

First Aid**STATEMENT OF PURPOSE:**

School employees are responsible for the appropriate handling of first aid and emergency situations as they arise during the school day and during school sponsored activities.

AUTHORIZATION/LEGAL REFERENCE:

12 V.S.A. Chapter 23 § 519 -Emergency Care

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=12&Chapter=023&Section=00519>

16 V.S. A. Chapter 31 § 1387- Possession and self-administration of emergency medication

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=031&Section=01387>

16 V.S.A. Chapter 31 § 1388 - Stock supply and emergency administration of epinephrine auto-injectors

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=031&Section=01388><http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=031&Section=01388>

16 V.S.A. Chapter 31 § 1431. Concussions and other head injuries

<http://www.leg.state.vt.us/statutes/fullsection.cfm?Title=16&Chapter=031&Section=01431>

18 V.S.A. Chapter 17 – Emergency Medical Services

<http://www.leg.state.vt.us/statutes/sections.cfm?Title=18&Chapter=017>

Vermont Education Quality Standards, 2121.5 Tiered System of Support pg. 14

http://education.vermont.gov/documents/EDU-FinalEQS_AsAdopted.pdf

REQUIRED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLES:

- Maintains current Vermont RN license and certification in CPR and First Aid
- Provide first aid to students as necessary.
- Document visits to the health room in the individual student's health record and/or visit sheet. (See documentation section)
- Support the Administration in the schools incident report policy and procedures
- Support the process for ensuring that each school has adequate staff to provide first aid and CPR in the absence of a school nurse. Designated persons shall hold current certification in CPR and First Aid.
- Ensure that UAPs follow written procedures for safe care consistent with appropriate nursing delegation guidelines
- Participate in the Center for Disease Control and Prevention *Online Concussion Training for Health Care Providers* <http://www.cdc.gov/concussion/HeadsUp/clinicians/index.html> and maintain current certificate as recommended.

- Ensure a system is in place that maintains current parent/care giver contact information at all times for the school nurse and first aid designee and to appropriate staff on a need to know basis.

SUGGESTED SCHOOL NURSE/ASSOCIATE SCHOOL NURSE ROLE:

- Maintain appropriate health office first aid supplies and portable first aid supplies
- Educate staff, as appropriate, in use of Individual Healthcare Plans (IHP) and universal precautions.
- Maintain current phone number and emergency contact information for each student.
- Encourage ongoing communication between parent/guardian, medical home and school nurse regarding recuperative periods, details for re-admission to school and follow-up care.
- Create field trip healthcare plans for students with life threatening conditions, orient and train appropriate staff to these healthcare plans.

RESOURCES:

American Red Cross - <http://www.redcross.org/>

American Heart Association - <http://www.americanheart.org/presenter.jhtml?identifier=1200000>

American School Health Association <http://www.ashaweb.org>

Brain Injury Association of Vermont – *Concussion Took Kit including Return to Learn protocol*
<http://www.biavt.org/index.php/component/content/article/1025-vermonts-student-athletes-and-concussion-return-to-learn-a-return-to-play-toolkit.html>

- Pocket CONCUSSION RECOGNITION TOOL™: *To help identify concussion in children, youth and adults* (<http://bjsm.bmj.com/content/47/5/267.full.pdf+html>)
- SCAT3
http://download.lww.com/wolterskluwer_vitalstream_com/PermaLink/JSM/A/JSM_23_2_2013_02_14_MCCRORYY_200872_SDC2.pdf
- SCOAT: *Sport Concussion Office Assessment Tool*
<http://www.sportsconcussion.co.za/Documents/SCOAT.pdf>

Center for Disease Control and Prevention

- *Online Concussion Program for Health Care Providers* (training- recommended)
<http://www.cdc.gov/concussion/HeadsUp/clinicians/index.html>
- *Acute Concussion Evaluation (Ace) PhysiCiAn/clinician office version* (sample below)
- <http://www.cdc.gov/concussion/headsup/pdf/ACE-a.pdf>

Defense and Veterans Brain Injury Center

- *A Parent's Guide to Returning Your Child to School, After a Concussion*
<https://dvbic.dcoe.mil/material/parental-guide-returning-your-child-school-after-concussion>

