Guidelines for helping an ill or injured student when the school nurse is not available.

- AEDs
- Allergic Reaction
- Asthma & Difficulty Breathing
- Behavioral Emergencies
- Bites
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- CPR (Infant, Child, & Adult)
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- Stings
- Stomachaches & Pain
- Teeth Problems
- Tetanus Immunization
- Ticks
- Unconsciousness
- Vomiting

Also Includes:
- School Safety Planning & Emergency Preparedness Section, including Pandemic Flu Preparedness
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EMERGENCY GUIDELINES FOR SCHOOLS
2012 EDITION

Iowa Department of Public Health
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assistance with reformatting these guidelines.
The Emergency Guidelines for Schools Manual is meant to provide recommended procedures for school staff that have little or no medical/nursing training to use when the school nurse is not available. It is recommended that staff that are in a 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 1997. Iowa Department of Public Health, Bureau of Emergency Medical Services (EMS), EMS for Children Program has revised to make it specific for Iowa.

This document has been created as recommended procedures. It is not the intent of these guidelines to supersede or make invalid any laws or rules established by a school system, a school board or the State of Iowa. Please consult your school nurse or regional school nurse consultant if you have questions about any of the recommendations. You may add specific instructions for your school as needed. In a true emergency situation, use your best judgment.

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

For more information contact: Katrina Altenhofen, EMS for Children Program Director at 515-344-1618 or email Katrina.Altenhofen@idph.iowa.gov.
In an emergency, refer first to the guideline for treating the most severe symptoms (e.g., unconsciousness, bleeding, etc.)

Learn when EMS (Emergency Medical Services) should be contacted. Copy the “When to Call EMS” page and post in key locations.

The back inside cover of the guidelines contains important information about key emergency numbers in your area. It is important to complete this information as soon as you receive the guidelines, as you will need to have this information ready in an emergency situation.

The guidelines are arranged with tabs 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 ending. See the Key to Shapes and Colors.

Take some time to familiarize yourself with the Emergency Procedures for Injury or Illness. 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, Planning for Students with Special Needs, Injury Reporting, School Safety Planning and Emergency Preparedness.
When to Call Emergency Medical Services (EMS) 9-1-1

Call EMS if:

☐ The child is unconscious, semi-conscious or unusually confused.

☐ The child’s airway is blocked.

☐ The child is not breathing.

☐ The child is having difficulty breathing, shortness of breath or is choking.

☐ The child has no pulse.

☐ The child has bleeding that won’t stop.

☐ The child is coughing up or vomiting blood.

☐ The child has been poisoned.

☐ The child has a seizure for the first time or a seizure that lasts more than five minutes.

☐ The child has injuries to the neck or back.

☐ The child has sudden, severe pain anywhere in the body.

☐ The child’s condition is limb-threatening (for example, severe eye injuries, amputations or other injuries that may leave the child permanently disabled unless he/she receives immediate care).

☐ The child’s condition could worsen or become life-threatening on the way to the hospital.

☐ Moving the child could cause further injury.

☐ The child needs the skills or equipment of paramedics or emergency medical technicians.

☐ Distance or traffic conditions would cause a delay in getting the child to the hospital.
1. Remain calm and assess the situation. Be sure the situation is safe for you to approach. The following dangers will require caution: live electrical wires, gas leaks, building damage, fire or smoke, traffic or violence.

2. A responsible adult should stay at the scene and give help until the person designated to handle emergencies arrives.

3. Send word to the person designated to handle emergencies. This person will take charge of the emergency and render any further first aid needed.

4. Do NOT give medications unless there has been prior approval by the student’s parent or legal guardian and doctor according to local school board policy, or if the school physician has provided standing orders or prescriptions.

5. Do NOT move a severely injured or ill student unless absolutely necessary for immediate safety. If moving is necessary, follow guidelines in NECK AND BACK PAIN section.

6. 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.

7. If the parent/legal guardian cannot be reached, notify an emergency contact or the parent/legal guardian substitute and call either the physician or the 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 Emergency Medical Services (EMS), if necessary.

8. A responsible individual should stay with the injured student.

9. Fill out a report for all injuries requiring above procedures as required by local school policy.

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**POST-CRISIS INTERVENTION FOLLOWING SERIOUS INJURY OR DEATH**

- Discuss with counseling staff.
- Determine level of intervention for staff and students.
- Designate private rooms for private counseling/defusing.
- Escort affected students, siblings, close friends, and other highly stressed individuals to counselors.
- 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.
PLANNING FOR STUDENTS WITH SPECIAL NEEDS

Some students in your school may have special emergency care needs due to health conditions, physical abilities or communication challenges. Include caring for these students’ special needs in emergency and disaster planning.

HEALTH CONDITIONS:

Some students may have special conditions that put them at risk for life-threatening emergencies:

- Seizures
- Diabetes
- Asthma or other breathing difficulties
- Life-threatening or severe allergic reactions
- Technology-dependent or medically fragile conditions

Your school nurse or other school health professional, along with the student’s parent or legal guardian and physician should develop individual action plans for these students when they are enrolled. These action plans should be made available to appropriate staff at all times.

In the event of an emergency situation, refer to the student’s emergency care plan.

PHYSICAL ABILITIES:

Other students in your school may have special emergency needs due to their physical abilities. For example, students who are:

- In wheelchairs
- Temporarily on crutches/walking casts
- Unable or have difficulty walking up or down stairs

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. All staff should be aware of this plan.

COMMUNICATION CHALLENGES:

Other students in your school may have sensory impairments or have difficulty understanding special instructions during an emergency. For example, students who have:

- Vision impairments
- Hearing impairments
- Processing disorders
- Limited English proficiency
- Behavior or developmental disorders
- Emotional or mental health issues

These students may need special communication considerations in the event of a school-wide emergency. All staff should be aware of plans to communicate information to these students.
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 any 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:
  1. Before and after physical contact with any student (even if gloves have been worn).
  2. Before and after eating or handling food.
  3. After cleaning.
  4. After using the restroom.
  5. 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 other body fluids.
- Wear protective eyewear when body fluids may come in contact with eyes (e.g., squirting blood).
- Wipe up any blood or body fluid spills as soon as possible (*wear disposable gloves*). Double-bag the trash in plastic bags and dispose of immediately. Clean the area with an appropriate cleaning solution.
- Send soiled clothing (i.e., clothing with blood, stool or vomit) home with the student in a double-bagged plastic bag.
- Do not touch your mouth or eyes while giving any first aid.

**GUIDELINES FOR STUDENTS:**

- Remind students to wash hands thoroughly after coming in contact with their own blood or body fluids.
- Remind students to avoid contact with another person’s blood or body fluids.
AEDs are devices that help to restore a normal heart rhythm by delivering an electric shock to the heart after detecting a life-threatening irregular rhythm. AEDs are not substitutes for CPR, but are designed to increase the effectiveness of basic life support when integrated into the CPR cycle.

AEDs are safe to use for all ages, according to the American Heart Association (AHA).* Some AEDs are capable of delivering a “child” energy dose through smaller child pads. Use child pads/child system for children 0-8 years if available. If child system is not available, use adult AED and pads. Do not use the child pads or energy dose for adults in cardiac arrest. If your school has an AED, obtain training in its use before an emergency occurs, and follow any local school policies and manufacturer’s instructions. The location of AEDs should be known to all school personnel.

► Ideally, AED should be compatible with that of the responding EMS unit.

American Heart Association Guidelines for AED/CPR Integration*

- For a sudden, witnessed collapse in an infant/child, use the AED first if it is immediately available. If there is any delay in the AED’s arrival, begin CPR first. Prepare AED to check heart rhythm and deliver 1 shock as necessary. Then, immediately begin 30 CPR chest compressions in about 20 seconds followed by 2 slow breaths of 1 second each. Complete 5 cycles of CPR (30 compressions to 2 breaths x 5) of about 2 minutes. The AED will perform another heart rhythm assessment and deliver a shock as needed. Continue with cycles of 2 minutes CPR to 1 AED rhythm check.

- For a sudden, unwitnessed collapse in an infant/child, perform 5 cycles of CPR first (30 compressions to 2 breaths x 5) of about 2 minutes, and then apply the AED to check the heart rhythm and deliver a shock as needed. Continue with cycles of 2 minutes CPR to 1 AED rhythm check.

*Currents in Emergency Cardiovascular Care, American Heart Association, Fall 2010.
AUTOMATIC EXTERNAL DEFIBRILLATORS (AEDS)

CPR and AEDs are to be used when a person is unresponsive or when breathing or heart beat stops.

If your school has an AED, this guideline will refresh information provided in training courses as to incorporating AED use into CPR cycles.

1. Gently tap the shoulder and shout, “Are you OK?” If person is unresponsive, shout for help and send someone to CALL EMS and get your school’s AED if available.

2. Follow primary steps for CPR (see “CPR” for appropriate age group – infant, 1-8 years, over 8 years and adults).

3. If available, set up the AED according to the manufacturer’s instructions. Turn on the AED and follow the verbal instructions provided. Incorporate AED into CPR cycles according to instructions and training method.

