

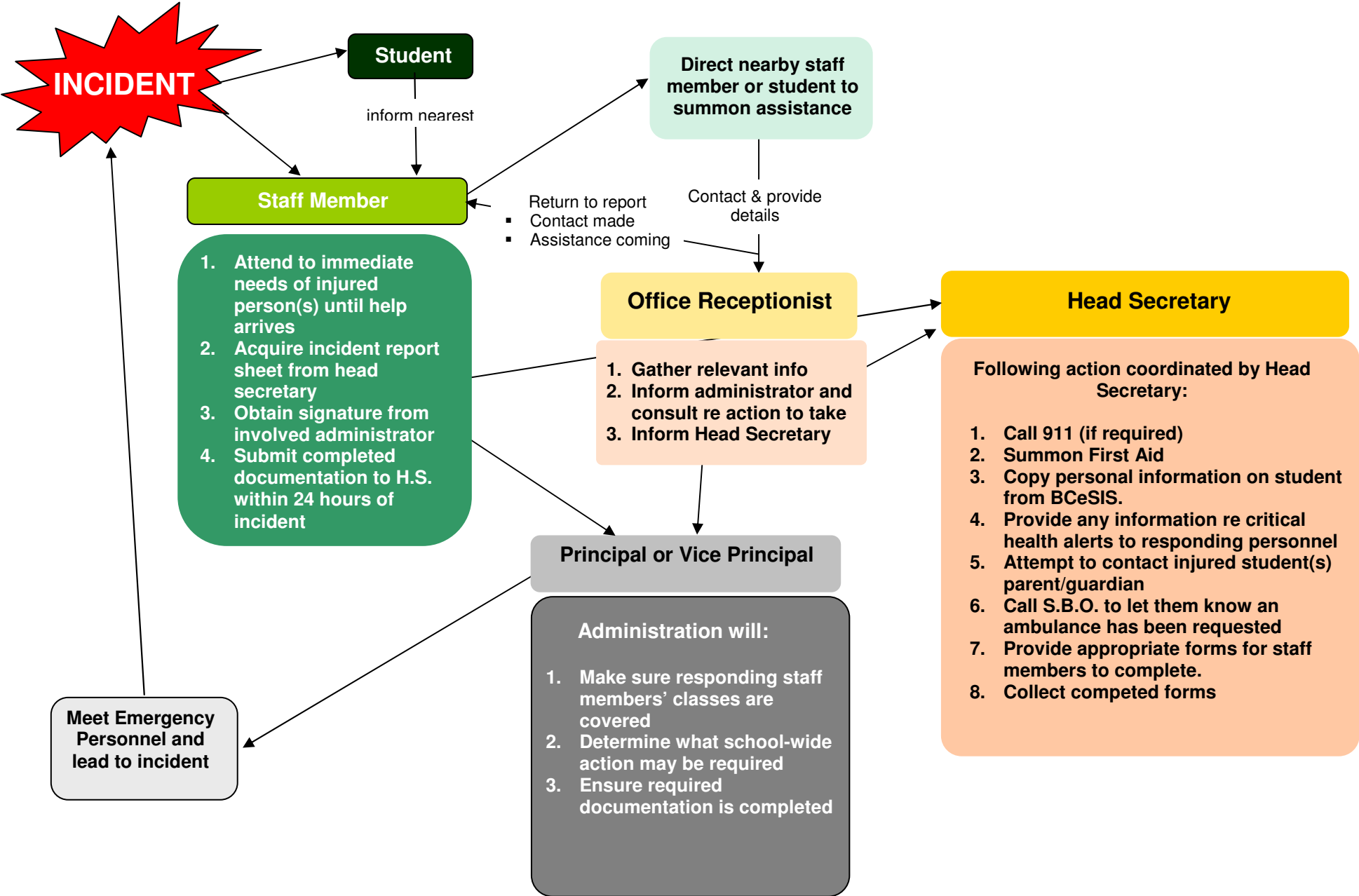
# Injury & First Aid Information: Table of Contents

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# Injury/First Aid Procedures