Dental First Aid –

- Vermont Office of Oral Health -- http://smilevt.org/pdf/topic/Dental_First_Aid
- Dental First Aid Posters (English/Spanish)-- <http://www.latsa.com/dental-first-aid-poster-english>
- American Dental Association -- <http://www.mouthhealthy.org/en/az-topics/d/dental-emergencies>
- This issue of *Brush Up on Oral Health* identifies supplies to include in a first aid kit for treating oral injuries. It also explains how to give first aid for the five most common oral injuries that happen to young children with primary (baby) teeth.(Oct 2014)
<http://eclkc.ohs.acf.hhs.gov/hslc/tta-system/health/oral-health/PDFs/brushup-news-201410.pdf>

First Aid: **Version 1.4, 3/17/14 of Vermont Statewide Emergency Medical Services Protocols:**
<http://healthvermont.gov/hc/ems/documents/FinalProtocols2014Mar17REVISED140326draftHYPERLINKEDVERSION2COMPLETEREVIEWED.pdf>

National Association of School Nurses <http://www.nasn.org>

- *Emergency Preparedness and Response in the School Setting - The Role of the School Nurse*
<http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/smId/824/ArticleID/117/Default.aspx>
- *Dental Emergencies at School* --
<http://www.schoolnursenews.org/BackIssues/2005/1105/OralHealth1105.pdf>

Vermont Department of Health

- Emergency Medical Services -- http://healthvermont.gov/hc/ems/ems_index.aspx

Vermont State School Nurses Association -- <http://www.vssna.org/>

Vermont School Crisis Prevention Planning Team Resources --
http://vem.vermont.gov/preparedness/school_crisis

SAMPLE POLICIES, PROCEDURES, AND FORMS:

- Incident Report Form
- Head Injury Form -- *Adapted with permission from Orleans Central Supervisory Union, Vermont -- 9/2014*
- Acute Concussion Evaluation (Ace) PhysiAn/clinician office version -
- Sport Concussion Office Assessment Tool

Incident Report Form

School District: _____

School: _____

To be filled in at the time of the accident by the person caring for the injured

Date: _____ Time: _____

Student/Employee name: _____ Grade: _____
Address: _____ Location of
accident: _____ Activity
student/employee was engaged in (be specific): _____

Staff on Duty: _____ Complete
description of accident: _____

Assessment of injury (body, degree of injury, functional effect)

Initial Treatment of injury: _____

By Whom: _____

Disposition: _____

Was the injured transported to a medical facility? _____

Was school nurse present and/or notified? Yes ___ No ___ by Whom _____

Were parents notified? Yes ___ No ___ Time ___ by whom _____ Follow
up/outcome of the injury _____

Were there any safety hazards that may have precipitated the accident? _____

Has that been addressed with appropriate personnel? _____ Who _____

Signature of person preparing report: _____

Signature of School Nurse: _____

Principal's Signature _____ Date: _____

Notes:

Head Injury Assessment Form

Student _____ DOB _____ Date _____ Time _____

Evaluated: At the scene In the Health Office, if so..... Ambulatory or Assisted, how? _____

Was there loss of consciousness? yes no

Chief complaint: _____

How did the injury occur? _____

Vital signs:

Time	Temp.	Pulse	Resp.	BP

Pupils Equal, Round, Reactive to light Accommodation (PERRLA) yes no

Pupil size (draw) Right _____ Left _____

Strong, equal, bilateral hand grips yes no

Strong equal, bilateral pedal strength yes no

Headache yes no

Nausea / vomiting yes no

Vision impaired yes no

Dizziness yes no

States that he/she feels "fuzzy, not right" (mentally foggy) or to that effect yes no

GLASGOW COMA SCALE - helps to describe the victim's level of consciousness and possible severity of brain injury

Eye opening response <small>(circle)</small>	Verbal Response	Motor Response
Spontaneously 4	Alert +Oriented x 3 5	Obeys Commands 6
To voice 3	Confused, disoriented 4	Purposeful movement to pain 5
To pain 2	Inappropriate words 3	Withdraws from pain 4
None 1	Moans, incomprehensible 2	Abnormal (spastic) flexion 3
	None 1	Abnormal (rigid)extension 2
		None 1

TOTAL SCORE: _____ (3-8 = severe; 9-12 = moderate; 12-15 = mild)

Treatment:

Comments:

Parent notified at _____ by phone Phone message other _____

Disposition: _____

Signature _____ Title/Position _____