IF CARDIAC ARREST OR COLLAPSE WAS WITNESSED:

4. Use the AED first if immediately available. If not, begin CPR.

5. Prepare AED to check heart rhythm and deliver 1 shock as necessary.

6. Begin 30 CPR chest compressions in about 20 seconds followed by 2 normal rescue breaths. See age-appropriate CPR guideline.

7. Complete 5 cycles of CPR (30 chest compressions in about 20 seconds to 2 breaths for a rate of at least 100 compressions per minute).

8. Prompt another AED rhythm check.

9. Rhythm checks should be performed after every 2 minutes (about 5 cycles) of CPR.

10. REPEAT CYCLES OF 2 MINUTES OF CPR TO 1 AED RHYTHM CHECK UNTIL VICTIM RESPONDS OR HELP ARRIVES.

IF CARDIAC ARREST OR COLLAPSE WAS NOT WITNESSED:

4. Start CPR first. See age appropriate CPR guideline. Continue for 5 cycles or about 2 minutes of 30 chest compressions in about 20 seconds to 2 breaths at a rate of at least 100 compressions per minute.

5. Prepare the AED to check the heart rhythm and deliver a shock as needed.

6. REPEAT CYCLES OF 2 MINUTES OF CPR TO 1 AED RHYTHM CHECK UNTIL VICTIM RESPONDS OR HELP ARRIVES.
Students with a history of life-threatening allergies should be known to appropriate school staff. An Allergy Action Plan should be developed. Staff in a position to administer the Epi-Pen and/or Albuterol should receive instruction.

**ALLERGIC REACTION**

Children may experience symptoms within minutes up to 2 hours post exposure.

**NO**

Does the student have any symptoms of a severe allergic reaction which may include:

- Flushed face?
- Dizziness?
- Confusion?
- Weakness?
- Paleness?
- Hives all over body?
- Blueness around mouth, eyes?
- Difficulty breathing?
- Drooling or difficulty swallowing?
- Loss of consciousness?

**YES**

Does student have an Allergy Action plan available?

**NO**

Adult(s) supervising student during normal activities should be aware of the student's exposure and should watch for any delayed symptoms of a severe allergic reaction (see above) for up to 2 hours.

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

**CALL EMS 9-1-1.** Contact responsible school authority & parent or legal guardian.

**YES**

Refer to student’s Allergy Action plan.

Administer medication as directed.

- Check student’s airway.
- If student stops breathing, start CPR. See “CPR” (pp 21-23)

Symptoms of a mild allergic reaction include:

- Red, watery eyes.
- Itchy, sneezing, runny nose.
- Hives or rash on one area.
A student with asthma/wheezing may have breathing difficulties which may include:

- Uncontrollable coughing.
- Wheezing – a high-pitched sound during breathing out.
- Rapid breathing
- Flaring (widening) of nostrils
- Feeling of tightness in the chest.
- Not able to speak in full sentences.
- Increased use of stomach and chest muscles during breathing.

**Does the student have an Asthma Action plan?**

- **YES**
  - Refer to student’s Asthma Action plan.

- **NO**
  - **Has a quick-relief inhaler already been used? If yes, when and how often?**
    - **YES**
      - Administer medication as directed.
    - **NO**
      - **Are symptoms not improving or getting worse? Are the lips, tongues or nail beds turning blue?**
        - **YES**
          - CALL EMS 9-1-1
        - **NO**
          - Remain calm. Encourage the student to breathe slowly and deeply in through the nose and out through the mouth.

Students with a history of breathing difficulties including asthma/wheezing should be known to appropriate school staff. An Asthma Action plan should be developed. Staff in a position to administer the Epi-Pen and/or Albuterol should receive instruction.
Behavioral or psychological emergencies may take many forms (e.g., depression, anxiety/panic, phobias, destructive or assaultive behavior, talk of suicide, etc.). Intervene only if the situation is safe for you.

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

Students with a history of behavioral problems, emotional problems or other special needs should be known to appropriate school staff. An action plan should be developed.

Does student have visible injuries? YES → CALL EMS 9-1-1 if any injuries require immediate care.

NO → Does student’s behavior present an immediate risk of physical harm to persons or property? YES → CALL THE POLICE.

 NO → Is student armed with a weapon?

 NO → The cause of unusual behavior may be psychological, emotional or physical (e.g., 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.

Contact responsible school authority & parent/legal guardian.
Wear disposable gloves when exposed to blood or other body fluids.

Press firmly with a clean dressing. See “Bleeding”(p.16).

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

Is student bleeding?

Hold under running water for 2-3 minutes.

Check student's immunization record for tetanus. See "Tetanus Immunization”(p.61).

If bite is from a snake, hold the bitten area still and below the level of the heart.
CALL POISON CONTROL 1-800-222-1222 Follow their directions.

Is bite from an animal or human?

Is bite from a human?

If skin is broken, contact responsible school authority & parent/legal guardian. URGE IMMEDIATE MEDICAL CARE.

If skin is broken, contact responsible school authority & parent/legal guardian. URGE IMMEDIATE MEDICAL CARE.

If bite is large or gaping?

Contact responsible school authority & parent/legal guardian.

Report bite to proper authorities, usually the local health department, so the animal can be caught and watched for rabies.

CALL EMS 9-1-1.
Wear disposable gloves when exposed to blood or other body fluids.

Is injured part amputated (severed)?

- Press firmly with a clean bandage to stop bleeding.
- If fracture is suspected, gently support part and elevate.
- Bandage wound firmly without interfering with circulation to the body part.
- Do NOT use a tourniquet.

CALL EMS 9-1-1.

- Place detached part in a plastic bag.
- Tie bag.
- Put bag in a container of ice water.
- Do NOT put amputated part directly on ice.
- Send bag to the hospital with student.

Is there continued uncontrollable bleeding?

CALL EMS 9-1-1.

- Have student lie down.
- Keep student’s body temperature normal.
- Cover student with a blanket or sheet.

If wound is gaping, student may need stitches. Contact responsible school authority & parent or legal guardian.

URGE MEDICAL CARE.

Contact responsible school authority & parent or legal guardian.
Wear disposable gloves when exposed to blood and other body fluids.

Wash the area gently with water. Use soap if necessary to remove dirt.

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 & parent or legal guardian.
If student comes to school with unexplained unusual or frequent bruising, consider the possibility of child abuse.

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

If skin is broken, treat as a cut. See “Cuts, Scratches & Scrapes” (p.29).

Apply cold compress or ice bag covered with a cloth or paper towel for 20 minutes.

Contact responsible school authority & parent or legal guardian.

Rest injured part.
If student comes to school with pattern burns (e.g., iron or cigarette shape) or glove-like burns, consider the possibility of child abuse.

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

**BURNS**

**What type of burn is it?**

- **ELECTRICAL**
  - Is student unconscious or unresponsive?
    - NO
      - See “Electric Shock” (p.33).
    - YES
      - CALL POISON CONTROL 1-800-222-1222 while flushing burn and follow instructions.
  - Is burn large or deep?
  - Is burn on face or eye?
  - Is student having difficulty breathing?
  - Is student unconscious?
  - Are there other injuries?
  - NO
    - Call EMS 9-1-1
  - YES
    - Check student's immunization record for tetanus. See “Tetanus Immunization” (p.61).

- **CHEMICAL**
  - Flush the burn with large amounts of cool running water or cover it with a clean, cool, wet cloth. **Do NOT use ice.**
  - Wear gloves and if possible, goggles.
  - Remove student's clothing and jewelry if exposed to chemical.
  - Rinse chemicals off skin, eyes IMMEDIATELY with large amounts of water.
  - See “EYES” (p.35) if necessary.
  - Rinse for 20-30 minutes.

- **HEAT**
  - Cover/wrap burned part loosely with a clean dressing.

Contact responsible school authority & parent or legal guardian.
NOTES ON PERFORMING CPR

The American Heart Association (AHA) issued new CPR guidelines for laypersons in 2010.* Other organizations such as the American Red Cross also offer CPR training classes. If the guidance in this book differs from the instructions you were taught, follow the methods you learned in your training class. In order to perform CPR safely and effectively, skills should be practiced in the presence of a trained instructor. It is a recommendation of these guidelines that anyone in a position to care for students should be properly trained in CPR.

Current first aid, choking and CPR manuals, and wall chart(s) should also be available. The American Academy of Pediatrics offers many visual aids for school personnel and can be purchased at http://www.aap.org.

CHEST COMPRESSIONS

The AHA is placing more emphasis on the use of effective chest compressions in CPR. CPR chest compressions produce blood flow from the heart to the vital organs. To give effective compressions, rescuers should:

- Follow revised guidelines for hand use and placement based on age.
- Use a compression to breathing ratio of 30 compressions to 2 breaths.
- “Push hard and push fast.” Compress chest at a rate of at least 100 compressions per minute for all victims.
- Compress about 1/3 to 1/2 the depth of the chest for infants (approximately 1 ½ inches), and 2 inches for children and adults.
- Allow the chest to return to its normal position between each compression.
- Use approximately equal compression and relaxation times.
- Try to limit interruptions in chest compressions.

