

SIMPLE RULES
of
Health and Courtesy
for Those at School

By

HELEN MacMURCHY, M.D.

Medical Officer to the Board of Education, Toronto

and

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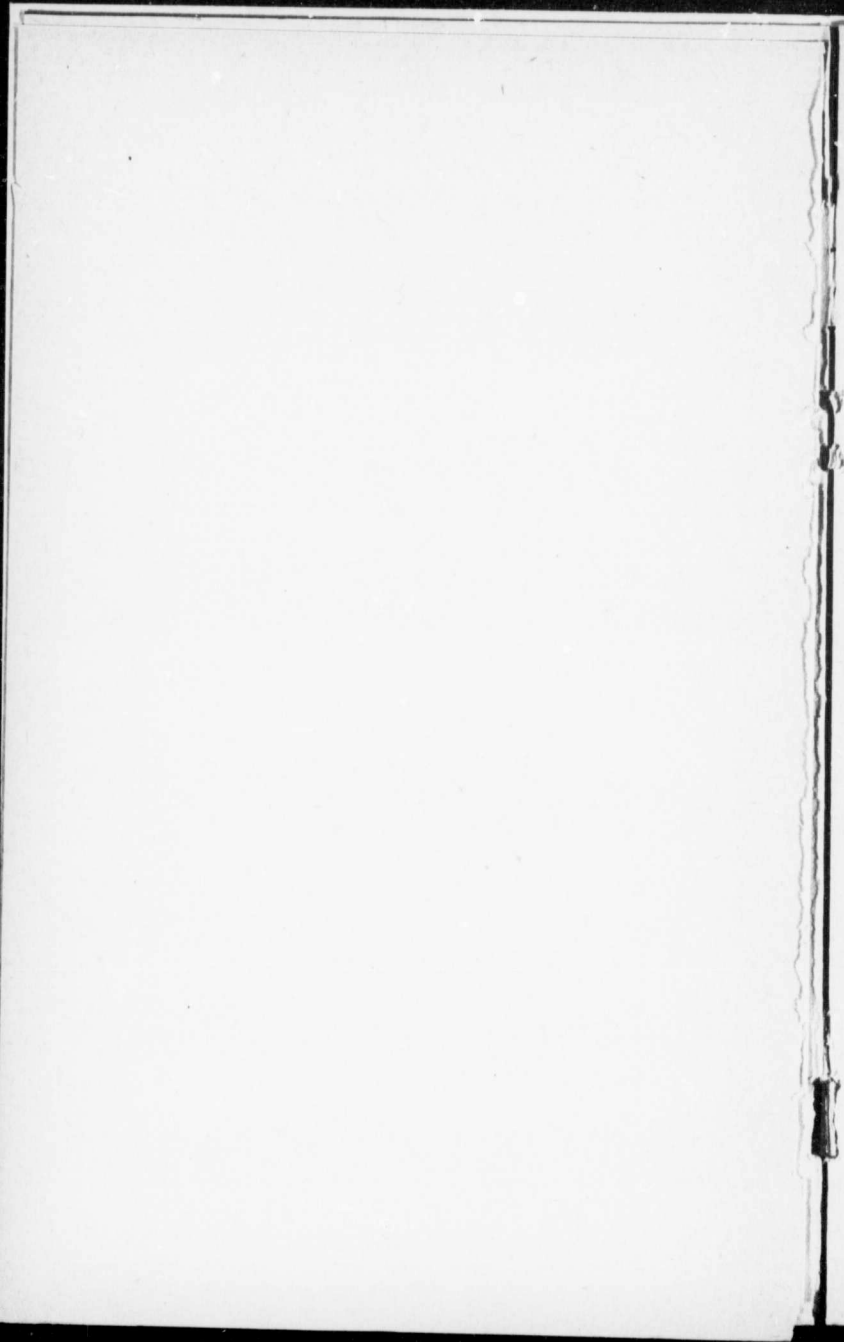
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P.C., G.C.M.G., G.C.V.O.
Governor-General of the Dominion
of Canada



PREFACE.

In compiling this little book we have tried to give the essentials of Hygiene and Courtesy in language intelligible to the average boy and girl, and to state these essentials as briefly and incisively as possible. This must account for many apparently unjustifiable omissions.

