



**MILWAUKEE
PUBLIC SCHOOLS**

Milwaukee Public Schools
Department of Recreation and
Community Services

PART-TIME RECREATION EMPLOYEE

Appendix E –
First Aid and Bloodborne
Pathogens

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FIRST AID

GENERAL SAFETY TIPS

Enforcement of the following rules will help minimize accidents in your program(s):

- Make sure all equipment such as baseball bats, playground equipment, kickboards, etc. are in good condition.
- Avoid using game courts or fields when wet and slippery.
- Do not permit children to do dangerous stunts.
- Never leave children unsupervised.
- Do not allow children to leave the group by themselves.
- Identify poisonous plants, i.e., poison ivy.
- The proper use of equipment and apparatus should be insisted upon by the activity leader.
- Do not allow use of faulty apparatus or equipment. Immediately report the hazard to direct supervisor.

INJURY PREVENTION

Activity leaders should maintain a safe and healthful environment for the participants to enjoy.

In order to accomplish this, leaders must understand the following principles of safety:

1. **UNDERSTANDING THE HAZARDS.** As a leader, you must be able to anticipate the possible dangers involved in the numerous activities and provide the necessary protection for the participants and the spectators.
2. **COMPENSATING FOR HAZARDS.** As a leader, you must be observant and you must realize that some areas have hazards which cannot be removed. Exclude an area or permanent piece of equipment which is dangerous by roping it off. Insure participants are fully aware and knowledgeable of rules.
3. **REMOVING UNNECESSARY HAZARDS.** As a leader, you must eliminate the types of obstacles or objects which cause accidents and injuries. For example: Dismantle or dispose of broken equipment which cannot be repaired; fill in holes or crevices on the play area and continuously maintain equipment.
4. **CREATING NO UNNECESSARY HAZARDS.** As a leader, you must have mature judgment in organizing and planning the activities and events for your participants. For example: Age groups and ability should be considered when participating in certain activities; sufficient supervision must be present on walking field trips.

We, who work with youngsters, know that regardless of the amount of supervision, injuries will occur when boys and girls are actively engaged in play. We must strive to attain an accident-free program.

FIRST AID

In case of serious injury:

1. Examine the person completely. Perform first aid only when absolutely necessary.
2. Treat for:
 - a. severe bleeding – direct pressure
 - b. no breathing – artificial respiration
 - c. poisoning – call Poison Control Center: 1-800-222-1222
3. Call 911, if necessary.
4. Call parent(s) of accident victim.
5. Keep the person as calm as possible.
6. Treat the person for shock (See “Shock” on page 8) – lay the victim down. Cover with blanket, towel, etc.
7. Do not administer any medicine by mouth, not even an aspirin.

TYPES OF INJURIES AND PROPER FIRST AID TREATMENT

Fortunately, the majority of injuries occurring in the program are minor in nature. We must be prepared to give the proper first aid treatment for all types of injuries. The most common types of injuries are as follows:

WOUNDS (any break in the skin or mucous membrane)

1. Abrasion: rubbing or scraping of the skin.
2. Laceration: skin cut by a sharp object.
3. Puncture: pointed object penetrates the skin.
4. Avulsion: jagged or irregular wounds caused by a rough or blunt object.

FIRST AID FOR WOUNDS

1. Wound with minor bleeding: stop the bleeding by direct pressure on the wound with a sterile dressing; wash with soap and water and cover with a band-aid as soon as possible.
2. Wounds with serious bleeding: bleeding may be stopped by direct pressure and by the use of pressure points – in the arm (underneath upper arm); in the leg (in the groin area).
3. Wounds without bleeding: Puncture wounds may not bleed and are more susceptible to the tetanus germ. Medical attention is advisable. Embedded objects in the wound should be removed by EMS personnel ONLY – DO NOT REMOVE any objects yourself.

SPRAINS

Injury to the joints in the body. Twisting of a joint will cause damage to ligaments and tissue and the seeping of fluids will cause swelling in the area.

FIRST AID FOR SPRAINS

Have the patron rest the injured area and apply cold packs or cold water for 24-48 hours.