BARRIER DEVICES

Barrier devices, to prevent the spread of infections from one person to another, can be used when performing rescue breathing. Several different types (e.g., face shields, pocket masks) exist. It is important to learn and practice using these devices in the presence of a trained CPR instructor before attempting to use them in an emergency situation. Rescue breathing technique may be affected by these devices.

CHOKING RESCUE

It is recommended that schools that offer food service have at least one employee who has received instruction in methods to intervene and assist someone who is choking to be present in the lunch room at all times.

*Currents in Emergency Cardiovascular Care, American Heart Association, Fall 2010.
CARDIOPULMONARY RESUSCITATION (CPR)
FOR INFANTS UNDER 1 YEAR

CPR is to be used when an infant is unresponsive or when breathing or heart beat stops.

1. Gently tap the infant's shoulder or flick the bottom of the infant's feet. If no response, shout for help and send someone to call EMS.
2. Turn the infant onto his/her back as a unit by supporting the head and neck.
3. Lift chin up and out with one hand while pushing down on the forehead with the other to open the AIRWAY.
4. Check for BREATHING.

IF NOT BREATHING AND NOT RESPONSIVE:

5. Find finger position near center of breastbone just below the nipple line. (Make sure fingers are NOT over the very bottom of the breastbone.)

6. Compress chest hard and fast at rate of 30 compressions in about 20 seconds with 2 or 3 fingers about 1/3 to 1/2 the depth of the infant's chest.
   
   Use equal compression and relaxation times. Limit interruptions in chest compressions.

7. Give 2 normal breaths, each lasting 1 second. Each breath should make chest rise.

8. REPEAT CYCLES OF 30 COMPRESSIONS TO 2 BREATHS AT A RATE OF 100 COMPRESSIONS PER MINUTE UNTIL INFANT STARTS BREATHING EFFECTIVELY ON OWN OR HELP ARRIVES.

9. Call EMS after 2 minutes (5 cycles of 30 compressions to 2 rescue breaths) if not already called.
CARDIOPULMONARY RESUSCITATION (CPR) FOR CHILDREN 1 TO 8 YEARS OF AGE

CPR is to be used when a student is unresponsive or when breathing or heart beat stops.

1. Gently tap the shoulder and shout, “Are you OK?” If child is unresponsive, shout for help and send someone to call EMS and get your school’s AED if available.
2. Turn the child onto his/her back as a unit by supporting the head and neck. If head or neck injury is suspected, DO NOT BEND OR TURN NECK.
3. Lift chin up and out with one hand while pushing down on the forehead with the other to open the AIRWAY.
4. Check for normal BREATHING.
5. If you witnessed the child’s collapse, first set up the AED and connect the pads according to the manufacturer's instructions. Incorporate use into CPR cycles according to instructions and training method. For an unwitnessed collapse, perform CPR for 2 minutes and then use AED.

IF NOT BREATHING AND NOT RESPONSIVE

6. Find hand position near center of breastbone at the nipple line. (Do NOT place your hand over the very bottom of the breastbone.)
7. Compress chest hard and fast 30 times in 20 seconds with the heel of 1 or 2 hands.* Compress about 1/3 to 1/2 depth of child’s chest. Allow the chest to return to normal position between each compression.
8. Lift fingers to avoid pressure on ribs. Use equal compression and relaxation times. Limit interruptions in chest compressions.
9. Give 2 normal breaths, each lasting 1 second. Each breath should make the chest rise.
10. REPEAT CYCLES OF 30 COMPRESSIONS TO 2 BREATHS AT A RATE OF AT LEAST 100 COMPRESSIONS PER MINUTE OR 30 COMPRESSIONS IN ABOUT 20 SECONDS UNTIL THE CHILD STARTS BREATHING ON OWN OR HELP ARRIVES.
11. Call EMS after 2 minutes (5 cycles of 30 compressions to 2 rescue breaths) if not already called.

*Hand positions for child CPR:
- 1 hand: Use heel of 1 hand only.
- 2 hands: Use heel of 1 hand with second on top of first.
CPR is to be used when a person is unresponsive or when breathing or heart beat stops.

1. Gently tap the shoulder and shout, “Are you OK?” If person is unresponsive, shout for help and send someone to call EMS AND get your school’s AED if available.
2. Turn the person onto his/her back as a unit by supporting head and neck. If head or neck injury is suspected, DO NOT BEND OR TURN NECK.
3. Lift chin up and out with one hand while pushing down on the forehead with the other to open the AIRWAY.
4. Check for normal BREATHING. Gasping in adults should be treated as no breathing.
5. If you witnessed the collapse, first set up the AED and connect the pads according to the manufacturer’s instructions. Incorporate use into CPR cycles according to instructions and training method. For an unwitnessed collapse, perform CPR for 2 minutes and then use AED.

IF NOT BREATHING AND NOT RESPONSIVE:

6. Place heel of one hand on top of the center of breastbone. Place heel of other hand on top of the first. Interlock fingers. (Do NOT place your hands over the very bottom of the breastbone.)

7. Position self vertically above victim’s chest and with straight arms, compress chest hard and fast about 1½ to 2 inches at a rate of 30 compressions in about 20 seconds with both hands. Allow the chest to return to normal position between each compression. Lift fingers when compressing to avoid pressure on ribs. Limit interruptions in chest compressions.

8. Give 2 normal breaths, each lasting 1 second. Each breath should make the chest rise.

9. REPEAT CYCLES OF 30 COMPRESSIONS TO 2 BREATHS AT A RATE OF 100 COMPRESSIONS PER MINUTE UNTIL VICTIM RESPONDS OR HELP ARRIVES.

10. Call EMS after 2 minutes (5 cycles of 30 compressions to 2 rescue breaths) if not already called.
CHOKING (Conscious Victims)

Call EMS 9-1-1 after starting rescue efforts.

INFANTS UNDER 1 YEAR

Begin the following if the infant is choking and is unable to breathe. However, if the infant is coughing or crying, do NOT do any of the following, but call EMS, try to calm the child and watch for worsening of symptoms. If cough becomes ineffective (loss of sound), begin step 1 below.

1. Position the infant, with head slightly lower than chest, face down on your arm and support the head (support jaw; do NOT compress throat).

2. Give up to 5 back slaps with the heel of hand between infant’s shoulder blades.

3. If object is not coughed up, position infant face up on your forearm with head slightly lower than rest of body.

4. With 2 or 3 fingers, give 5 chest thrusts near center of breastbone, just below the nipple line.

5. Open mouth and look. If foreign object is seen, sweep it out with the finger.

6. Tilt head back and lift chin up and out to open the airway. Try to give 2 breaths.

7. REPEAT STEPS 1-6 UNTIL OBJECT IS COUGHED UP OR INFANT STARTS TO BREATHE OR BECOMES UNCONSCIOUS.

8. Call EMS after 2 minutes (5 cycles of 30 compressions to 2 rescue breaths) if not already called.

CHILDREN OVER 1 YEAR OF AGE & ADULTS

Begin the following if the victim is choking and unable to breathe. Ask the victim: “Are you choking?” If the victim nods yes or can’t respond, help is needed. However, if the victim is coughing, crying or speaking, do NOT do any of the following, but call EMS, try to calm him/her and watch for worsening of symptoms. If cough becomes ineffective (loss of sound) and victim cannot speak, begin step 1 below.

1. Stand or kneel behind child with arms encircling child.

2. Place thumbside of fist against middle of abdomen just above the navel. (Do NOT place your hand over the very bottom of the breastbone. Grasp fist with other hand).

3. Give up to 5 quick inward and upward abdominal thrusts.

4. REPEAT STEPS 1-2 UNTIL OBJECT IS COUGHED UP, CHILD STARTS TO BREATHE OR CHILD BECOMES UNCONSCIOUS.

IF THE CHILD BECOMES UNCONSCIOUS, PLACE ON BACK AND GO TO STEP 7 OF CHILD, OR STEP 6 OF ADULT CPR (p.).

FOR OBESE OR PREGNANT PERSONS:

Stand behind person and place your arms under the armpits to encircle the chest. Press with quick backward thrusts.
Child abuse is a complicated issue with many potential signs. According to Iowa law, all school personnel who suspect that a child is being abused or neglected are mandated (required) to make a report to their Department of Human Services or local law enforcement agency. The law provides immunity from liability for those who make reports of possible abuse or neglect. Failure to report suspected abuse or neglect may result in civil or criminal liability.

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.
- Let the student know that you are required to report the abuse to the Department of Human 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.

Abuse may be physical, sexual or emotional in nature. Some signs of abuse follow. This NOT a complete list:
- 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 (e.g., burns in the shape of a cigarette or iron, bruises or welts in the shape of a hand).
- Unusual knowledge of sex, inappropriate touching or engaging in sexual play with other children.
- Severe injury or illness without medical care.
- Poor hygiene, underfed appearance.

If student has visible injuries, refer to the appropriate guideline to provide first aid.
**CALL EMS 9-1-1** if any injuries require immediate medical care.

All school staff are required to report suspected child abuse and neglect to the Iowa Department of Human Services. Refer to your own school’s policy for additional guidance on reporting.
**CALL** the Child Abuse Hotline at 1-800-362-2178 (available 24 hours a day, 7 days a week).

