

Part 1: First Aid Basics

Topics Covered

Topics covered in this part are

- Duties, roles, and responsibilities of the first aid rescuer
- Steps of first aid

As you read and study this part, pay particular attention to these 2 skills that you will be asked to demonstrate during the course:

- Removing protective gloves
- Finding the problem

Duties, Roles, and Responsibilities of First Aid Rescuers

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. When off duty, they can choose whether or not to provide first aid.

It's important for you to know that you may learn private things about the person you are helping. Keep private information private. Share information about an ill or injured person only with emergency responders when they take over.

Your Role in the EMS System

Your role as a first aid rescuer is to

- Recognize that an emergency exists
- Make sure the scene is safe for you and the ill or injured person
- Phone 9-1-1
- Provide care until someone with more advanced training arrives and takes over

When you phone 9-1-1, you activate the network of emergency responders, or emergency medical services (EMS). Getting help on the way quickly in an emergency can save a life.

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

When you come upon an ill or injured person and the person responds, introduce yourself as a first aid provider before you touch the person. Ask if you may help. Anyone has the right to refuse.

Asking to Give First Aid

- When you come upon an ill or injured person and the person responds, introduce yourself as a first aid provider before you touch the person.
- Ask if you may help.
 - If the person agrees, give first aid.
 - If the person refuses, phone 9-1-1 and stay with him until help arrives.
 - If the person is confused or can't answer, assume the person wants help.

Maintaining the First Aid Kit

One of the responsibilities of a first aid provider is to maintain the first aid kit. It's important that the first aid kit contain the supplies you'll need for most common emergencies.

See "Part 6: First Aid Resources" for a list of what is usually kept in a kit. Your kit may be different, however, so please check the first aid kit against the list to see if there are additional items you need to add. Be sure to restock it after any emergency.

Maintaining 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 that 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.

Good Samaritan Laws

If you have questions about whether or not it's legal to provide someone first aid, you should know that all states have Good Samaritan laws. These laws protect anyone who provides first aid. They differ from state to state, so be sure to check the laws in your area.

Key Steps of First Aid

For every emergency, follow the key steps of first aid:

- Assess the scene.
- Phone for help.
- Take universal precautions.
- Find the problem.
- Protect the person's privacy.

Assess the Scene

First, make sure the scene is safe. Be aware of any danger for you, the ill or injured person, and anyone else nearby.

This is an important step. Do it every time you are providing help. Continue to assess the scene while you provide first aid to be aware of anything that might change and make it unsafe. You can't help anyone if you're injured yourself.

The first step in any first aid action is to make sure the scene is safe.

Questions for Assessing the Scene

When you look around, ask yourself these questions:

	Question	Explanation
Danger	Is there danger for you or the ill or injured person?	Move an injured person only if he is in danger or if you need to move him to safely provide first aid or CPR.
Help	Are others around to help?	If so, have someone phone 9-1-1. If no one else is near, phone for help yourself.
Who	Who is ill or injured?	Can you tell how many people are hurt and what happened?
Where	Where are you?	You'll need to tell others how to get to you—in particular, the 9-1-1 dispatcher. If there are other bystanders at the scene, send one of them to meet the emergency responders and lead them to the scene.

Phone for Help

As you assess the need for first aid, it's important to know when and how to phone for help. Phoning 9-1-1 activates the EMS network of responders.

Make sure you know the nearest location of a phone to use in an emergency (Figure 1). Often, the first aid kit and AED are stored at the same location as the emergency phone.



Figure 1. Know the location of the nearest phone to use in an emergency. You also should know where the first aid kit and AED are stored.

When to Phone for Help

Your company may have some instructions about when you should phone the emergency response number (or 9-1-1).

As a general rule, you should phone 9-1-1 and ask for help whenever someone is seriously ill or injured or you are not sure what to do in an emergency.

Some examples of when you should phone 9-1-1 are if the ill or injured person

- Doesn't respond to voice or touch
- Has chest discomfort, signaling possible heart attack
- Has signs of a stroke
- Has a problem breathing
- Has a severe injury or burn
- Has severe bleeding
- Has a seizure
- Suddenly can't move a part of the body
- Has received an electric shock
- Has been exposed to poison

You will learn more about the signs and first aid actions for these medical and injury emergencies later in this workbook.

How to Phone for Help

It's also important for you to know how to phone for help from your location. Do you know how to activate the emergency response number in your workplace? For example, is it necessary to dial 9 for an outside line, or is there an internal number to phone that will notify responders who are on-site?

For the purposes of this course, we will say "phone 9-1-1" as the emergency response number.

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.

