

Pinki

Exupery International School regulation on the provision of first aid

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Issued in accordance with paragraph 7.4 of Cabinet Regulation No. 1338 "Procedure of safety provision for the students of educational establishments and activities organised there" of 24 November 2009

I General Provisions

1 The regulations specify the procedure of first aid availability for the students of Exupery International School (hereinafter – the School).

II Availability of the first aid

- 2 In the case if a student has suffered a minor injury and his/her life and health is not endangered, he/she receives first aid at the educational establishment.
- 3 In the case if a student has suffered a severe injury or illness the School nurse or teacher calls the emergency medical team and ensures the provision of first aid for the student until the arrival of the emergency medical team.
- 4 At the School premises first aid is provided on the accident site or in the medical office.
- 5 The first-aid kit of the educational establishment shall be equipped with the most necessary medical materials.
- 6 At the School first aid is provided by a medical practitioner – nurse, or an employee, trained in the provision of first aid, in accordance with the first aid provision training programs stipulated by the laws and regulations.
- 7 If a student suffers a severe injury or illness, first aid is provided by a person irrespective of his/her medical training or equipment at hand and based on his/her knowledge or capabilities.
- 8 Any student suffering from an injury or having noticed someone suffering from it, shall immediately notify the teacher or the School nurse about it.
- 9 All teachers can take the injured student to the School medical office; and, in the case of a serious injury - call the nurse to the accident site, call the ambulance, and inform the parents of the injured student.

III First aid in the event of bleeding

- 10 When providing first aid, the following regulations must be strictly observed:
 - 10.1 The wound must not be rinsed with water or cleaned by any other means of treatment, sprinkled with any powdery substances, and covered with ointments, because it might interfere with the healing of the wound.
 - 10.2 Sand, soil, etc., must not be brushed off from the wound, as this will cause the wound to be infected.
 - 10.3 Clotted blood must not be removed from the wound, as it may start bleeding.
 - 10.4 Any wound must not be covered with an insulating tape.
 - 10.5 In the case of bleeding, a compression bandage should be applied. In the case of severe bleeding, a tourniquet shall be applied.
 - 10.6 In order, not to infect the wound, do not touch it with hands and do not remove the foreign bodies yourself.
- 11 In the case if a student notices a bleeding injury, he/she shall immediately notify a teacher or the nurse about it. In this case, the nurse or the specially trained person provides first aid, calls the ambulance, if necessary.
- 12 In the case of **bleeding**, it shall be stopped in the following way:
 - 12.1 Stop the bleeding with fingers or by bending the joints. Arterial bleeding can be stopped by pressing on with fingers next to the bone situated above the wound.
 - 12.2 Bleeding from the blood vessels in the lower part of the face can be stopped by pressing the mandibular artery at the lower edge of the jaw.
 - 12.2 Bleeding from the forehead and temples can be stopped by pressing on the temporal artery next to the ear.
 - 12.3 Bleeding from vast wounds in the head or neck can be stopped by pressing on the carotid artery at the cervical vertebra.
 - 12.4 Bleeding from the armpit cavity and shoulder is stopped by pressing on the clavicular artery next to the collarbone.
 - 12.5 Bleeding from the forearm is stopped by pressing on the brachial artery in the middle of the upper arm.
 - 12.6 Bleeding from the hand and fingers is stopped by pressing on the artery in the lower third of the forearm next to the hand.
 - 12.7 Bleeding from the legs is stopped by pressing on the femoral artery next to the pelvic bones.
 - 12.8 Bleeding from the feet is stopped by pressing on the artery in the upper part of the foot.
 - 12.9 The bleeding blood vessel must be pressed on with fingers with enough strength. Bleeding can be stopped by bending the joints. For this purpose, the injured person's sleeves or trousers shall be rolled up as soon as possible, and a roll of any cloth put into the cavity which is formed by bending a joint situated above the wounded place. This way the artery of the joint is compressed and blood flow to the wound is suspended. In this position, the leg or arm can be tied to or pressed to the body of the injured person.

IV First aid in the event of a burn

- 13 In the case of a burn, the burn area must not be touched with hands or covered with any ointment, oil, Vaseline or solution. In the case of a burn the nurse or a teacher shall be notified about it.
- 14 The burn must be bandaged with a sterile material or an ironed piece of cloth, then the injured person must be taken to a medical institution.

- 15 Burns caused by strong acids (sulphuric acid, nitric acid, hydrochloric acid), must be immediately carefully washed under rapidly flowing water from a tap or a bucket for 10 – 15 mins.
- 16 In the case of a burn, the injured person should drink a plenty of warm water.

