conditions that require an automatic 911 call – that is, loss of consciousness/fainting, uncontrolled bleeding, anaphylactic reaction, any life-threatening illness/condition or injury and the philosophy to err on the side of caution and call 911 if unsure.
- Transporting an injured/ill student – procedures for staff members accompanying student to the hospital and for transporting by private vehicle to the hospital.
- Food and drink - school board/school procedure (for example, do not feed or give fluids to the injured student unless otherwise identified as per the student’s Plan of Care, for example, diabetic low blood sugar incident).
- Medications to students - School board/school procedures for providing and documenting medication given to students.
- School first aider is available - school board/school procedures for teacher/coach/supervisor during school hours.
- School first aider is not available - school board/school procedures for teacher/coach/supervisor providing first aid after school hours.

SAMPLE FIRST AID EMERGENCY RESPONSE

The principal/designate must communicate to staff a First Aid Emergency Action Plan that contains all relevant board policies and procedures for providing first aid for student injury/illness.

The principal/designate must develop and communicate a First Aid Emergency Response suitable to the school site, for school staff to attend to an injured/ill student.

This section contains two samples of content for a First Aid Emergency Response.

SAMPLE A: FIRST AID EMERGENCY RESPONSE

1. Attend to injured/ill student.
2. Call for First Aid Provider (refer to the list on the first aid kit)
3. Initiate 911 (call according to board policy/procedures)
4. Send for an Automated External Defibrillator (AED)
5. Apply first aid protocol

SAMPLE B: FIRST AID EMERGENCY RESPONSE

First Aid Providers

- Name:
Location:
- Name:
Location:
- Name:
Location:

Emergency Medical Services - 9 1 1

Location of phone:

Automated External Defibrillator (AED) Location:

Care of injured/ill student

- Clear the risk of further harm to the injured student by securing the area and shelter the injured student from the elements.
- Assess the injured/ill student. Follow board policy in calling for your school's First Aid Provider or Emergency Medical Services, if needed. Attend to student based on level of training.
- If the injured student is not moving or you suspect a head, neck or spinal injury do not move the student and tell the student not to move.
- Check that airway is clear, breathing is present.
- Protect yourself (wear gloves or personal protective equipment (PPE) if in contact with blood or bodily fluids).
- Control bleeding. Look for signs of shock.
- For students with medical conditions, administer medication to the student as per Plan of Care (for example, auto-injector (for example, EpiPen), asthma inhaler). If medication is not present access immediately.
- Check for sign(s) and/or symptom(s) of a suspected concussion.

Transportation of student to hospital (EMS not required)

- Follow school board's first aid plan, including accessibility to a vehicle for transportation of a student to hospital.

When Emergency Medical Services (EMS) are required

Designated person:

- Identifies an individual to call 911.
- Provides the call person with information on the condition of the injured/ill student.
- Provides the call person with other relevant information under the circumstances (for example, access entrance for EMS).

- Requests the call person to report back to confirm the call and provide the estimated time of ambulance arrival.

Preparing for EMS Arrival

Designated person:

- Sends person(s) outside to the access entrance to greet ambulance/fire department and to guide them to the injured/ill student.
- Observes/attends to injured/ill student carefully for any changes in condition and reassures student until EMS help arrives.

Transfer of care to EMS Personnel

Designated person:

- Ensures the injured/ill student's medical information is available when EMS arrives (for example, pre-existing conditions and/or prescribed medication(s), Plan of Care).
- Provides information to EMS personnel e.g., time incident occurred; what happened; condition the injured student was found in; first aid procedures performed; changes in injured student's condition.

Roles and Responsibilities of call person

- Makes 911 Call to Dispatcher
- States nature of emergency and requests an ambulance.
- Provides their name and site location Information (for example, name of site, municipality, address, cross streets, phone number, access entrance closest to injured/ill student, if more than one).
- Responds to dispatcher's questions regarding condition of injured student (for example, conscious, breathing, bleeding).

- Returns to the designated person to confirm call and provide estimated time of ambulance arrival.