It is of the utmost importance that the rising generation of Canadians should be themselves thoroughly convinced that it is *their* duty to develop themselves to the full physically, mentally, morally. If they will devote themselves to this with that purposefulness which is an outstanding characteristic of young Canada, the benefits to the nation in this generation and in the generations yet to come will be beyond all estimate.

We have prepared this booklet in the hope that in a small sphere we may be helping on the cause of Canada's development; we would welcome helpful criticism, which shows practical interest in the aims we have at heart.

We would take this opportunity of expressing our sincerest thanks to the Ontario Education Department for their courteous assistance in the publication of the first edition and their broad-minded furtherance of all branches of School Hygiene.

H. W. A.

H. M.

February, 1911.

I. THE SCHOOL DAY, SLEEP, CLOTHING.

Get up early. Do not lie in bed after you are awake.

Every morning wash your face, and unless you are in ill-health, the whole of the body with cold water. Cold water hardens the skin, strengthens the nerves and prevents chills.

A warm bath should be taken about once a week. Never remain in a warm bath more than ten minutes.

Morning and evening clean your teeth carefully. Wash out the mouth and gargle with fresh water every morning and evening, and, where possible, after the mid-day meal.

Never pick your teeth except with quill or wooden tooth-picks. Toothpicks should not be used in public.

Brush your teeth up and down as well as across, and be careful to clean the teeth on the side next the tongue.

Clean teeth last long. Dirty teeth decay.

Try to have your teeth examined by a dentist at least once a year.

Keep your nails clean and well-cared for.

Use your teeth. Chew your food. Eating only soft pulpy food spoils your teeth. Soft food is for little children. Eating an apple, if you chew it properly, is good exercise for your teeth.

Do not bite thread, chew gum, or crack nuts with your teeth.

Do not go to school too late or too early.

Allow plenty of time between breakfast and the time when you must start for school.

Regular habits are essential to good health, especially in eating, sleeping, and the daily action of the bowels, which must always be attended to immediately before or after breakfast every morning.

Have your meals always, where possible, at fixed times.

Do not study immediately after a heavy meal.

Have fixed times for your home work, and whilst you are working at it work hard.

Never eat a heavy supper and never read exciting books just before going to bed.

Two hours at least should elapse between the last evening meal and bed time.

Go to bed early enough to make sure that you will wake up rested in the morning. Never go to sleep upon your back, but lie on the right side. The head should be only a little higher than the rest of the body.

Sleep on a hard mattress.

Do not cover yourself with too heavy bedclothes. Sleep with your hands outside the bedclothes.

See that the room in which you sleep is thoroughly well aired during the day and that the sunlight is allowed access to it, and when you are in bed have the window open, if possible.

See that your night clothes are hung up, not folded.

Mild exercise, such as drill, light dumb bell exercise, etc., is beneficial before going to bed, and also before breakfast.

The minimum hours of sleep are these:

Age	Summer	Winter
7 to 9 years	11 hours	11½ hours
10 to 12 years	10 or 11 hours	10½ or 11½ hours
12 to 16 years	9 hours	9½ hours

In your clothing avoid anything that is tight, for instance, tight collars, garters, belts, shoes, which make good circulation of the blood impossible.

Shoes should not have high heels and should correspond to the natural shape of the foot.

Keep your feet warm. If you get them wet, keep moving and change shoes and stockings as soon as possible.

Change your underclothing as frequently as you can.

In the spring do not give up heavy underclothing too soon. May 24th or June 1st is usually about right.

II. FOOD AND DRINK.

Do not eat too much.

Do not eat too fast. Masticate your food thoroughly.

Do not eat or drink what is very hot. Do not eat what is cold immediately after eating what is hot.

Avoid too much sweet stuff. Avoid meat that is "high," and highly seasoned food.

Do not eat anything between meals except fruit carefully peeled and free from dust.

Never drink out of a glass that others have used without first washing it.

The best drink for boys and girls is milk. Avoid strong coffee and strong tea.

Never touch alcoholic liquor, except under a doctor's orders. It is good to drink water twice daily.

Do not drink very cold water when you are heated. If there is any doubt about the purity of the water, never drink it until it has been boiled.

Never swallow cherry stones, etc.

Do not smoke, at any rate till you are twenty-one years

old. Infinite harm is done to heart and nerves by premature smoking.

III. HOW TO HOLD THE BODY—GENERAL HINTS.

Always keep the body upright.