Contact responsible school authority and IA DHS. Follow up with school report.
<table>
<thead>
<tr>
<th>Disease</th>
<th>When to Report</th>
<th>How to Report</th>
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</thead>
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<tr>
<td>Acquired immune deficiency syndrome (AIDS) and AIDS-defining conditions</td>
<td>7 days</td>
<td>Report by mail &lt;ul&gt;&lt;li&gt;Health care providers: Use the Pediatric or Adult Confidential Case Report Form&lt;/li&gt;&lt;li&gt;Laboratories: Send copy of lab report to the Iowa Confidential Report of Sexually Transmitted Disease &amp; HIV Infection&lt;/li&gt;&lt;li&gt;Mark envelope “Attention 03”&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>Anthrax</td>
<td>1 day</td>
<td>Phone, IDSS, fax or mail</td>
</tr>
<tr>
<td>Arboviral disease (includes West Nile Disease, St. Louis, LaVieze, WEE, EEE, WEE, or encephalitis)</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail</td>
</tr>
<tr>
<td>Botulism</td>
<td>Immediately</td>
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</tr>
<tr>
<td>Brucellosis (Brucella)</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail</td>
</tr>
<tr>
<td>Campylobacteriosis (Campylobacter)</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail</td>
</tr>
<tr>
<td>Chlamydia</td>
<td>3 days</td>
<td>Report by mail &lt;ul&gt;&lt;li&gt;Health care providers: Use the Iowa Confidential Report of Sexually Transmitted Disease and HIV Infection&lt;/li&gt;&lt;li&gt;Laboratories: Use the Laboratory Report of Tests Processed for STD&lt;/li&gt;&lt;li&gt;Mark envelope “Attention 00”&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>Cholera</td>
<td>Immediately</td>
<td>24/7 disease reporting telephone hotline: 800-362-2796</td>
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<tr>
<td>Cryptosporidiosis</td>
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<td>Phone, IDSS, fax or mail</td>
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<tr>
<td>Cytomegalovirus</td>
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<td>Phone, IDSS, fax or mail</td>
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<tr>
<td>Diphtheria</td>
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<tr>
<td>Enterovirus invasive disease</td>
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<tr>
<td>Escherichia coli shiga toxin-producing and related diseases (includes HUS and TTP)</td>
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<td>Phone, IDSS, fax or mail Laboratories: Send isolate to the University Hygienic Laboratory</td>
</tr>
<tr>
<td>Giardiasis (Giardia)</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail</td>
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<tr>
<td>Germane</td>
<td>3 days</td>
<td>Report by mail &lt;ul&gt;&lt;li&gt;Health care providers: Use the Iowa Confidential Report of Sexually Transmitted Disease and HIV Infection&lt;/li&gt;&lt;li&gt;Laboratories: Use the Laboratory Report of Tests Processed for STD&lt;/li&gt;&lt;li&gt;Mark envelope “Attention 00”&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>Group A Streptococcus invasive disease</td>
<td>3 days</td>
<td>Send isolate to the University Hygienic Laboratory</td>
</tr>
<tr>
<td>Hemophilus influenzae type B bacterial disease</td>
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</tr>
<tr>
<td>Human Herpesvirus (kaposi)</td>
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<tr>
<td>Hepatitis A</td>
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</tr>
<tr>
<td>Hepatitis B, C, D, E</td>
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</tr>
<tr>
<td>Human immunodeficiency virus (HIV) cases</td>
<td>7 days</td>
<td>Report by mail &lt;ul&gt;&lt;li&gt;Health care providers: Use the Pediatric or Adult Confidential Case Report Form&lt;/li&gt;&lt;li&gt;Laboratories: Send copy of lab report to the Iowa Confidential Report of Sexually Transmitted Disease &amp; HIV Infection&lt;/li&gt;&lt;li&gt;Mark envelope “Attention 03”&lt;/li&gt;&lt;/ul&gt;</td>
</tr>
<tr>
<td>Legionellosis (Legionella)</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail</td>
</tr>
<tr>
<td>Listeria monocytogenes invasive disease</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail Laboratories: Send isolate to the University Hygienic Laboratory</td>
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<tr>
<td>Lyme disease</td>
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<tr>
<td>Malaria</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail</td>
</tr>
<tr>
<td>Measles (rubella)</td>
<td>Immediately</td>
<td>24/7 disease reporting telephone hotline: 800-362-2796</td>
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<tr>
<td>Meningococcal invasive disease</td>
<td>Immediately</td>
<td>24/7 disease reporting telephone hotline: 800-362-2796 Laboratories: Send isolate to the University Hygienic Laboratory</td>
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<tr>
<td>Mumps</td>
<td>3 days</td>
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<tr>
<td>Pertussis</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail</td>
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<tr>
<td>Poliomyelitis</td>
<td>Immediately</td>
<td>24/7 disease reporting telephone hotline: 800-362-2796</td>
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<tr>
<td>Polioavis</td>
<td>Immediately</td>
<td>24/7 disease reporting telephone hotline: 800-362-2796</td>
</tr>
<tr>
<td>Rabies, animal</td>
<td>3 days</td>
<td>Phone, IDSS, fax or mail</td>
</tr>
<tr>
<td>Disease</td>
<td>Reporting/Exposure Period</td>
<td>Reporting/Exposure Period 012</td>
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<tr>
<td>Rabiies, human</td>
<td>Immediately</td>
<td>24/7 disease reporting hotline: 800-862-2796</td>
</tr>
<tr>
<td>Rocky Mountain spotted fever</td>
<td>8 days</td>
<td>Phone, ISDS, fax or mail</td>
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<tr>
<td>Rubella (including congenital)</td>
<td>2 days</td>
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</tr>
<tr>
<td>Salmonella (Salmonella)</td>
<td>3 days</td>
<td>Phone, ISDS, fax or mail</td>
</tr>
<tr>
<td>Severe acute respiratory syndrome (SARS)</td>
<td>Immediately</td>
<td>24/7 disease reporting hotline: 800-362-2796</td>
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<tr>
<td>Spring illness (Sichel, Sickle)</td>
<td>3 days</td>
<td>Phone, ISDS, fax or mail</td>
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<tr>
<td>Staphylococcus aureus</td>
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<td>Laboratories: Send isolate to the University Hygienic Laboratory</td>
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<tr>
<td>Streptococcus pneumonia invasive disease</td>
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<tr>
<td>Syphilis</td>
<td>3 days</td>
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<td>5 days</td>
<td>Phone, ISDS, fax or mail</td>
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<tr>
<td>Toxic Shock Syndrome</td>
<td>3 days</td>
<td>Phone, ISDS, fax or mail</td>
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<tr>
<td>Tuberculosis</td>
<td>3 days</td>
<td>Phone, ISDS, fax or mail</td>
</tr>
<tr>
<td>Pulmonary and Laryngeal (infectious)</td>
<td>Immediately</td>
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</tr>
<tr>
<td>Extra-pulmonary</td>
<td>8 days</td>
<td>Phone, ISDS, fax or mail</td>
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<tr>
<td>Typhoid fever</td>
<td>1 day</td>
<td>Phone, ISDS or fax</td>
</tr>
<tr>
<td>Viral hemorrhagic fever (VHF) (e.g., Lassa, Marburg, Ebola, Crimean-Congo, South American)</td>
<td>Immediately</td>
<td>24/7 disease reporting hotline: 800-362-2796</td>
</tr>
<tr>
<td>Yellow Fever</td>
<td>Immediately</td>
<td>24/7 disease reporting hotline: 800-362-2796</td>
</tr>
</tbody>
</table>

Reporting of the above diseases is required by Iowa Administrative Code 641 Chapter 1

Iowa Department of Public Health/Center for Acute Disease Epidemiology
Lucas State Office Building, 121 E. 12th Street Des Moines, Iowa 50310-0075 Phone: 800-362-2796 Secure fax: 515-281-5608

IDSS-related questions, call the Center for Acute Disease Epidemiology (CADE) at 1-800-362-2796 STD questions: call 515-281-3031...HIV/AIDS questions: call 515-242-5141... Immunization questions: call 515-281-4938...TB questions: call 515-281-7504 Specimen submission questions—call the University Hygienic Laboratory 319-335-4500 or go to http://www.uhl.uiowa.edu/

Reporting forms may be obtained from the Clearinghouse at: http://wwwdrugfreeinfo.org/state/cart.php

Visit our web site at http://www.idph.state.ia.us

Revised Dec 2009
COMMUNICABLE DISEASES

For more information on protecting yourself from communicable diseases, see “Communicable Disease Resources” (p.26-27).

A communicable disease is a disease that can be spread from one person to another. Germs (bacteria, virus, fungus, parasite) cause communicable diseases.

Chickenpox, pink eye, strep throat 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 your local school’s policy for ill students.

Signs of PROBABLE illness:
- Sore throat.
- Redness, swelling, drainage of eye.
- Unusual spots/rash with fever or itching.
- Crusty, bright yellow, gummy skin sores.
- Diarrhea (more than 2 loose stools a day).
- Vomiting.
- Yellow skin or yellow “white of eye”.
- Oral temperature greater than 100.0 F.
- Extreme tiredness or lethargy.
- Unusual behavior.