## Procedure Flow Diagram



# Injury/First Aid Procedures

## Protocol Step by Step Description

1. If the incident is discovered by a student, that student is to report it to the nearest staff member.
2. Nearest staff member will take the following action:
  - attend to the injured person(s)
  - If safe to move, assist injured person to the main office
  - if not safe to move, direct near by student or staff member to inform receptionist of situation and to acquire assistance. Inform them to deliver the following message:  
***“This is an emergency. Mr. (Ms.) \_\_\_\_\_ has directed me to inform you of a serious injury. Please call 911. There is an injured person(s) in \_\_\_\_\_ (location). They have requested a first aid person be summoned.”***
  - Remain with injured person(s) until help arrives
3. After receptionist is informed, she will take the following action:
  - summon nearest administrator and ask for directions on what action to take
  - make sure the messenger is sent back to the attending staff member with information on the action that will be taken.
  - inform the head secretary
4. The head secretary will ensure the following action is taken (note: if head secretary is not available, the receptionist will assume responsibilities):
  - call 911 (if required)
  - 4.2. summon first aid personnel - ***Qualified First Aid Personnel: Mr. Ken Bartel, Mr. Jim Legate***
  - 4.3. print out student demographics from BCeSIS to present to emergency personnel
  - 4.4. provide details on any critical health issues to attending personnel.
  - 4.5. attempt to make contact with injured person’s parent or guardian to inform them of the incident and provide directions on how to proceed
  - 4.6. contact the School Board Office to inform them when 911 has been called
  - 4.6. keep administrator informed of steps taken
5. The involved administrator will take the following action:
  - 5.1 make sure coverage is in place for any attending first aid personnel
  - 5.2. determine if any school-wide action should be taken, and what that action will be
  - 5.3. inform staff, if necessary, on what action is to be taken
  - 5.4. meet and lead emergency personnel to the location of injured person(s)
6. Once the emergency has been appropriately resolved, the following action will occur:
  - 6.1. the attending staff member and or first aid responder will acquire appropriate forms from the head secretary and complete
  - 6.2. the form must be presented to the attending administrator for a signature
  - 6.3. completed form is presented to the head secretary within 24 hours of the incident occurring

# Injury/First Aid Procedures

## Information Required When Calling Emergency Services

### **WITH SEVERE ALLERGIC REACTION—SAY THE FOLLOWING:**

- **This is an emergency**
- **An Anaphylactic reaction to...**

1. This is **MOUNT BOUCHERIE SENIOR SECONDARY SCHOOL**. Our address is **2751 Cameron Rd., West Kelowna, B. C.** Our telephone number is **250.712.7040**.
2. Please enter the building through the front entrance off Cameron Road. There are two schools on the property, ours is at the back of the property. The location of the incident in the building (or on the grounds) is...
3. Provide a brief description of the problem. Be prepared to answer the following questions:
  - What is the nature of the illness or accident?
  - Is the person conscious?
  - Is the person having any difficulty breathing
4. Provide any further information to the paramedics that may be available, such as:
  - Events leading up to the emergency or injury
  - Full name of the patient
  - Patient's birth date
  - Patient's full address (including postal code)
  - Patient's home telephone number
  - All related medical information
  - Written list of medications being taken by the patient
  - Any allergies
  - Care Card (Personal Health) Number
  - Name of Patient's family physician
5. Ensure clear access for emergency vehicle(s). Have someone waiting at front entrance to meet emergency personnel and to direct them to the emergency location.

# Injury/First Aid Procedures

## Attending to an Injured Person

Policy Reference: 7222

According to school district policy 7222 these steps should be followed by **any staff member** attending to an injured person:

### **Step 1: ASSESS THE SITUATION**

- Attempt to determine the seriousness of the situation (*serious incidents include, but are not limited to, unconscious, head injury, allergy reaction, diabetic reaction, respiratory distress, significant blood loss, amputation, spinal injury, dental injury*).
- Check arm and neck for medic alert bracelet or necklace.
- ONLY in situations involving diabetic or anaphylactic reactions should you immediately proceed with treatment (e.g. syrup for diabetic and epipen for anaphylactic). In these situations, time is a factor.

### **Step 2: SUMMON ASSISTANCE**

- Send a runner to the office and, if possible, follow up with a call.
- Provide as much information as possible about the situation including location and extent of injury.

### **Step 3: MAINTAIN SITUATION UNTIL ASSISTANCE ARRIVES**

- Stay with the injured person while the runner is dispatched to get assistance.
- In case of doubt about the seriousness of the situation, or whether the injured person should be moved, make them as comfortable as possible until assistance arrives.
- Protective gloves must be worn by any staff member when treating an injury involving blood or other body fluids.
- For serious incidents, do not administer first aid if you are not qualified to do so.

### **Step 4: FOLLOW DIRECTIONS ISSUED BY FIRST-AID PERSONNEL**

- Since personnel with first aid training are best equipped to respond to critical incidents and to offset the potential for panic reactions, follow all directions issued by the attending first-aid person.

# Injury/First Aid Procedures

## Receiving an Injury Report

Policy Reference: 7222

According to school district policy 7222 these steps should be followed by any **office staff personnel** receiving a report of an injured person:

### Step 1: GATHER INFORMATION

- Record all information provided by the messenger.
- Determine the seriousness of the incident.

### Step 2: MAKE CONTACTS

- Summon first aid personnel and dispatch to location (see attached list).
- Summon an administrator and dispatch to location (remind about communication device).

### Step 3: CONDUCT STUDENT REVIEW

- Determine whether student is on Critical Incident List.
- Review any special instructions with respect to the student.
- Provide relevant information and any related kit to attending personnel ASAP.

### Step 4: REMAIN ON STANDBY FOR FURTHER ACTION

- Be aware that a request to call 911 may follow (Note: only the attending first aid person or the attending administrator can make the request to call for emergency support).
- If required to call for emergency support, follow the procedure outlined on "Information Required When Calling for Ambulance" sheet.
- Contact student's parent/guardian to inform them of the situation so they may assume responsibility for getting the student further treatment.

### Step 5: SUPPORT FOLLOW-UP PROCEDURES

- After the emergency, make sure attending personnel have a copy of the "Incident Report" form.
- Once the form has been properly completed, file in the appropriate location.