In walking lift your feet properly, and do not let them drag along the ground. When sitting down do not cross the legs or lean the head on the hand.

When writing you should be able to place the soles of both feet on the ground. The desk should be higher than the chair on which you are sitting by about the distance from your elbow to the tip of your fingers. The chair should reach about 1 inch under the desk. Sit square to your desk, keeping both shoulders at equal height. Never lean your body on the desk. Keep your paper straight in front of you, not sideways.

When reading hold your book about a foot from your eyes and hold up your head.

Never read, write or work at any delicate finger work (needle work, etc.), in a bad light, e.g., in the twilight;

Never when the light flickers;

Never when the sun's rays fall directly on your work;

Never when your shadow falls on your work.

Always arrange that the light comes to you over your left shoulder.

Do not read whilst lying down. Do not read when moving or travelling. Avoid badly printed books or music. Never read at meals.

If you get anything under your eyelid, do not rub the eye, but blow your nose.

When you go from a very hot room into very cold air, hold something over your nose and mouth and avoid speaking for a little time.

Never remain any longer than you can possibly avoid in places where the air is vitiated, smelly and dusty.

A great deal of good can be done to your lungs, your circulation and your heart by frequently, when you are in good air, breathing as slowly and deeply as you can for a limited time. You should be able to inhale (and exhale) air steadily for about one minute.

When you cough, sneeze or yawn, always place your hand or handkerchief over your mouth. When you blow your nose, always turn your head aside, and never make uncouth noises.

Never stir up dust.

Never spit.

Occasionally clean out your ears with some soft object, e.g., the end of a towel or handkerchief, but never with anything that is sharp or breakable.

When bathing do not get water into the ears.

If you suffer from earache, keep cotton wool in your ear.

Avoid bringing your ear near to very shrill sounds or very loud sounds, e.g., artillery. If you must be near such sounds, keep the mouth open.

If an insect gets into your ear, pour in a little oil.

Never hold pins, needles, etc., in your mouth.

IV. WORK, RECREATION, EXERCISE.

“The master-word is work.”—Kipling.

Put in a good day's work every working day. Every part of the body and mind benefits by good work.

Apportion your time according to a good plan, and do not work immoderately or by fits and starts.

The best working time is early in the day.

Allow a time margin. Do not hurry yourself unduly.

Get to your work in good time.

Do not let any work or recreation deprive you of proper food, sleep or exercise.

Take all the interest you can in your work. That is the way to make it interesting and easy.

Take exercise for at least two hours every day in the open air. Take all the exercise you can, but do not overstrain yourself. Aim at taking enough exercise to keep you “fit,” i.e., to enable your body to perform its functions properly, to resist disease and to escape the degeneration which overtakes those who neglect exercise.

At least one hour should elapse between a heavy meal and vigorous exercise.

Learn to swim, and make yourself acquainted with the methods of life saving. Do not go into the water when you are overheated. First wet your head and the back of the neck, and then plunge the whole body at once into the water. When you come out, dry yourself quickly and keep moving. At least two hours should elapse between a heavy meal and bathing. Do not jump into the water until you know its depth.

In riding a bicycle, be careful not to overstrain yourself. Bicycle racing is to be avoided by boys under the age of eighteen.

Never play with firearms. Always handle a gun as if it were loaded.

If you cannot obtain other exercise, make a point of going for a walk, if possible in the country.

Never sit in a draught when overheated.

In cold or wet weather never sit down on damp grass, stones, etc.

In games never dispute the umpire's decision.

V. FIRST AID

Almost all accidents are preventible. An ounce of prevention is better than a pound of First Aid. Take no chances with life and limb except to save others. You will notice that experts and other wise people run no risks.

Do not keep poisons or explosives in the house.

Keep matches in a safe place.

Look where you are going.

Think what you are doing.

Notice danger signals. A rail track is practically a danger signal, and a city street is getting to be the same.

Never use gasoline, benzine, ether, etc., at night, or in the day time with an open light or fire anywhere near.

Never light a fire with coal oil.

RULES FOR RESUSCITATION.