V First aid in the event of freezing injuries

- 17 *In the case of frost-bitten tissue.* perform the following actions:
 - 17.1 The teacher that can provide first aid and call the ambulance must be immediately notified.
 - 17.2 Frost-bitten parts of the body should be rubbed with warm mittens or a woollen cloth. When indoors, the frost-bitten limb must be placed in a bowl or bucket with water heated to the room temperature. Gradually replace the water with a warmer portion, raising the water temperature to 37⁰C. Offer The injured person should drink hot tea, coffee, and milk.

VI First aid in the event of electrical injuries

- 18 In the case of an electrical injury, first aid may only be provided by an adult.
- 19 The following first aid shall be provided to persons suffering from an electrical injury:
 - 19.1 First, immediately stop the impact of the *electrical current* on the injured person. First, the rescuer shall disconnect the part of equipment the injured person has touched.
 - 19.2 In the case if the injured person is on the higher ground, when disconnecting the equipment and releasing the injured person from the impact of electrical current, care must be taken to apply all safety measures so that the injured person does not fall and further hurt him/herself.
 - 19.3 In order to pull the injured person away from the items or the wire under voltage, use a dry piece of clothing, rope, stick, or other object, which does not conduct electric current.
 - 19.4 In order to pull the injured person away from the object under voltage, you can also seize him/her by his/her clothing (*if dry*).
 - 19.5 Regardless of the condition of the injured person, calling a doctor is **mandatory**.
 - 19.6 If the injured person regains consciousness, he/she must be placed in a comfortable position (*on a blanket and covered with some clothes*), left in complete peace until the doctor arrives, continuously checking the injured person's pulse and breathing. The injured person **must not be allowed** to move as this can worsen his/her conditions.
 - 19.7 If the injured person *experiences breathing difficulty* (rare and spasmodic breathing), artificial respiration and cardiac massage shall be performed.

VII Gas poisoning

- 20 A person suffering from gas poisoning shall be immediately evacuated from the respective room, warmly covered, his/her clothes unbuttoned, and milk given.
- 21 A call to ambulance must be immediately placed.
- 22 Artificial respiration **must not be** performed.
- 23 The signs of gas poisoning:
 - 23.1 The injured person experiences shortness of breath.
 - 23.2 Vomiting starts, seizure may happen.
 - 23.3 The injured person may lose conscience.

- 24 Injured person must be immediately taken outside for a fresh air, placed down on the back with clothes unbuttoned, and a doctor must be called.
- 25 In the case if the injured person has stopped breathing, perform the artificial respiration.

VIII First aid in the event of faintness, heatstroke and sunstroke

- 26 In the case if the injured person is close to faintness (dizziness, nausea, pressure in the stomach, lack of air, vision blackout), he/she shall lay down, lower the head, raise legs a little, given some water to drink and a cotton ball soaked in liquid ammonia for breathing in. The same shall be done, if the injured person has fainted.
- 27 In the event of **sunstroke or heatstroke** if a person working in a hot room, in the heat of the sun, or in muggy and windless weather experiences sudden weakness and headache, he/she shall immediately stop working and be taken outside for fresh air or into the shady spot.
- 28 If there are any signs of weakness, the suffering person should be promptly carried out of the hot premises and into a cool place.

IX First aid in the event of a fracture, dislocation, bruises and strained ligaments

- 29 In the event of a fracture or dislocation, the main task of first aid is to ensure comfortable and calm position for the injured limb which shall remain completely immobile. This provision is mandatory not only for the elimination of pain, but also in order to prevent further damage of the surrounding tissues due to bones puncturing the tissue from the inside.
- 30 If there is any suspicion of a limb's fracture, the student shall immediately notify teacher or nurse about it.
- 31 The School nurse provides first aid and calls the ambulance, informs the injured student's parents about the accident.
- 32 If you are certain that the injured person has experienced only bruises and there is no fracture or dislocation, the bruised place shall be covered with a piece of cloth and then tightly bandaged. Do not apply warm compresses!
- 33 In the event of a strained ligament, such as twisting foot after stumbling, the first signs are sharp pain in the joints and swelling. In this case, cold object shall be placed on the swollen area, the leg shall be tightly bandaged. The leg must not be moved.

X Eye injuries

- 34 In the event of an eye injury, the injured person shall immediately visit a doctor.
- 35 The bodies in the eyes **must not** be removed by using any object, a handkerchief, a match or any other means. Avoid rubbing eyes with fingers, as rubbing may escalate the inflammation of the eye.
- 36 Avoid rinsing eyes with boric acid solution.