Contact responsible school authority & parent or legal guardian.

ENCOURAGE MEDICAL CARE.

Signs of POSSIBLE illness:
- Earache.
- Fussiness.
- Runny nose.
- Mild cough.

Monitor student for worsening of symptoms. Contact parent/legal guardian and discuss.
CUTS (SMALL), SCRATCHES & SCRAPES (INCLUDING ROPE & FLOOR BURNS)

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

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

NO

- Wash the wound gently with water. Use soap if necessary to remove dirt.
- Pat dry with clean gauze or paper towel.
- Apply clean gauze dressing (non-adhering or non-sticking type for scrapes) and bandage.

YES

See “Bleeding” (p.16).

Check student’s immunization record for tetanus.
See “Tetanus Immunization” (p.61).

Contact responsible school authority & parent/legal guardian.
A student with diabetes may have the following symptoms:
- Irritability and feeling upset.
- Change in personality.
- Sweating and feeling “shaky.”
- Loss of consciousness.
- Confusion or strange behavior.
- Rapid, deep breathing.

A student with diabetes should be known to appropriate school staff. A Diabetic Action plan must be developed. Staff in a position to administer a Glucagon injection should receive instruction.

Refer to student’s Diabetic Action plan.

Does student have a blood sugar monitor available?

Yes

Allow student to check blood sugar.

No

Does student have a blood sugar monitor available?

Yes

Is blood sugar less than 60 or “LOW” according to action plan?

No

Is blood sugar “HIGH” according to action plan?

Yes

Contact responsible school authority & parent/legal guardian.

No

CALL EMS 9-1-1.

If the student is unconscious, see, “Unconsciousness” (p.63).

Give the student “sugar” such as:
- Fruit juice or soda pop (not diet) 6-8 ounces.
- Hard candy (6-7 lifesavers) or ½ candy bar.
- Sugar (2 packets or 2 teaspoons).
- Cake decorating gel (½ tube) or icing.
- Instant glucose.

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

Yes

CALL EMS 9-1-1.

No

Is blood sugar less than 60 or “LOW” according to action plan?

Yes

Continue to watch the student. Is student improving?

No

Is blood sugar “HIGH” according to action plan?

Yes

Continue to watch the student. Is student improving?

No

CALL EMS 9-1-1.

If the student is unconscious, see, “Unconsciousness” (p.63).
Wear disposable gloves when exposed to blood or other body fluids.

A student may 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 loose stools a day?
- Oral temperature over 100.0 F? See “Fever” (p.37).
- Blood present in the stool?
- Severe stomach pain?
- Student is dizzy and pale?

- Allow the student to rest if experiencing any stomach pain.
- Give the student water to drink.

If the student’s clothing is soiled, wear disposable gloves and double-bag the clothing to be sent home. Wash hands thoroughly.

Contact responsible school authority & parent/legal guardian.

URGE MEDICAL CARE.
**EAR PROBLEMS**

**DRAINAGE FROM EAR**

Do **NOT** try to clean out ear.

Contact responsible school authority & parent or legal guardian.
**URGE MEDICAL CARE.**

**EARACHE**

Contact responsible school authority & parent/legal guardian.
**URGE MEDICAL CARE.**

**OBJECT IN EAR CANAL**

Ask student if he/she knows what is in the ear.

- **No**
  - Do you suspect a live insect is in the ear?
    - Yes or Not Sure
    - Do **NOT** attempt to remove.

- **Yes**
  - Gently tilt head toward the affected side.
  - Did the object come out on its own?
    - No
      - Contact responsible school authority & parent or legal guardian.
      - Do **NOT** attempt to remove.

If there is no pain, the student may return to class. Notify the parent or legal guardian.
**ELECTRIC SHOCK**

- **TURN OFF POWER SOURCE, IF POSSIBLE. DO NOT TOUCH STUDENT UNTIL POWER SOURCE IS SHUT OFF.**
- Once power is off and situation is safe, approach the student and ask, “Are you OK?”

If no one else is available to call EMS, perform CPR first for 2 minutes and then call EMS yourself.

**YES**

- **CALL EMS 9-1-1.**
- Keep airway clear.
- **If student is not breathing, start CPR.** See “CPR” (pp.21-23).

**NO**

- Treat any burns. See “Burns” (p.19).
- Contact responsible school authority & parent or legal guardian.
- **URGE MEDICAL CARE.**
- Contact responsible school authority & parent/legal guardian.
With any eye problem, ask the student if he/she wears contact lenses. Have student remove contacts before giving any first aid to eye unless chemicals have splashed in the eye. Flush first without removing the contact lenses.

**EYE PROBLEMS**

**EYE INJURY:**

Keep student lying flat and quiet.

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

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

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

**CALL EMS 9-1-1.**

Contact responsible school authority, parent or legal guardian.

Contact responsible school authority & parent or legal guardian.

URGE IMMEDIATE MEDICAL CARE.
EYE PROBLEMS

PARTICLE IN EYE

- Keep student from rubbing eye.
- If necessary, lay student down and tip head toward affected side.
- Gently pour 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 & parent/legal guardian.

URGE MEDICAL CARE.

CHEMICALS IN EYE

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

CALL POISON CONTROL.

1-800-222-1222

Follow their directions.

If eye has been burned by chemical, CALL EMS 9-1-1.

Contact responsible school authority & parent/legal guardian.
FAINTING

Fainting may have many causes including:
- Injuries.
- Illness.
- Blood loss/shock.
- Heat exhaustion.
- Diabetic reaction.
- Severe allergic reaction.
- Standing still for too long.

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” (p.63).

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

NO

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

- Keep airway clear and monitor breathing.
- Keep student warm, but not hot.
- Control bleeding if needed (wear disposable gloves).
- Give nothing by mouth.

Are symptoms (dizziness, light-headedness, weakness, fatigue, etc.) still present?

YES

NOTE
If student has no history of fainting, seek medical consultation.

If student feels better, and there is no danger of neck injury, he/she may be moved to a quiet, private area.

Do NOT move student.

Treat as possible neck injury. See “Neck & Back Pain” (p.46).

Keep student lying down. Contact responsible school authority & parent or legal guardian. URGE MEDICAL CARE.

Contact responsible school authority & parent/legal guardian.
FEVER & NOT FEELING WELL

Take student’s temperature. Note oral temperature over 100.0 F as fever.

Have the student lie down in a room that affords privacy.

Give no medication, unless previously authorized.

Contact responsible school authority and parent or legal guardian.
FRACTURES, DISLOCATIONS, SPRAINS OR 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.

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

CALL EMS 9-1-1.

- Leave student in a position of comfort.
- Gently cover broken skin with a clean bandage.
- Do NOT move injured part.

Contact responsible school authority & parent/legal guardian.

If discomfort is gone after period of rest, allow student to return to class.

After period of rest, re-check the injury.
- Is pain gone?
- Can student move or put weight on injured part without discomfort?
- Is numbness/tingling gone?
- Has sensation returned to injured area?

Contact responsible school authority & parent or legal guardian.

URGE MEDICAL CARE.
Frostbite can result in the same type of tissue damage as a burn. It is a serious condition and requires medical attention.

Exposure to cold even for short periods of time may cause “HYPOTHERMIA” in children (see “Hypothermia” p. 48). The nose, ears, chin, cheeks, fingers and toes are the parts most often affected by frostbite.

Frostbitten skin may:
- Look discolored (flushed, grayish-yellow, pale).
- Feel cold to the touch.
- Feel numb to the student.

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

- Take the 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 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?

CALL EMS 9-1-1.
Keep student warm and part covered.

Contact responsible authority & parent or legal guardian.
Encourage medical care.

Keep student and part warm.
Give no medication unless previously authorized.

Has a head injury occurred?

- Is headache severe?
- Are other symptoms present such as:
  - Vomiting?
  - Oral temperature over 100.0 F? (See “Fever”, p.37)
  - Blurred vision?
  - Dizziness?

If headache persists, contact parent/legal guardian.

Contact parent/legal guardian.

URGE MEDICAL CARE.

Give no medication unless previously authorized.

See “Head Injuries” (p.41).

Has a head injury occurred?

YES

NO

Is headache severe?

YES

NO

Are other symptoms present such as:

- Vomiting?
- Oral temperature over 100.0 F? (See “Fever”, p.37)
- Blurred vision?
- Dizziness?

NO

Contact parent/legal guardian.

Have student lie down for a short time in a room that affords privacy.

Apply a cold cloth or compress to the student's head.
Administer 2-4 oz of water if no fever present, for possible dehydration.

If headache persists, contact parent/legal guardian.
HEAD INJURIES

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. Head injuries from falls, sports and violence may be serious. If head is bleeding, see “Bleeding” (p.16).

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

If student only bumped head and does not have any other complaints or symptoms, see “Bruises” (p.18).

- With a head injury (other than head bump), always suspect neck injury as well.
- Do NOT move or twist the back or neck.
- See “Neck & Back Pain” (p.46) for more information.

Is student vomiting?

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

CALL EMS 9-1-1.

Yes

- Check student’s airway.
- If student stops breathing, start CPR. See “CPR” (pp.21-23).

