

First Aid

Basic advice for first aid in the workplace

Training & Education

The information below contains basic advice and should not be used as a substitute for effective training

In an emergency

- Assess the situation without putting yourself in danger.
- Make the area safe
- Attend to any unconscious casualties first
- Send for help - call 999 for emergencies



Check for a response

Gently shake the casualty's shoulders. Loudly ask 'Are you all right?'. If there is no response, check the airway for normal breathing and take appropriate action.

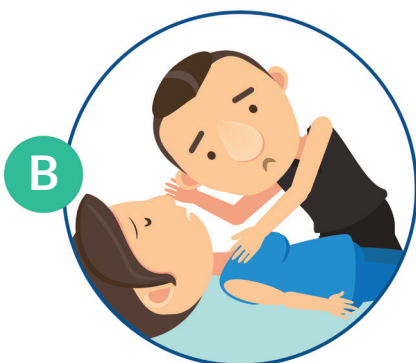
Airway



Open the airway

- Ensure the casualty's mouth is clear of objects and remove any dentures
- Gently tilt the head back by placing your hand on the casualty's forehead
- With two fingertips lift the chin

Breathing

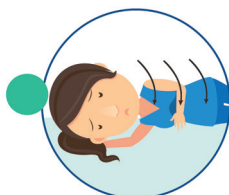


Look, listen and feel for normal breathing for no more than 10 seconds

- Look for chest movements
- Listen for breath sounds at the casualty's mouth
- Feel for air on your cheek

If the casualty is not breathing normally

Get help and start chest compressions (CPR, see overleaf)



If the casualty is breathing normally

Place in the recovery position and get help. Continue to check breathing.

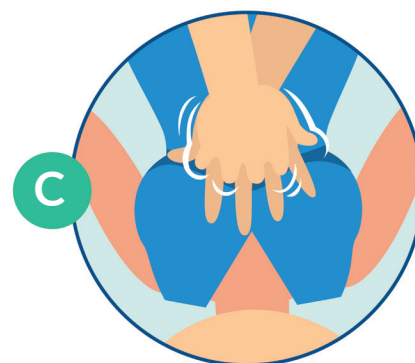
* Adapted from the HSE basic advice on first aid at work guide and NHS choices first aid www.nhs.uk

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CPR

Hands only CPR

- Place the heel of your hand onto the centre of the casualty's breastbone, place the other hand on top of the first hand and interlock your fingers
- Lean over the casualty with your shoulders above your knees
- Using your body weight (not just your arms), press down by 5-6 cm (2-2.5 inches)
- Keep your hands on the casualty's chest, release the compression and allow the chest to return to its original position
- Repeat the compressions at a rate of 100 to 120 times per minute until an ambulance arrives



CPR with rescue breaths - Adults

If you've been trained in CPR including rescue breaths and feel confident using your skills, you should give chest compressions with rescue breaths. If you are not completely confident, attempt hands only CPR - see above.

- Place the heel of your hand onto the centre of the casualty's breastbone, place the other hand on top of the first hand and interlock your fingers
- Lean over the casualty with your shoulders above your knees
- Using your body weight (not just your arms), press down by 5-6 cm (2-2.5 inches)
- Keep your hands on the casualty's chest, release the compression and allow the chest to return to its original position
- Repeat the compressions at a rate of 100 to 120 times per minute until an ambulance arrives
- After every 30 chest compressions, give two rescue breaths
- Tilt the casualty's head up and using two fingers lift the chin. Pinch the nose. Seal your mouth over the casualty's mouth and blow steadily and firmly into their mouth for one second. Give two rescue breaths ensuring the chest rises with each breath.
- Repeat the cycle of 30 chest compressions and two rescue breaths until they begin to recover or emergency help arrives



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Severe bleeding

- Call for help, dial 999
- Use disposable gloves to reduce the risk of any infections being passed on
- Check to see if there are any foreign objects embedded in the wound. If there is anything in the wound, take care not to press down on the object. Instead you should press firmly on either side of the object and build padding up around it before bandaging to avoid any pressure being applied on to the object itself

If nothing is embedded

- Use a clean pad or dressing, apply and maintain pressure on the wound with your gloved hand until the bleeding stops
- Use a clean dressing to bandage the wound firmly
- If bleeding continues through the dressing, re-apply pressure to the wound until the bleeding stops and then apply clean pads and bandages on top of the original dressing checking to make sure that bleeding has stopped
- If a body part has been severed, such as a finger, place it in a plastic bag or cling flim and take to A&E with the casualty
- Unless the cut is minor, always seek medical assistance
- If someone has a nosebleed that hasn't stopped within 20 minutes, seek medical assistance at your nearest A&E department

Burns and scalds

- Cool the burn as quickly as possible. Place the affected area under cool running water for at least 20 minutes or until the pain has been relieved
- Whilst cooling the burn, remove any clothing or jewellery, unless it is attached to the skin
- Be aware, if cooling a large area hypothermia can occur, especially in elderly casualties. Therefore it may be necessary to stop cooling the burn to avoid hypothermia
- Loosely cover the burn with cling film or if not available, use a clean dry dressing or non-fluffy material. Do not wrap the burn tightly as swelling may occur and lead to further injury
- Never apply creams, lotions or sprays to the burn