

Tri-County Community Council, Inc.
Head Start/ Early Head Start

Part: 1302 Program Operations
Subpart: D Health Program Services
Section: 1302.47 Safety Practices
Subject: Administering First Aid

Policy:

When a minor injury occurs, Head Start/Early Head Start staff will administer first aid as indicated.

Procedure:

1. Assess the situation, the person, and the injury.
2. Give at once necessary first aid.
3. Have the person lie or sit down.
4. Check for injuries by looking and feeling for deformity, open wounds, tenderness, and swelling (DOTS).
5. Plan what to do.
6. Carry out the indicated procedure:
 - a. Bleeding: Apply direct pressure with gloved hand.
 - b. Shallow wound: Wash with soap and water. Cover wound with band-aid or dressing.
 - c. Remove small objects (thorns, debris, etc.) with the use of tweezers.
 - d. Closed wounds: Apply ice pack for no more than twenty (20) minutes every 2 or 3 hours as needed.
 - e. Bone, joint, and muscle injuries: Rest the injured part, apply ice pack for twenty (20) minutes at a time every 2 to 3 hours as needed, compress the area by applying a bandage to prevent swelling, elevate the injured part above the heart (RICE).
7. Contact the parent or legal guardian of the child.
8. Complete accident/incident report.
9. Have accident/incident report signed completely the same day of injury.
10. File in file correctly.