No

Are any of the following symptoms present:
- Unconsciousness?
- Seizure?
- Neck pain?
- Student is unable to respond to simple commands?
- Blood or watery fluid in the ears?
- Student is unable to move or feel arms or legs?
- Blood is flowing freely from the head?
- Student is sleepy or confused?

Even if student was only briefly confused and seems fully recovered, contact responsible school authority & parent or legal guardian. URGE MEDICAL CARE. Watch for delayed symptoms.

Give nothing by mouth. Contact responsible school authority & parent or legal guardian.
Heat emergencies are caused by spending too much time in the heat. Heat emergencies can be life-threatening situations.

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.

Is student unconscious or losing consciousness?

- Yes
  - Quickly remove student from heat to a cooler place.
  - Put student on his/her side to protect the airway.
  - If student stops breathing, start CPR. See “CPR” (pp.21-23).

- 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?
    - Yes
      - Cool rapidly by completely wetting clothing with room temperature water.
      - Do NOT use ice water.
    - No
      - Give clear fluids such as water, 7Up or Gatorade frequently in small amounts if student is fully awake and alert.

Contact responsible authority & parent/legal guardian.

CALL EMS 9-1-1. Contact responsible authority & parent or 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 for too long.

Hypothermia can occur after a student has been outside in the cold or in cold water. Symptoms may include:
- Confusion.
- Weakness.
- Blurry vision.
- Slurred speech.
- Shivering.
- Sleepiness.
- White or grayish skin color.
- Impaired judgment.

Take the student to a warm place.
Remove cold or wet clothing and wrap student in a warm, dry blanket.
Continue to warm student with blankets. If student is fully awake and alert, offer warm (NOT HOT) fluids, but no food.

Does the student have:
- Loss of consciousness?
- Slowed breathing?
- Confused or slurred speech?
- White, grayish or blue skin?

CALL EMS 9-1-1.
- Give nothing by mouth.
- Continue to warm student with blankets.
- If student is asleep or losing consciousness, place student on his/her side to protect airway.
- If student stops breathing, start CPR. See “CPR” (pp 21-23)

Contact responsible authority & parent or legal guardian.
Encourage medical care.
Is it possible that student is pregnant? 

- YES OR NOT SURE 
  - See "Pregnancy" (p.50).

- NO 
  - Are cramps mild or severe? 
    - MILD 
      - A short period of quiet rest may provide relief.
      - Give no medications unless previously authorized by parent/legal guardian.
      - Urge medical care if disabling cramps or heavy bleeding occurs.
      - Contact responsible school authority & parent/legal guardian.
    - SEVERE 
      - For mild cramps, recommend regular activities.
Check student’s immunization record for tetanus. See “Tetanus Immunization, (p.61).

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” (p.41)

NO → Have teeth been injured?

YES → See “Teeth,” (p.59-60).

NO → Has jaw been injured?

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

NO → Contact responsible school authority & parent/legal guardian.

URGE IMMEDIATE MEDICAL CARE.

• Do NOT try to move jaw.
• Gently support jaw with hand.

Has jaw been injured?

YES → Contact responsible school authority & parent/legal guardian.

Encourage medical care.

NO → Place a cold compress over the area to minimize swelling.

• Is cut large or deep?
• Is there bleeding that cannot be stopped?

YES → See “Bleeding” (p.16).

NO →
Suspect a neck/back injury if pain results from:
- Falls over 10 feet or falling on head.
- Being thrown from a moving object.
- Sports.
- Violence.
- Being struck by a car or fast moving object.

Has an injury occurred?

NO

YES

Did student walk in or was student found lying down?

WALK IN

LYING DOWN

- Do NOT move student unless there is immediate danger of further physical harm.
- If student must be moved, support head and neck and move student in the direction of the head without bending the spine forward.
- Do NOT drag the student sideways.

- Keep student quiet and warm.
- Hold the head still by gently placing one of your hands on each side of the head.

A stiff or sore neck from sleeping in a “funny” position is different than neck pain from a sudden injury. A non-injured stiff neck with neurological symptoms or fever could be an emergency.

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

Have student lie down on his/her back. Support head by holding it in a face up position.

Try NOT to move neck or head.

CALL EMS 9-1-1. Contact responsible school authority & parent or legal guardian.
NOSEBLEED

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. Apply ice to nose.

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

• Care for nose as in “Nosebleed” above.
• Contact responsible school authority & parent/legal guardian.
• URGE MEDICAL CARE.

See “Head Injuries” (p.41) if you suspect a head injury other than a nosebleed or broken nose.
OBJECT IN NOSE

Is object:
- Large?
- Puncturing nose?
- Deeply imbedded?

YES OR NOT SURE

NO

Have student hold the clear nostril closed while gently blowing nose.

Did object come out on own?

YES

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

NO

If object cannot be removed easily, do NOT attempt to remove.

Contact responsible school authority & parent or legal guardian.

URGE MEDICAL CARE.

Do NOT attempt to remove. See “Puncture Wounds” (p.51) if object has punctured nose.
POISONING & OVERDOSE

Poisons can be swallowed, inhaled, absorbed through the skin or eyes, or injected. Call Poison Control when you suspect poisoning from:
- Medicines.
- Insect bites and stings.
- Snake bites.
- Plants.
- Chemicals/cleaners.
- Drugs/alcohol.
- Food poisoning.
- Inhalants.

Or if you are not sure.

Possible warning signs of poisoning include:
- Pills, berries or unknown substances 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.

- Wear disposable gloves.
- Check student’s mouth.
- Remove any remaining substance(s) from mouth.

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.

CALL POISON CONTROL 1-800-222-1222
Follow their directions.

Send sample of the vomited material and ingested material with its container (if available) to the hospital with the student.

CALL EMS 9-1-1.
Contact responsible school authority & parent or legal guardian.

• Do NOT induce vomiting or give anything UNLESS instructed to by Poison Control. With some poisons, vomiting can cause greater damage.
• Do NOT follow the antidote label on the container; it may be incorrect.

If student becomes unconscious, place on his/her side. Check airway.
If student stops breathing, start CPR. See “CPR” (pp.21-23).
PREGNANCY

Pregnant students should be known to appropriate school staff. *Any student who is old enough to be pregnant, might be pregnant.*

Pregnancy may be complicated by any of the following:

**SEVERE STOMACH PAIN**

**SEIZURE**
This may be a serious complication of pregnancy.

**VAGINAL BLEEDING**

**AMNIOTIC FLUID LEAKAGE**
This is *NOT* normal and may indicate the beginning of labor.

**MORNING SICKNESS**
Treat as vomiting. See “Vomiting” *(p.64).*

CALL EMS 9-1-1.
Contact responsible school authority & parent or legal guardian.

Contact responsible school authority & parent or legal guardian.
URGE IMMEDIATE MEDICAL CARE.

Contact responsible school authority & parent/legal guardian.
Wear disposable gloves when exposed to blood or other body fluids.

Has eye been wounded?

- YES
  - Do NOT touch eye.
  - See “Eye Injury” (p.34-35).

- NO
  - Is object still stuck in wound?

- YES
  - 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 (e.g., pencil lead).
  - Cover with a clean bandage.
  - See “Bleeding” (p.16) if wound is deep or bleeding freely.

- NO
  - Is object large?
  - Is wound deep?
  - Is wound bleeding freely or squirting blood?

- YES
  - CALL EMS 9-1-1.

- NO
  - Check student’s immunization record for tetanus. See “Tetanus Immunization” (p.61).
  - Contact responsible school authority & parent or legal guardian.

See “Bleeding” (p.16) 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.

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

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

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

If any of the following symptoms are present, contact responsible school authority & parent or legal guardian and URGE MEDICAL CARE:
- Oral temperature over 100.0 F (See “Fever” p.37).
- Headache.
- Diarrhea.
- Sore throat.
- Vomiting.
- Rash is bright red and sore to the touch.
- Rash (hives) all over body.
- Student is so uncomfortable (e.g., itchy, sore, feels ill) that he/she is not able to participate in school activities.

CALL EMS 9-1-1.
Contact responsible school authority & parent/legal guardian.

See “Allergic Reaction” (p.12) and “Communicable Disease” (p.26-28) for more information.
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 (e.g., running, belligerence, making strange sounds, etc.).

A student with a history of seizures should be known to appropriate school staff. A Seizure Action plan should be developed, containing a description of the onset, type, duration and after effects of the seizures.

Refer to student’s Seizure Action plan.

If student seems off balance, place him/her on the floor (on a mat) for observation and safety.
- Do NOT restrain movements.
- Move surrounding objects to avoid injury.
- Do NOT place anything in between the teeth or give anything by mouth.
- Keep airway clear by placing student on his/her side. A pillow should NOT be used.

Observe details of the seizure for parent/legal guardian, emergency personnel or physician. Note:
- Duration.
- Kind of movement or behavior.
- Body parts involved.
- Loss of consciousness, etc.

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

Is student having a seizure lasting longer than 5 minutes?
- Is student having seizures following one another at short intervals?
- Is student without a known history of seizures having a seizure?
- Is student having any breathing difficulties after the seizure?

