



WORKPLACE FIRST AID GUIDE



1 IMPORTANT INFORMATION

All the information contained in this guide has been produced to assist you and your colleagues together for a rapid response. Please read this carefully to ensure you are fully prepared for any possible emergency.

Always check that you are the appointed person to call before you make any call and there is a procedure for calling an ambulance.

Designated health:

First Aider / Appointed person's extension: _____

Location of nearest first aid dispenser: _____

Location of nearest eyewash station: _____

Other useful numbers: _____



2 INCIDENT MANAGEMENT

- STOP THE WORK**
- ISOLATE
 - SECURE
 - REMOVE/REMOVE
 - REMOVE/REMOVE
 - REMOVE/REMOVE

When approaching an incident always ensure the area is safe for you to carry out first aid and that the casualty is safe. Do not control or restrain any health or safety.

- EMERGENCY AIDING ON-SCENE**
1. Stop and help many casualties are involved
 2. Do not let anyone control or first aid themselves
 3. Do not respond to call by the emergency services and control the emergency
 4. First responder of all stop calls

3 GETTING HELP

For 999 or the 24/7 NHS Helpline. Once connected you will be asked what problem you require. When you have stated the details you will be transferred to a healthcare professional. You will have to provide a series of questions.

- BE PREPARED TO:**
1. Answer your telephone number
 2. Accurately describe the incident and the condition of the casualty
 3. Explain your location
 4. Help the emergency services by answering a challenge to find their address your first aid kit

PHONE TIPS: Do not hang up on any part of the conversation. The operator will end the call when appropriate.

- CALL FOR HELP**
- If you are alone with the casualty, you will be asked to describe the incident and what you can do to help. If someone responds will show to stay with you until you receive the emergency services. If you should first call the casualty with the other calls. Be intelligent service.



4 RESPONSE

Consciously moving the casualty's head of support will increase their chance of survival. Do not move them until you have checked for spinal injury. Do not apply to other effective treatments for spinal injury until you have checked for spinal injury.

Only shake the casualty's shoulders and speak loudly and clearly.

- "CAN YOU HEAR ME?"**
- "ARE YOU OK?"**



5 AIRWAY

TO OPEN THE AIRWAY

LOOK & CHECK IT'S UNRESPONSIVE

Look for the sign of life. Look for the sign of breathing. Look for the sign of pulse.

Look for the sign of life. Look for the sign of breathing. Look for the sign of pulse.



6 BREATHING

IS THE CASUALTY BREATHING?

Look for the sign of life. Look for the sign of breathing. Look for the sign of pulse.

Look for the sign of life. Look for the sign of breathing. Look for the sign of pulse.



7 ADULT BASIC LIFE SUPPORT

- SAFETY FIRST**
- UNRESPONSIVE** (Look and listen)
- SHOULDER FOR HELP** (Look and listen)
- OPEN AIRWAY** (Look and listen)
- CHECK FOR BREATHING** (Look and listen)
- NO BREATHING/NO PULSE**
- CALL 999**
- RECOVERY POSITION**
- NO BREATHING**
- NO BREATHING**

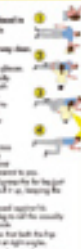
8 CHEST COMPRESSIONS



1. Make sure that the casualty is on a hard surface.
2. Place the heel of your hand in the centre of the casualty's chest. Place the heel of the other hand on top of the first hand. Push the hands together and ensure that the pressure is not applied over the casualty's ribs. Do not apply any pressure over your upper abdomen or lower end of the chest.
3. Compress the chest up to a maximum depth of approximately 50 mm. At least at a rate of approximately 100-120 compressions per minute and give 30 compressions and 2 rescue breaths.

9 UNCONSCIOUS

- RECOVERY POSITION**
- The casualty should be placed in the recovery position. Do not allow the casualty to breathe through the airway alone.
1. Turn the casualty onto their left side
 2. Bend the top leg at the knee and pull it up towards the chest
 3. Place the arm nearest the casualty on the ground
 4. Place the other arm on the ground
 5. Turn the head back to the neutral position
 6. Turn the head back to the neutral position
 7. Turn the head back to the neutral position
 8. Turn the head back to the neutral position
 9. Turn the head back to the neutral position
 10. Turn the head back to the neutral position



10 BLEEDING

1. Apply pressure. If possible
2. Do not remove the dressing or bandage
3. Do not clean the wound
4. Do not use anything to stop the bleeding
5. Do not use anything to stop the bleeding
6. Do not use anything to stop the bleeding
7. Do not use anything to stop the bleeding
8. Do not use anything to stop the bleeding
9. Do not use anything to stop the bleeding
10. Do not use anything to stop the bleeding



11 FRACTURES

1. Make sure that the casualty is on a hard surface.
2. Do not try to move the injured part.
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9. Do not try to move the injured part.
10. Do not try to move the injured part.



12 BURNS

1. Make sure that the casualty is on a hard surface.
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