Place patient chest downwards on the ground. Then, without stopping to remove clothing, commence artificial respiration, as follows:

Put yourself astride of the patient's body in a kneeling position facing his head, placing your hands flat in the small of his back with the thumbs nearly touching and the fingers spread out at each side of the body over the lowest ribs. Lean forward and steadily allow the weight of your body to fall over them and so produce a firm downward pressure. Swing backward, releasing the pressure, but without lifting the hands from patient's body, i.e., sway your body backward and forward upon your hands twelve or fifteen times a minute without any marked pause between movements. Continue this until the patient breathes again.

GENERAL RULES.

1. Keep cool.
2. Be quick.
3. Send a smart, sensible person for a doctor.
4. Do the most needful thing first, judging by the patient's condition.
5. Give the patient air and space. Keep people from crowding round.
6. Lay patient down with head low, loosen clothing, straighten the limbs, make him safe and comfortable. If able to swallow, give a little water or liquid food or stimulant, unless the face is very red.
7. Assist doctor, nurse or person in charge, and if no better person offers, take charge yourself.

8. In removing the clothing, remove it from the injured part first. If necessary, cut down a seam. In dressing a person, put clothing on the injured part first.

9. If poison has been taken, immediately give patient a large quantity of milk, white of egg and water, gruel, mustard and water, whiskey and water, etc.

Fainting.

Follow above rules. A little water may be dashed in the face, and the limbs may be chafed. Smelling-salts may be used, but do not hold the bottle too close to the patient's nose.

Convulsions (Fits).

If the patient moves the limbs convulsively and foams at the mouth do not be afraid. It will not last more than a minute and a half. Carry out 1, 2, and 3 above. Lay the person down in a place where he will not strike his limbs against anything hard.

Protect the tongue from being bitten by inserting something between the teeth (e.g., a handkerchief rolled round a spoon handle, or lead pencil, etc.)

Sprains.

A sprain should have cold applied to it at once, and then firm pressure, with absorbent cotton, bandage, or adhesive plaster. The injured limb should be elevated. Rest is necessary.

Fractures.

If the person has injured a limb, and the limb hangs helpless, probably the bone is broken. Avoid moving the limb as much as possible, but do not leave it hanging down. Elevate it at once, supporting it on each side of the place where the break is. When you attempt to lift it, carry the limb absolutely rigid except at the joints. If you allow the broken piece of the bone to move, it may easily pierce the skin and make the fracture compound, which is a very serious accident. When you lift the limb, place it as high as possible, resting it on a pillow, which should be placed on a table, sofa, or bed, as may be most convenient.

Cuts, Wounds, Hemorrhage, Bleeding.

The blood comes from a wound (hole) in an artery (bright red blood coming in spurts) or a vein (dark red blood flowing evenly). You must squeeze up this wounded vessel tightly so as to close the hole. Tie a handkerchief round the bleeding arm, leg or finger. Slip a stick, pencil, etc., under the handkerchief, twist the stick round and round till you have it tight enough to stop the bleeding. If the blood comes in spurts, tie the handkerchief on the side of the wound nearer the heart. If in doubt, put on two handkerchiefs, one on each side. If you cannot get a doctor to dress the wound after the bleeding is stopped, prepare a piece of linen for a pad by scorching it in a flame or boiling it. Roll the linen up tightly and slip in the pad over the wound, relaxing the pressure very cautiously in order to do so. Be sure that the circulation of blood in the finger or limb is not stopped by the pressure. (When the circulation is stopped, the limb is cold, numb, livid or pallid.) The first pressure to stop the hemorrhage should not be kept up more than half an hour or an hour. The relaxed pressure when the pad is put on will need to be kept up twenty-four hours, and the dressing, if the wound is comfortable, should not be touched for eight days, except by a doctor. If the wound becomes very painful, probably medical help is urgently required. Frequent bathing with very hot water will soothe the pain somewhat.

If the wound is not in a limb, and you cannot use the above plan to stop bleeding, then press your thumbs one on each side of the wound, pressing the edges of the wound together, and keep them there till the bleeding stops.

Wash out all cuts and sores thoroughly with boiled water.

A teaspoonful of boric acid to a pint of water is a cleansing lotion. Wash your hands thoroughly before you dress a wound.

Burns.

If the clothes catch fire, instantly put patient down on floor or ground and smother flames with coat, skirt, rug, quilt, tablecover, etc. To save patient's life flames must be kept from face.

Burns should be kept from air by immersing burned place in water (in which boric acid or other mild antiseptic may be dissolved), applying wet dressing, or applying oil.