

# First Aid Procedures

**Empowerment International School**  
*Sulaymaniyah, Kurdistan Region of Iraq*



## 1. Introduction

First aid is the immediate care given to an injured or ill person before professional medical help arrives. All staff and students should be familiar with basic first aid procedures to ensure a safe school environment.

## 2. Emergency Contacts

- **Ambulance:** 122 (Iraq/Kurdistan Region Emergency Number)
- **Fire Department:** 115
- **Police:** 104
- **School Nurse/First Aid Officer:** [Insert Name & Contact]
- **Nearest Hospital:** [Insert Hospital Name, Address & Contact]

## 3. General First Aid Guidelines

- **Stay Calm** – Assess the situation carefully.
- **Ensure Safety** – Check for dangers (e.g., fire, electrical hazards).
- **Call for Help** – Alert the school nurse or emergency services if needed.
- **Do Not Move the Injured** – Unless there is immediate danger.
- **Wear Gloves** – To prevent infection when handling blood or bodily fluids.

## 4. Common Injuries & First Aid Procedures

### A. Minor Cuts & Scrapes

1. Wash hands and wear gloves.
2. Clean the wound with clean water or antiseptic wipes.
3. Apply gentle pressure with a sterile bandage to stop bleeding.
4. Cover with a clean dressing or plaster.

### B. Nosebleeds

1. Have the person sit upright, head slightly forward.
2. Pinch the soft part of the nose for 10 minutes.
3. Apply a cold compress to the nose.
4. If bleeding persists, seek medical help.

### **C. Burns (Minor & Severe)**

- **Minor Burns (Small, Red, Painful):**
  - Cool under running water for 10-15 minutes.
  - Cover loosely with a sterile non-stick dressing.
- **Severe Burns (Large, Blistered, Charred Skin):**
  - **Do NOT pop blisters or apply ice.**
  - Cover with a clean, damp cloth.
  - Seek emergency medical help immediately.

### **D. Fractures & Sprains**

1. Keep the injured area still.
2. Apply a cold pack to reduce swelling.
3. For fractures, immobilize the limb with a splint (if trained).
4. Seek medical attention.

### **E. Choking (Conscious Person)**

1. Encourage coughing if the person can breathe.
2. If unable to breathe:
  - Stand behind them, wrap arms around their waist.
  - Perform **Heimlich Maneuver** (abdominal thrusts).
3. If unconscious, begin **CPR** and call emergency services.

### **F. Fainting**

1. Lay the person flat on their back, elevate legs slightly.
2. Loosen tight clothing.
3. Ensure fresh air.
4. If unconscious for more than 1 minute, call for medical help.

### **G. Asthma Attack**

1. Help the person sit upright.

2. Assist them in using their **inhaler**.
3. If breathing does not improve, call emergency services.

## H. Seizures

1. Clear the area of hard objects.
2. Place the person on their side (recovery position).
3. **Do NOT restrain or put anything in their mouth.**
4. Time the seizure; if longer than 5 minutes, call an ambulance.

## 5. CPR (Cardiopulmonary Resuscitation)

*(Only perform if trained)*

1. Check responsiveness.
2. Call for help.
3. **30 chest compressions** (2 inches deep, fast pace).
4. **2 rescue breaths** (if trained).
5. Continue until help arrives or the person revives.

## 6. First Aid Kit Locations

Ensure first aid kits are available in:

- **Classrooms**
- **School Clinic/Nurse's Office**
- **Sports Field**
- **Administration Office**

## 7. Reporting & Documentation

- All incidents must be reported to the school administration.
- Fill out an **Incident Report Form** (include date, time, injury details, and treatment given).

## 8. Training & Preparedness

- Regular **first aid training** for staff.
- Emergency drills (fire, earthquake, etc.).

- Updated emergency contact lists.

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## **Stay Safe & Be Prepared!**

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Approved by: [School Administration Team]

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