STRAINS

Over-exertion of muscle fiber or tendons which attach the muscle to the bone.

FIRST AID FOR STRAINS

Use cold packs on the injured muscle. If the injury is serious, bed rest is necessary.

DISLOCATIONS

A joint which is forced out of its original placement.

FIRST AID FOR DISLOCATIONS

Apply cold packs to the injured joint and prevent moving the injured parts. Call 911 for assistance.

FRACTURES

Any break in a bone. Usually caused by fall from swings, slides or climbing apparatus.

FIRST AID FOR FRACTURES

When you are in doubt as to whether there is a broken bone or not, always treat it as a fracture. Do not touch or move the suspected part and seek medical attention.

BURNS

First Degree – reddening of the skin

Second Degree – blisters forming on the skin

Third Degree – deeper destruction of tissue – all layers of skin damaged

FIRST AID FOR BURNS

You must prevent air from getting to the burned area since this causes the pain to become more severe. Any burn over a small area can be placed in cool water. Burns may be protected by a sterile dressing, 4 or 5 layers in thickness. Seek medical attention immediately for second & third degree burns.

HEAD INJURY

Any serious blow to the head may cause internal bleeding. A thrown ball or bat or a fall from a slide has sufficient force to cause a concussion.

FIRST AID FOR HEAD INJURIES

Keep the person lying down. Check ears and nose for blood. Do not move the victim until an ambulance arrives.

CONTUSIONS

Bruise which may cause internal bleeding to subcutaneous tissue of the area.

FIRST AID FOR CONTUSIONS

Treat with cold packs to prevent further bleeding and minimize swelling.

NOSEBLEED

Usually caused by a blow to the nose or by strenuous activity by an individual who has high blood pressure.

FIRST AID FOR NOSEBLEEDS

Pinch the nostrils tightly, lean forward and hold for 3-4 minutes. Apply cold packs to the nose and back of the neck in more serious cases.

FAINTING

Usually caused by emotional shock (extreme happiness or sadness). Lack of blood supply to the brain.

FIRST AID FOR FAINTING

Keep the person lying down and elevate the lower part of the body. Apply a cold damp cloth to the forehead and temple area. Generally, the individual will revive in a few minutes. When a person is beginning to feel faint, the head should be positioned lower than the waist.

FOREIGN OBJECT IN EYE

Dirt and dust may blow into the eye.

FIRST AID FOR EYES

Have the person blink several times to create additional tears in the eye to naturally release small particles. If unsuccessful, flush with water. If an object is embedded in the eye, seek medical help immediately. Never attempt to remove embedded objects. Seek advanced medical care.

ANIMAL BITES (Dogs, Cats, Rabbits)

Any bite by a warm-blooded animal may cause rabies.

FIRST AID FOR ANIMAL BITES

Treat the bite as you would a normal wound. Impound the animal so it can be examined for rabies. Call the County Dog Warden and the County Health Department.

INSECT BITES (bees, spiders, mosquitoes)

These bites are usually not serious, but they can be uncomfortable and painful for a short period of time.

FIRST AID FOR INSECT BITES

Apply a cold pack (ice cubes) on the bite as soon as possible. Some people are allergic to insect bites and if bitten, they should seek medical attention immediately.

CHOKING (conscious victim)

If a person is choking and coughing, encourage the person to CONTINUE coughing. When the person can no longer cough, speak, breathe, but is still conscious:

FIRST AID FOR CHOKING

Lean person forward, supporting person with your arm, give 5 back blows between the shoulder blades then give 5 abdominal thrusts by placing a closed fist above the person's navel, wrapping your other hand around your fisted hand and pulling sharply up and in. Continue series of back blows and abdominal thrusts until object is released or person goes unconscious.

DROWNING, ELECTRIC SHOCK, CHOKING, STRANGULATION

These are common conditions requiring artificial respiration; rescue breathing. When a person stops breathing, that individual must receive oxygen immediately.

FIRST AID FOR ABOVE

Give artificial respiration: Place the person on their back, tilt their head back with one hand while placing two fingers of the other hand on the bony part of the person's jaw, pinch nostrils with the hand that was on the person's forehead making a complete seal with your mouth over the victim's and blow into the mouth – adults give one breath every 5 seconds; children give one breath every 3 seconds. Raise your mouth after each blow and inhale for yourself, continue blowing into the mouth of the victim until the victim revives or until are you physically exhausted or until professional help arrives.