Contact responsible school authority & parent or legal guardian.

CALL EMS 9-1-1.
If injury is suspected, see “Neck & Back Pain” (p.46) and treat as a possible neck injury. **Do NOT move student unless he/she is endangered.**

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

**See the appropriate guideline to treat the most severe (life or limb threatening) symptoms first.**
- Not breathing? See “CPR” (pp.21-23) and/or “Choking” (p.24).
- Unconscious? See “Unconsciousness” (p.63).
- Bleeding profusely? See “Bleeding” (p.16).

**CALL EMS 9-1-1.**

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

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

**Contact responsible school authority & parent or legal guardian. URGE MEDICAL CARE if EMS not called.**
Wear disposable gloves when exposed to blood or other body fluids.

Check student’s immunization record for tetanus. See “Tetanus Immunization" (p.61).

Gently wash area with clean water and soap.

Is splinter or pencil tip:
- Protruding above the surface of the skin?
- Small?
- Shallow?

• Leave in place.
  • Do NOT probe under skin.

• Remove with tweezers unless this causes student pain.
  • Do NOT probe under skin.

Contact responsible school authority & parent or legal guardian.
Encourage medical care.

Were you successful in removing the entire splinter/pencil tip?

NO

Were you successful in removing the entire splinter/pencil tip?

NO

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

Check student’s immunization record for tetanus. See “Tetanus Immunization” (p.61).

Gently wash area with clean water and soap.

Is splinter or pencil tip:
- Protruding above the surface of the skin?
- Small?
- Shallow?

• Leave in place.
  • Do NOT probe under skin.

• Remove with tweezers unless this causes student pain.
  • Do NOT probe under skin.

Contact responsible school authority & parent or legal guardian.
Encourage medical care.

Were you successful in removing the entire splinter/pencil tip?

NO

Wash again. Apply clean dressing.

YES
STABBING & GUNSHOT INJURIES

- CALL EMS 9-1-1 for injured student.
- Call the 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

- Check student’s airway.
- If student stops breathing start CPR. See “CPR” (p.21-23).

NO

- 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.
- Press injured area firmly with a clean bandage to stop bleeding.
- Elevate injured part gently, if possible.
- Keep body temperature normal. Cover student with a blanket or sheet.

Check student’s immunization record for tetanus. See “Tetanus Immunization” (p.61).

Contact responsible school authority & parent or legal guardian.
Students with a history of allergy to stings should be known to all school staff. An Allergy Action plan should be developed.

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

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.

- Remove stinger if present.
- Wash area with soap and water.
- Apply cold compress.

Contact responsible school authority & parent or legal guardian.

Refer to student’s Allergy Action plan.

If available, administer Epi-Pen and/or Albuterol

CALL EMS 9-1-1.

- Check student’s airway.
- If student stops breathing, start CPR. See “CPR” (p.21-23).

See “Allergic Reaction,” (p.12).
Stomachaches/pain my have many causes including:
- Illness.
- Hunger.
- Overeating.
- Diarrhea.
- Food poisoning.
- Injury.
- Menstrual difficulties.
- Psychological issues.
- Stress.
- Constipation.
- Gas pain.
- Pregnancy.

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

Suspect neck injury. See “Neck and Back Pain” (p.46).

Contact responsible school authority & parent/legal guardian.

URGE PROMPT MEDICAL CARE.

Take the student’s temperature. Note temperature over 100.0 F as fever. See “Fever” (p.37).

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

Allow student to rest 20-30 minutes in a room that affords privacy.

If stomachache persists or becomes worse, contact responsible school authority & parent or legal guardian.

Allow student to return to class.

Does student feel better?
**TEETH PROBLEMS**

**BLEEDING GUMS**

Bleeding gums:
- Are generally related to chronic infection.
- Present some threat to student’s general health.

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

Contact responsible school authority & parent/legal guardian. **URGE DENTAL CARE.**

**TOOTHACHE OR GUM INFECTION**

See “Mouth & Jaw” (p. 45) for tongue, cheek, lip, jaw or other mouth injury not involving the teeth.

These conditions can be direct threats to student’s general health, not just local tooth problems.

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

Relief of pain in the school often postpones dental care. **Do NOT place pain relievers** (e.g., aspirin, Tylenol) on the gum tissue of the aching tooth. They can burn tissue.

Contact responsible school authority & parent/legal guardian. **URGE DENTAL CARE.**
**TEETH PROBLEMS**

**DISPLACED TOOTH**

Do **NOT** try to move tooth into correct position.

Contact responsible school authority & parent/legal guardian.

**DISPLACED TOOTH**

OBTAIN EMERGENCY DENTAL CARE.

**KNOCKED-OUT OR BROKEN PERMANENT TOOTH**

- Find tooth.
- Do **NOT** handle tooth by the root.

Do **NOT** try to move tooth into correct position.

If tooth is dirty, clean gently by rinsing with water.

Do **NOT** scrub the knocked-out tooth.

The following steps are listed in order of preference.

Within 15-20 minutes:
1. Place gently back in socket and have student hold in place with tissue or gauze, **or**
2. Place in glass of milk, **or**
3. Place in normal saline, **or**
4. Have student spit in cup and place tooth in it, **or**
5. Place in a glass of water.

**TOOTH MUST NOT DRY OUT.**

Apply a cold compress to face to minimize swelling.

Contact responsible school authority & parent or legal guardian.

**DISPLACED TOOTH**

OBTAIN EMERGENCY DENTAL CARE. THE STUDENT SHOULD BE SEEN BY A DENTIST AS SOON AS POSSIBLE.

**DISPLACED TOOTH**

Iowa Emergency Guidelines for Schools 2012 Edition
**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 or legal guardian.

A **minor wound** would need a tetanus booster **only** if it has been at least **10 years** since the last tetanus shot or if the student is **5 years old or younger**.

**Other wounds** such as those contaminated by dirt, feces and saliva (or other body fluids); puncture wounds; amputations; and wounds resulting from crushing, burns, and frostbite need a tetanus booster if it has been more than **5 years** since last tetanus shot.
Students should be inspected for ticks after time in woods or brush. Ticks may carry serious infections and must be completely removed. **Do NOT handle ticks with bare hands.**

Refer to your school’s policy regarding the removal of ticks.

- Wear disposable gloves when exposed to blood and other body fluids.
- Wash the tick area gently with soap and water before attempting removal.
- Using tweezers, grasp the tick as close to the skin surface as possible and pull upward with steady, even pressure.
- **Do NOT twist or jerk the tick as the mouth parts may break off.** It is important to remove the ENTIRE tick.
- Take care not to squeeze, crush or puncture the body of the tick as its fluids may carry infection.
- After removal, wash the tick area thoroughly with soap and water.
- Wash your hands.
- Apply a bandage.

Ticks can be safely thrown away by placing them in container of alcohol or flushing them down the toilet.

Contact responsible school authority & parent/legal guardian.
If student stops breathing, and no one else is available to call EMS, administer CPR for 2 minutes and then call EMS yourself.

Unconsciousness may have many causes including:
- Injuries.
- Blood loss/shock.
- Poisoning.
- Severe allergic reaction.
- Diabetic reaction.
- Heat exhaustion.
- Illness.
- Fatigue.
- Stress.
- Not eating.

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

Did student regain consciousness immediately?

- If student stops breathing, and no one else is available to call EMS, administer CPR for 2 minutes and then call EMS yourself.

Unconsciousness may have many causes including:
- Injuries.
- Blood loss/shock.
- Poisoning.
- Severe allergic reaction.
- Diabetic reaction.
- Heat exhaustion.
- Illness.
- Fatigue.
- Stress.
- Not eating.

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

Did student regain consciousness immediately?

- See “Fainting” (p.36).

Is unconsciousness due to injury?

- See “Neck & Back Pain” (p.46) and treat as a possible neck injury.
- Do NOT move student.

Open airway with head tilt/chin lift.

CALL EMS 9-1-1.

- Keep student in flat position of comfort.
- Elevate feet 8-10 inches unless this causes pain or a neck/back or hip injury is suspected.
- Loosen clothing around neck and waist.
- Keep body normal temperature. Cover student with a blanket or sheet.
- Give nothing to eat or drink.
- If student vomits, roll onto left side keeping back and neck in straight alignment if injury is suspected.
- Examine student from head-to-toe and give first aid for conditions as needed.

CALL EMS 9-1-1.

Contact responsible school authority & parent/legal guardian.

Begin CPR. See “CPR” (p.21-23).
If a number of students or staff become ill with the same symptoms, suspect food poisoning.

**CALL POISON CONTROL 1-800-222-1222.** and ask for instructions. See “Poisoning” (p.49) and 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 over 100.0 F as fever. See “Fever” (p.37).

- Have student lie down on his/her side in a room that affords privacy and allow him/her to rest.
- Apply a cool, damp cloth to student’s face or forehead.
- Have a bucket available.
- Give no food or medications, although you may offer student ice chips or small sips of clear fluids containing sugar (such as 7Up or Gatorade), if the student is thirsty.

Does the student have:
- Repeated vomiting?
- Fever?
- Severe stomach pains?
- Is the student dizzy and pale?

