

Chapter One

First Aid Basics

#1- Identify the Rescuer Duties

In this section we'll cover

Deciding to Provide First Aid

-Some people may be required to perform first aid while working. For example, law enforcement officers, firefighters, flight attendants, lifeguards, and park rangers may have a duty to give first aid when they are working. If they are off-duty, they can choose whether or not to provide first aid.

Action: Deciding to Provide First Aid : Providing first aid may be part of your job description. If so, you must help while you're working. However, when you're off-duty, you can choose whether or not to provide first aid.

#Asking to Give First Aid

Before you provide first aid, it's important to ask the ill or injured person if you may help.

#Supplying the First Aid Kit

The first aid kit contains supplies that you might need in an emergency. Not all first aid kits contain the same supplies. Your institutions will decide what the first aid kit should have in it. At the end of this section, you'll find a sample list of supplies for a first aid kit. This list is from the American National Standards Institute (ANSI), but it is only 1 example of what a institution might decide to include in a kit.

Action: Supplying the First Aid Kit

- ✓ Keep the supplies in a sturdy, watertight container that is clearly labeled.
- ✓ Know where the first aid kit is.
- ✓ Replace what you use so the kit will be ready for the next emergency.
- ✓ Check the kit at the beginning of each work period for expired supplies and

to make sure it is complete and ready for an emergency.

#2. injured person and Rescuer Safety

In this section we'll cover

1- Assessing the Scene

You may have to give first aid in dangerous places. The ill or injured person may be in a room with poisonous fumes, on a busy street, or in a parking lot. Before doing anything else, make sure the scene is safe for you and the injured person. Keep looking around to make sure that the scene stays safe. You can't help anyone if you're injured yourself.

#Action Assess the Scene

Danger: Look out for danger to you and danger to the injured person. Move the injured person only if she's in danger or if you need to move her to provide first aid or CPR if you know how. Move her if you can do so safely.

Help: Look for people who can help you and look for telephones. Have someone phone your emergency response number (or 123). Phone for help yourself if no one else is around.

Who: Who's injured? Figure out how many people are hurt and see if you can tell what happened.

Where: Where are you? Be specific. The emergency response team (or 123) dispatcher will want to know your address, floor, or location in the building or on the property. When you give first aid, know your limits. Don't become another injured person. Sometimes your wish to help can put you in danger. For example, if you are not a good swimmer, be very careful when trying to save someone who's drowning.

#2- Washing Hands

Washing your hands well is one of the most important protections you have. Always use soap and water if your hands are visibly dirty and after taking off gloves.

#Actions for Washing Hands Well

Important: Use a hand sanitizer if you can't wash your hands with soap and water. Rub your hands well to loosen germs and then allow the sanitizer to air dry.

#3- Universal Precautions

This section is based on recommendations of the Centers for Disease Control and Prevention (CDC). Universal precautions are intended to protect you and your 10 First aid coworkers. For best protection, you should treat everyone's blood as if it were infected. Body fluids, such as blood, saliva, and urine, can sometimes carry germs that cause diseases. Personal protective equipment (PPE) protects you. PPE includes:

- ✓ Gloves to protect your hands from blood and other body fluids
- ✓ Eye protection, if the injured person is bleeding, to protect your eyes from blood and other body fluids
- ✓ Mask to protect you when you give breaths

#Actions for Universal Precautions

Important: Latex allergies are common and can be serious. Some rescuers and ill or injured people may be allergic to latex. Use protective gloves that don't contain latex, such as vinyl gloves, whenever possible. If you or the ill or injured person has a latex allergy, do not use gloves that contain latex.

#3- Exposure to Blood

Blood borne diseases are caused by germs. A rescuer may catch a disease if germs in someone else's blood or body fluids enter the rescuer's body, often through the rescuer's mouth or eye or a cut on the skin. To be safe, rescuers should wear personal protective equipment-gloves and eye shields (goggles) - to keep from touching the injured person's blood or body fluids.

Three examples of blood borne diseases are:

- ✓ Human immunodeficiency virus (HIV), the virus that causes AIDS
- ✓ Hepatitis B
- ✓ Hepatitis C

#Taking Off Gloves (Skill You Will Demonstrate)

When you give first aid, the outside of your gloves may touch blood or other body fluids. Take your gloves off without touching the outside of the gloves with your bare hands.