EPILEPTIC CONVULSIONS (SEIZURES)

A youngster may have a seizure on the playground or in the classroom.

FIRST AID FOR SEIZURES

Make the person lie down to prevent self-injury. Don't hold the body and limbs as this may cause the muscle spasm to last longer. Seek medical attention.

HEAT EXHAUSTION

Caused by over-exposure to extreme heat and sun. Commonly occurs to elderly people.

FIRST AID FOR HEAT EXHAUSTION

Reduce the extremely high temperature. Place the victim in a cool, shady spot and sponge the body with cool water. Give a conscious victim water to which a little salt has been added. (or sports drink)

HEAT STROKE

A response to heat characterized by fatigue, weakness and collapse due to inadequate intake of water to compensate for loss of fluids through sweating. Victim of Heat Stroke is no longer sweating.

FIRST AID FOR HEAT STROKE

Give the victim sips of salt water (1 tsp of salt per glass), half a glass every 15 minutes over a period of 1 hours. Have the victim lie down, raise the feet from 8-12 inches. Loosen the clothing. Apply cool, wet cloths and fan the victim or move the victim to an air-conditioned room. If the victim vomits, do not allow any more fluids. Instead, seek

medical attention. After an attack of heat stroke, the victim should be protected from exposure to abnormally warm temperatures.

SHOCK

Depressed condition of all body functions due to pain, loss of blood and body fluids. You can expect shock to develop in any serious injury such as broken bones, loss of blood, burns over a large area or a head injury.

FIRST AID FOR SHOCK

Keep the victim warm enough to avoid chilling (use a covering, depending on the weather). Keep the person lying down. Apply first aid to any injuries. Do NOT give food or drink as victim may easily vomit. Try to keep victim calm. Encourage regular breathing pattern of victim.



**MILWAUKEE
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Milwaukee Public Schools Bloodborne Pathogens Exposure Control Program

What is Hepatitis? The word "hepatitis" means inflammation of the liver. Hepatitis is most often caused by a virus. In the US, the most common types are Hepatitis A, Hepatitis B, and Hepatitis C. Heavy alcohol use, toxins, some medications and certain medical conditions can also cause hepatitis.

What are Bloodborne Pathogens? They are diseases that are carried in human blood and other body fluids that contain blood or are contaminated with blood.

Routes of Entry – Open cuts and nicks, skin abrasions, puncturing the skin with sharp objects, or touching your mouth, eyes, or nose with a contaminated object.

What are the dangers? Hepatitis B and Hepatitis C attack your liver and can cause liver failure and/or cancer. HIV attacks your immune system and leads to AIDS.

How are they transmitted? Primarily contact with infected blood or blood products; contact with body fluid containing infected blood; contact with contaminated sharps, and sexual transmission.

Protecting Yourself – Use Universal Precautions – Consider everyone a carrier and presume that all foreign blood is contaminated. Wear gloves when appropriate; cover cuts before donning gloves, remove gloves properly, keep your hands away from your face, and wash your hands.

Hand Washing: Your Best Defense – Proper hand washing protects you from infection, and it prevents you from infecting other people. You must wash your hands after contacting blood, body fluids, excretions or secretions, even if you are wearing gloves.

Tasks that may cause exposure – Providing first aid, slicing food items, caring for students who act out physically, cleaning contaminated items or equipment, or being cut with contaminated sharps.

If you are exposed to foreign blood, you must take the following steps to protect your health:

- Wash the area immediately with soap and water.
- Contact your Supervisor immediately. They will have you complete an EB-49 Accident Report form, and direct you to seek medical attention at Concentra Clinic.
- **For more information, review the MPS Exposure Control Plan** on the Portal at <http://mpsportal.milwaukee.k12.wi.us>. You must log in to access the Plan.
- Contact Safety Specialist Rob Crouthamel at MPS Benefits & Insurance Services at 414-475-8555.

Rev: July 2010