XI Artificial respiration

- 37 The purpose of artificial respiration is to inflate the lungs with oxygen so that the lungs start passive expiration, until they start executing the respiratory function to the full extent.
- 38 Prior to the commencement of artificial respiration, one shall make sure that the respiratory tract is not obstructed. Mouth and nose shall be inspected, and with the help

- of any cloth, cleansed of mucus, saliva and vomit. In the case if the respiration is performed on the injured person lying on his/her back, one shall ensure that the injured person's tongue does not hinder the entry of the air into the respiratory tract. If the injured person is lying on his/her stomach, one shall ensure that during the artificial respiration, the mouth and nose are not blocked. The injured person's clothes shall be unbuttoned.
- 39 In the case if artificial respiration is executed on a drowning person, the respiratory tract and stomach shall be freed from water. It shall be done as quickly as possible, so that artificial respiration can be started.
 - 40 Artificial respiration is executed at the speed of usual breathing 12 - 16 times per minute. It is performed until independent, deep, and rhythmical breathing in normal rhythm has been re-established. Artificial respiration is ceased in the event when heartbeat has stopped despite the indirect cardiac massage.
 - 41 ***If breathing has completely stopped***, the aid provider breathes his/her exhaling air into the injured person's mouth or nose ("mouth-to-mouth" and "mouth-to-nose"), or use an artificial respiration apparatus.
 - 42 Artificial respiration with exhaling air. The injured person is laid down on his/her back, his/her head is tilted back strongly, a cylindrical object is placed under the shoulders, or the aid provider holds the injured person's head in his/her hands. The aid provider drops down on his/her knees by the injured person. This is the best position to blow air into the injured person's respiratory tract. While holding the chin, he/she fixates the injured person's head. The aid provider makes a deep inhalation, presses his/her lips tightly around the injured person's mouth, and then makes a forced exhale into the injured person's mouth for 1 second. The injured person's lungs are inflated, his/her chest expands. The aid provider straightens his/her back, takes a deep breath. Meanwhile the injured person's chest deflates, and passive exhalation takes place.
 - 43 In the case if the air has entered the injured person's stomach (it is established when the pit of the stomach inflates), it shall be carefully exhausted from there by pushing on the stomach. Usually the air is not released through the nose, but in such case it is prevented by blocking the injured person's nose with the rescuer's cheek, while the air is blown in. Artificial respiration of the "mouth-to-nose" type with the exhaling air is performed. For this purpose, during the exhalation the aid provider's lips cover the injured person's nose and at the same time he/she lifts the injured person's chin and with the help of his/her thumb and index finger holding the chin closes the victim's mouth.
 - 44 For hygienic reasons, before the air is blown into the injured person's mouth or nose, it shall be covered with a clean handkerchief, gauze or other piece of cloth.
 - 45 Air can be blown into the injured person's lungs through a rubber tube, but better – through a specially designed windpipe, bent in the shape of the letter "s"

XII Indirect cardiac massage

- 46 If the injured person does not breathe, his/her eye students are wide and there is no pulse in the carotid artery (checked by putting 2 or 3 fingers parallel to the larynx area), simultaneously with artificial respiration, indirect cardiac massage shall be carried out. Sometimes heartbeat can be restored by squeezing the heart. At the same time this is the way to partly replace the blood pumping function of the heart. Because the heart is positioned between the vertebral column and the sternum, the pressure on the latter squeezes the heart and draws the blood out of it and into the blood vessels. This is the basis of the effect of the indirect cardiac massage.
- 47 The injured person is laid down on his/her back, on a on firm ground. The aid provider takes his/her place to the left from the injured person, puts the base of his/her left-hand palm on the margin of the sternum, between the middle and lower third. The aid provider places the palm of his/her right hand above the left hand and then strongly presses on the

sternum strictly along the median line. The pressure is reinforced with his/her body weight. The pressure force shall be directed vertically downwards, in this manner the sternum is moved approximately 4-5 cm, thus compressing the heart. After the pressure has been applied the hands are completely removed from the injured person, allowing his/her heart to be refilled with blood. It should be stressed that in this case, by massage we understand pressure, rather than the rotating motion.

- 48 When the indirect cardiac massage is performed correctly, pulse can be felt on the carotid and even the radial artery. The maximum arterial blood pressure can reach up to 100 mm of mercury.
- 49 It is important to combine indirect cardiac massage with artificial respiration in the right way. In the case if two people provide aid to the injured person, then one of them performs artificial respiration, the other performs indirect cardiac massage. After every 4 or 5 cardiac massage cycles with the rhythm of approximately 60 times a minute, one artificial respiration with exhalation is performed, and at this moment, the pressure is not applied to the sternum. If one person provides aid, indirect cardiac massage is interrupted once every 15 - 20 seconds in order to blow in the inhaled air.

XIII Final provisions

- 50 The safety regulations of the Exupery International School with amendments are issued by the Director.

Director

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