#Action Taking Off Gloves

#3- Phoning for Help

In this section we'll cover

1- When to Phone for Help

Your institutions may have some instructions about when you should phone the emergency response number (or 123). In this Student Workbook you'll learn when to phone for help in specific emergencies.

Action: Assess When to Phone for Help

As a general rule, you should phone the emergency response number (or 123) and ask for help whenever

- ✓ Someone is seriously ill or injured
- ✓ You are not sure what to do in an emergency

Here are some examples of someone who is seriously ill or injured. The person

- ✓ Does not respond to voice or touch
- ✓ Has chest discomfort
- ✓ Has signs of stroke
- ✓ Has a problem breathing
- ✓ Has a severe injury or burn
- ✓ Has a seizure
- ✓ Suddenly can't move a part of the body
- ✓ Has received an electric shock
- ✓ Has been exposed to poison

If someone tries to commit suicide or is assaulted, phone the emergency response number (or 123) regardless of the person's condition.

#2- How to Phone for Help

Write the emergency response number on your Quick Reference Guide, in the first aid kit, and near the telephone. You should also write it here.

Important: Answering all of a dispatcher's questions is important to getting help to you as fast as possible. Do not hang up until the dispatcher tells you to. Answering the dispatcher's questions won't delay the arrival of help.

When you phone for help, the emergency dispatcher may be able to tell you how to do CPR, use an AED, or give first aid.

4. Finding the Problem (Skill You Will Demonstrate)

In this section we'll cover the steps of finding the problem.

After you check the scene to be sure it is safe, you must find out what the problem is before you give first aid. Learn to look for problems in order of importance. First look for problems that may be life threatening. Then look for other problems.

Someone who "responds" moves, speaks, blinks, or otherwise reacts to you when you tap him and ask, "Are you OK?" Someone who doesn't "respond" does nothing when you tap him and ask if he's OK.

A person who gasps usually appears to be drawing air in very quickly. He may open his mouth and move the jaw, head, or neck. Gasps may appear forceful or weak, and some time may pass between gasps since they usually happen at a slow rate. The gasp may sound like a snort, snore, or groan. Gasping is not regular or normal breathing. It is a sign of cardiac arrest in someone who doesn't respond.

Action Find the Problem

The following steps will help you find out what the problem is. They are listed in order of importance, with the most important step listed first.

1. When you arrive at the scene, check the scene to be sure it is safe. As you walk toward the ill or injured person, try to look for signs of the cause of the problem.
2. Check whether the person responds. Tap the person and shout, "Are you OK?"
 - ✓ A person who responds and is awake may be able to answer your questions. Tell the person you're there to help, ask permission to help, and ask what the problem is.
 - ✓ A person may only be able to move, moan, or groan when you tap him and shout. If so phone or send someone to phone your emergency response number (or 123) and get the first aid kit and AED.
3. Next, check if the person is breathing. If the person isn't breathing or is only gasping, begin CPR and use an AED if you know how. If you don't know CPR and you aren't learning it today, give Hands-Only™ CPR. To learn about Hands-Only CPR, go to handsonlycpr.org.
4. Next, look for any obvious signs of injury, such as bleeding, broken bones, burns, or bites. (You will learn about each of these problems later.)
5. Finally, look for medical information jewelry. This tells you if the person has a serious medical condition.

The muscles at the back of the throat relax in a person who does not respond. When the muscles relax, the tongue may fall back and block the airway. A person with a blocked airway cannot breathe.

5. After the Emergency

In this section we'll cover privacy and what you should do after the emergency.

As a first aid rescuer you will learn private things about your coworkers, such as their medical condition. Give all information about an ill or injured person to EMS rescuers and your institution's emergency response program supervisor. You may also need to fill out a report for your institutions.

Actions: Privacy

- ✓ Give all information about an ill or injured person to EMS rescuers.
- ✓ Fill out the institution's report or forms.
- ✓ Protect the ill or injured person's privacy.

#Sample First Aid Kit

The following table lists sample first aid kit contents. This is a kit that follows ANSI standards. Different workplaces may have different requirements.

