

# First Aid Protocol for Youth Programming

## Have a Plan

1. Assess potential risks of the activity or program.
  - Where will the activity happen?
  - What will happen?
  - Is there potential for injury?
2. Determine the level of the risk associated with the activity or program.
  - Review [Iowa State University First Aid Guidelines](#)
  - Can the risk be managed by a “Good Samaritan” if an injury occurred or is the risk level high enough that a designated “First Responder” is required as per ISU First Aid Guidelines?

## Be Prepared

3. If the assessment of risk leads to providing a “Good Samaritan” first aid kit, simple instructions to staff and volunteers will be sufficient. However, if the assessment leads to providing the “First Responder” first aid kit, more information and instructions are indicated and must include the following:
  - Instructions and training for one or more persons in the fundamentals of basic first aid
  - Instructions and training for one or more persons in CPR
  - Instructions and training for one or more persons in the protective measures required to prevent blood borne pathogens exposure
4. First aid kit
  - An appropriately stocked first aid kit should be at every activity
  - See Attachment 2 in the [Iowa State University First Aid Guidelines](#) for *minimum* components required for first aid kits used at Iowa State University and availability through [Central Stores](#)
  - In addition to the components listed in the ISU First Aid Guidelines, for programming activities with youth it is recommended to include
    - [first-aid guide](#)
    - elastic bandage
    - soap
    - antibiotic ointment
    - hydrocortisone cream (1%)
    - acetaminophen and ibuprofen
    - tweezers
    - sharp scissors
    - safety pins
    - disposable instant cold packs
    - calamine lotion
    - alcohol wipes or ethyl alcohol

- tooth preservation kit
- flashlight and extra batteries
- feminine hygiene products
- **list of emergency phone numbers**
- pen or sharpened pencil
- notepad
- Check supplies in each first aid kit before each new activity/program and re-supply as necessary

## Stay Calm

5. In the event of an injury activate **Check – Call – Care**.

- **Check** the scene and the person
  - Is the scene safe?
  - What happened?
  - How many people are injured?
  - Check the person to see what is wrong – is this a life threatening situation?
  - Are there staff and volunteers who can help?
- **Call 911** if the person is: **\*see note below regarding calling 911 On ISU Campus**
  - unconscious
  - Has trouble breathing
  - Has chest pain or pressure
  - Is bleeding severely
  - Is severely burned
  - Has pressure or pain in the abdomen that does not go away
  - Is vomiting or passing blood
  - Has seizures, a severe headache, or slurred speech
  - Appears to have been poisoned
  - Has injuries to the head, neck, or back
  - Has possibly broken bones
- **Call 911** if there is: **\*see note below regarding calling 911 On ISU Campus**
  - Fire or explosion
  - Downed electrical wires
  - Swiftly moving or rapidly rising water
  - Presence of poisonous gas
  - Vehicle collisions
  - Person who cannot be moved easily
- Calling 911 activates the Emergency Medical System (EMS). When phoning EMS, the following information should be given:
  - Exact location of the emergency
  - Your name and the phone number from which you are calling
  - A description of what happened
  - The number of injured people and approximate ages

- The condition of the person (people) and what is being done to help
- DO NOT HANG UP FIRST – pass the phone to another person if you need to administer care.
- **Care for the person**
  - If injuries are minor and care is within the scope of “Good Samaritan” skills or “First Responder” - refer to the [First Aid Guide](#) included in the first aid kit as needed
  - If EMS is activated, care for the person as per instructions of EMS until medical help arrives
    - Reassure the person
    - Monitor the person’s airway, breathing, and circulation
    - Help the person rest in the most comfortable position
      - Do not move if there is a head, neck, or back injury unless there is immediate danger to life
    - Prevent the person from getting either chilled or overheated

6. Prepare incident report as per department/program policy

**\*What happens when 911 is called On ISU Campus?**

Dialing 911 from a land-line phone (including pay phones) will automatically route the phone call to the law enforcement agency that has jurisdiction where the phone call originated. Dialing 911 from a campus phone will route the call to the ISU Police Dispatch Center, which has direct phone and radio contact with all local emergency response units, including ISU police officers, the fire department, and ambulance services.

When a 911 call is placed from a cellular phone, the call may be routed to the State Patrol Communications Center in Des Moines. Therefore, the caller will need to be prepared to inform the state patrol dispatcher of the exact location on campus and the need to be connected to ISU Police. The call will be transferred. DO NOT HANG UP THE PHONE. There will be a slight delay in the phone transfer; there will not be a ring as the call is transferred. Stay on the line until the dispatcher answers.

**To call ISU Police directly on a cell phone dial 515.294.4428.**

Stay on the line until the dispatcher obtains all information.

When 911 is dialed from a campus land line or 294-4428, ISU police dispatch personnel will answer the call. The dispatcher will ask a series of questions to determine if the call requires an emergency response. If an emergency response is required, wait on the line while an officer is dispatched to the needed location.

## Resources:

American Red Cross – Be Red Cross Ready

<http://arcbrcr.org/>

American Red Cross – On-line First Aid Manual

<http://editiondigital.net/publication/?i=55906>

First Aid Guide – mini guides to fit in first aid kits

<https://www.first-aid-product.com/industrial/first-aid-guide.htm>

Iowa State University Central Stores – First Aid Kits for “Good Samaritan” and “First Responder”

<http://www.public.iastate.edu/~centrals/>

Iowa State University Department of Public Safety 515.294.4428

<http://www.dps.iastate.edu/>

Iowa State University – Environmental Health & Safety First Aid Guidelines

<http://www.ehs.iastate.edu/sites/default/files/uploads/publications/policies/firstaid.pdf>

KidsHealth – The Nemours Foundation – first aid kits for youth

[http://kidshealth.org/parent/firstaid\\_safe/home/firstaid\\_kit.html#cat150](http://kidshealth.org/parent/firstaid_safe/home/firstaid_kit.html#cat150)

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