

FIRST AID GUIDE - WORKPLACE

RESUSCITATION

- Check Response...** gently touch & talk.
 - If responsive
 - Monitor breathing, pulse and skin colour
 - If not responsive turn casualty into the recovery position.
- Check Airway...** clear mouth, tilt head back.
- Check Breathing...** look, listen and feel for breath.
 - If breathing leave casualty in recovery position. Check regularly.
 - Monitor breathing, pulse and skin colour
 - If NOT breathing - call 000 for ambulance. Turn casualty on back. Tilt head back. Lift chin to open airway. Pinch nose closed. Breathe into casualty's mouth at 1 breath in 2 seconds, watch chest rise and fall. Give up to 5 breaths to achieve at least 2 effective breaths.
- Check Circulation...** check pulse.
 - If pulse present but no breathing continue mouth to mouth resuscitation at 1 breath every 4 seconds (15 breaths per minute)

ARTIFICIAL RESPIRATION

- Establish that breathing has stopped
- Clear mouth and hold head back
- Pinch patient's nose and take a deep breath
- Place mouth over patient's and breathe into patient
- Repeat this procedure, regulating your puffs by the rise and fall of the patient's chest



UNCONSCIOUSNESS

- If the patient is not breathing, begin artificial respiration immediately
- Clear the patient's mouth of any vomit, blood or displaced dentures
- Control any bleeding, check for other wounds and for possible fractures
- If it is safe to move patient, turn gently into recovery position
- If possible, stay with patient and send someone for medical help



BLEEDING

- Apply pressure to the wound with your hand to stop the bleeding
- Raise the injured part to diminish the force of the blood flow at the injury
- Maintain pressure even after a clot has formed
- Move the limb as little as possible as there may be further injuries
- Improvise a pad and hold it securely over the wound with a bandage



WOUNDS

- Wash the skin around the wound, moving outwards from the edge
- Put gauze over the wound, then a thick pad, and bandage firmly
- Keep the patient, and especially the injured part, at rest
- Protect the patient against shock and seek medical attention

- For dressing a wound you need several articles from a first aid box: swabs, gauze, bandages, you will also need soap and water.
- Wash only the skin around the area, not the wound. Use swabs moistened with warm water; clean from edge outwards.
- Put gauze over the wound, covering beyond the wound area. Place thick pad over gauze and bandage dressing firmly.



FRACTURES

- Keep the patient still and cover with a blanket
- Attend to such injuries as an open wound or bleeding before dealing with the fracture
- If necessary, protect the broken bone
- Stay with the patient, and make him comfortable until professional help arrives

Steady the injured part



ELECTRIC SHOCK

- Turn the electricity supply off at mains
- Do not touch the victim until you have done this
- Check that the victim is breathing
- Use artificial respiration if necessary
- Check for bleeding and bone fractures
- Treat any burns by cooling
- Send for medical help urgently



GETTING HELP

DIAL 000.
The operator will ask you which service you require. Once you have stated "Ambulance" you will be connected to ambulance control.

BE PREPARED TO:

- Confirm your telephone number.
- Give an accurate description of the incident and casualty(s) condition.
- Give your exact location.
- Assist the ambulance crew by arranging for a colleague to meet them outside your place of work.