Contact responsible school authority & parent/legal guardian.

URGE MEDICAL CARE.

Contact responsible school authority & parent/legal guardian.
**PANDEMIC FLU PLANNING FOR SCHOOLS**

**FLU TERMS DEFINED**

*Seasonal (or common) flu* is a respiratory illness that can be transmitted person-to-person. Most people have some immunity and a vaccine is available.

*Avian (or bird) flu* is caused by influenza viruses that occur naturally among wild birds. The H5N1 variant is deadly to domestic fowl and can be transmitted from birds to humans. There is no human immunity and no vaccine is available.

*Pandemic flu* is human flu that causes a global outbreak, or pandemic, of illness. Because there is little natural immunity, the disease can spread easily from person to person.

**INFLUENZA SYMPTOMS**

According to the Centers for Disease Control and Prevention (CDC) influenza symptoms usually start suddenly and may include the following:

- Fever
- Headache
- Extreme tiredness
- Dry cough
- Sore throat
- Body ache

Influenza is a respiratory disease.

*Source: Centers for Disease Control and Prevention (CDC)*

**INFECTION CONTROL GUIDELINES FOR SCHOOLS**

1) Recognize the symptoms of flu:
   - Fever
   - Headache
   - Cough
   - Body ache

2) Stay home if you are ill and remain home for at least 24 hours after you no longer have a fever, or signs of a fever, without the use of fever-reducing medicines. Students, staff, and faculty may return 24 hours after symptoms have resolved.

3) Cover your cough:
   - Use a tissue when you cough or sneeze and put used tissue in the nearest wastebasket.
   - If tissues are not available, cough into your elbow or upper sleeve area, not your hand.
   - Wash your hands after you cough or sneeze.

4) Wash your hands:
   - Using soap and water after coughing, sneezing or blowing your nose.
   - Using alcohol-based hand sanitizers if soap and water are not available.

5) Have regular inspections of the school hand washing facilities to assure soap and paper towels are available.

6) Follow a regular cleaning schedule of frequently touched surfaces including handrails, door handles and restrooms using usual cleaners.

7) Have appropriate supplies for students and staff including tissues, waste receptacles for disposing used tissues and hand washing supplies (soap and water or alcohol-based hand sanitizers).
The following are steps schools can take before, during and after a pandemic flu outbreak. Remember that a pandemic may have several cycles, waves or outbreaks so these steps may need to be repeated.

PREPAREDNESS/PLANNING PHASE – BEFORE AN OUTBREAK OCCURS

1. Develop a pandemic flu plan for your school using the CDC School Pandemic Flu Planning Checklist available at https://www.cdc.gov/h1n1flu/schools.
2. Build a strong relationship with your local health department and include them in the planning process.
3. Train school staff to recognize symptoms of influenza.
4. Decide to what extent you will encourage or require students and staff to stay home when they are ill.
5. Have a method of disease recognition (disease surveillance) in place. Report increased absenteeism or new disease trends to the local health department.
6. Make sure the school is stocked with supplies for frequent hand hygiene including soap, water, alcohol-based hand sanitizers and paper towels.
7. Encourage good hand hygiene and respiratory etiquette in all staff and students.
8. Identify students who are immune compromised or chronically ill who may be most vulnerable to serious illness. Encourage their families to talk with their health care provider regarding special precautions during influenza outbreaks.
9. Develop alternative learning strategies to continue education in the event of an influenza pandemic.

RESPONSE – DURING AN OUTBREAK

1. Heighten disease surveillance and reporting to the local health department.
2. Communicate regularly with parents informing them of the community and school status and expectations during periods of increased disease.
3. Work with local education representatives and the local health officials to determine if the school should cancel non-academic events or close the school.
5. Continue to educate students, staff and families on the importance of hand hygiene and respiratory etiquette.

RECOVERY – FOLLOWING AN OUTBREAK

1. Continue to communicate with the local health department regarding the status of disease in the community and the school.
2. Communicate with parents regarding the status of the education process.
3. Continue to monitor disease surveillance and report disease trends to the health department.
4. Provide resources/referrals to staff and students who need assistance in dealing with the emotional aspects of the pandemic experience. Trauma-related stress may occur after any catastrophic event and may last a few days, a few months or longer, depending on the severity of the event.
RECOMMENDED FIRST AID EQUIPMENT AND SUPPLIES FOR SCHOOLS

1. Current first aid, choking and CPR manual and wall chart(s) such as the American Academy of Pediatrics’ Pediatric First Aid for Caregivers and Teachers (PedFACTS) Resource Manual and 3-in-1 First Aid, Choking, CPR Chart available at http://www.aap.org and similar organizations.

2. Cot: mattress with waterproof cover (disposable paper covers and pillowcases).

3. Small portable basin.


5. Bandage scissors & tweezers.


7. Sink with running water.

8. Expendable supplies:
   - Sterile cotton-tipped applicators, individually packaged.
   - Sterile adhesive compresses (1”x3”), individually packaged.
   - Cotton balls.
   - Sterile gauze squares (2”x2”; 3”x3”), individually packaged.
   - Adhesive tape (1” width).
   - Gauze bandage (1” and 2” widths).
   - Cold packs (compresses).
   - Tongue blades.
   - Triangular bandages for sling.
   - Safety pins.
   - Soap.
   - Disposable facial tissues.
   - Paper towels.
   - Sanitary napkins.
   - Disposable gloves (vinyl preferred).
   - Pocket mask/face shield for CPR.
   - Disposable surgical masks.
   - One flashlight with spare bulb and batteries.
   - Appropriate cleaning solution such as a tuberculocidal agent that kills hepatitis B virus or household chlorine bleach. *A fresh solution of chlorine bleach must be mixed every 24 hours in a ratio of 1 unit bleach to 9 units water.*
IF A PERSON THREATENS WITH A FIREARM OR BEGINS SHOOTING

Staff and Children:

- *If you are outside with the shooter outside* – go inside the building as soon as possible. If you cannot get inside, make yourself as compact as possible; put something between yourself and the shooter; do not gather in groups.
- *If you are inside with the shooter inside* – turn off lights; lock all doors and windows; shut curtains, if it is safe to do so.
- Children, staff and visitors should crouch under furniture without talking and remain there until an all-clear is given by the administrator or designee.
- Check open areas for wandering children and bring them immediately into a safe area.
- Staff should take roll call and immediately notify the administrator of any missing children or staff when it is safe to do so.

Administrator/Police Liaison:

- Assess the situation as to:
  - The shooter’s location
  - Any injuries
  - Potential for additional shooting
- Call 9-1-1 and give as much detail as possible about the situation.
- Secure the facility, if appropriate.
- Assist children and staff in evacuating from immediate danger to safe area.
- Care for the injured as carefully as possible until law enforcement and paramedics arrive.
- Refer media to designated public information person per media procedures.
- Administrator to prepare information to release to media and parent(s)/guardian(s).
- Notify parent(s)/guardian(s) according to policies.
- Hold information meeting with staff.
- Initiate a crisis/grief counseling plan.
## CRISIS TEAM MEMBERS

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Work #</th>
<th>Home #</th>
<th>Cell/Pager</th>
<th>Room #</th>
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</thead>
<tbody>
<tr>
<td>Administrator</td>
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<tr>
<td>Designee</td>
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<td>Psychologist</td>
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<td>Counselor</td>
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<td>Secretary</td>
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## CPR/FIRST AID CERTIFIED STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>CPR – Yes/No</th>
<th>First Aid – Yes/No</th>
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<tbody>
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## CRISIS CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Emergency Contact Information</th>
<th>Alternate Contact Information</th>
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</thead>
<tbody>
<tr>
<td>Local Critical Incident Management Team</td>
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</table>
Complete this page as soon as possible and update as needed.

EMERGENCY MEDICAL SERVICES (EMS) INFORMATION

Know how to contact your EMS. Most areas use 9-1-1; others use a 7-digit phone number.

+ EMERGENCY PHONE NUMBER: 9-1-1 OR __________________________

+ Name of EMS agency ________________________________________________

+ Their average emergency response time to your school __________________

+ Directions to your school ____________________________________________

+ Location of the school’s AED(s) ______________________________________

BE PREPARED TO GIVE THE FOLLOWING INFORMATION & DO NOT HANG UP
BEFORE THE EMERGENCY DISPATCHER HANGS UP:

- Name and school name ________________________________________________
- School telephone number ______________________________________________
- Address and easy directions ____________________________________________
- Nature of emergency _________________________________________________
- Exact location of injured person (e.g., behind building in parking lot) ______
- Help already given ____________________________________________________
- Ways to make it easier to find you (e.g., standing in front of building, red flag, etc.).

OTHER IMPORTANT PHONE NUMBERS

+ School Nurse
+ Responsible School Authority
+ Poison Control Center 9-1-1 or _______________________
+ Fire Department 9-1-1 or _______________________
+ Police
+ Hospital or Nearest Emergency Facility
+ County Children Services Agency
+ Rape Crisis Center
+ Suicide Hotline
+ Local Health Department
+ Taxi
+ Other medical services information (e.g., dentists or physicians): _______________________

Iowa Emergency Guidelines for Schools 2012 Edition