Write your emergency response number here:

Who Should Phone for Help

If other people are available, you can ask someone else to phone 9-1-1 and get the first aid kit and AED. If you are alone and have a cell phone, call 9-1-1 and put the phone on speaker mode so that you can follow the dispatcher's instructions. Here is a summary:

If you are	Then you should
Alone	<ul style="list-style-type: none"><input type="checkbox"/> Shout for help.<input type="checkbox"/> If no one answers and the person needs immediate care and you have a cell phone, phone 9-1-1 and put the phone on speaker mode.<input type="checkbox"/> The dispatcher will provide further instruction, such as how to give first aid, give CPR, or use an AED.
With others	<ul style="list-style-type: none"><input type="checkbox"/> Stay with the ill or injured person and be prepared to give first aid or CPR if you know how.<input type="checkbox"/> Send someone else to phone 9-1-1 and get the first aid kit and AED if available.<input type="checkbox"/> Have the person put the phone on speaker mode so that you can receive further instruction from the dispatcher.

Follow the Dispatcher's Instructions

When you're on the phone with the dispatcher, don't hang up until the dispatcher tells you to. Answering the dispatcher's questions won't delay arrival of help. Always be aware of your surroundings—knowing the address of your location will help emergency responders reach you more quickly.

Take Universal Precautions

Once you have assessed scene safety, there are universal precautions you should take. These precautions are called *universal* because you should treat all blood and other body fluids as if they contain germs that can cause diseases.

Personal Protective Equipment

Your first aid kit includes personal protective equipment (PPE), such as eye protection and medical gloves. While you are giving first aid, these help keep you safe from blood and body fluids, such as saliva and urine. The first aid kit also contains a mask for giving breaths in case you need to give CPR.

Because some people are allergic to latex or have developed sensitivity to latex that can cause serious reactions, you should use nonlatex gloves if at all possible.

Actions for Universal Precautions

Take the following actions to protect yourself from disease and injury:

Actions for Universal Precautions

- Wear PPE whenever necessary (Figure 2).
 - Wear protective gloves whenever you give first aid.
 - Wear eye protection if the ill or injured person is bleeding.
- Place all disposable equipment that has touched blood or body fluids containing blood in a biohazard waste bag (Figure 3) or as required by your workplace.
- To dispose of the biohazard waste bag, follow your company's plan for disposing of hazardous waste.
- After properly removing your gloves, wash your hands well with soap and lots of water for 20 seconds.



Figure 2. Wear protective gloves whenever you give first aid, and wear eye protection if the ill or injured person is bleeding.

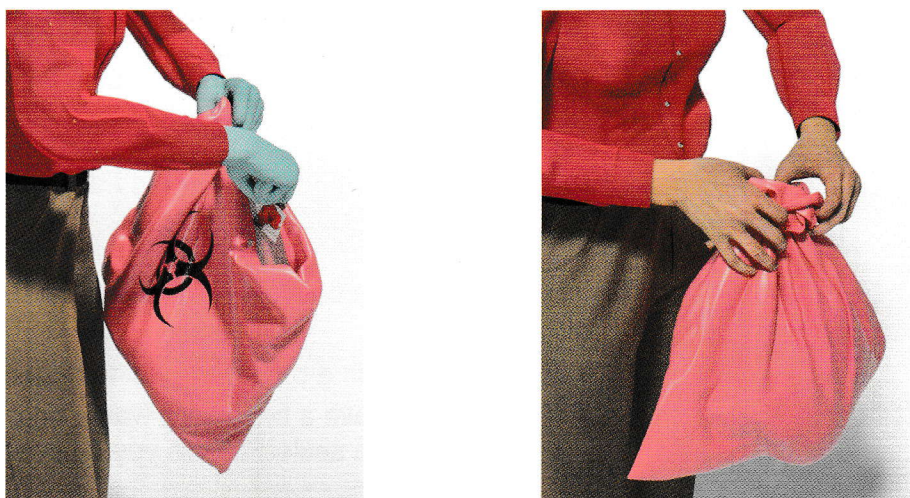


Figure 3. Place all disposable equipment that has touched body fluids, including the gloves you wore, in a biohazard waste bag if one is available. Dispose of the bag according to company policy.

Actions for Exposure to Blood

You should always wear PPE whenever possible. However, if the person's blood does make contact with your skin, or splashes in your eyes or mouth, take these steps:

Actions for Exposure to Blood

- Remove your gloves if you are wearing them.
- Immediately wash your hands and rinse the contact area with soap and lots of water for 20 seconds.
- Rinse your eyes, your nose, or the inside of your mouth with plenty of water if body fluids splattered in any of these areas.
- Contact a healthcare provider as soon as possible.

Remove Protective Gloves Properly

Because of the risk of infection, using protective gloves and taking them off correctly are important steps when it comes to your safety and the safety of others.

Always dispose of protective gloves properly so that anyone else who comes in contact with the biohazard waste bag does not get exposed to blood or body fluids.

Actions for Removing Protective Gloves

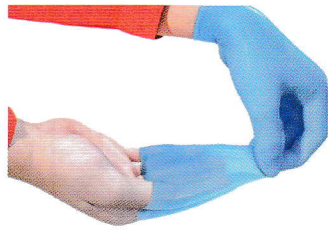
Here is the correct way to remove protective gloves (Figure 4):

Actions for Removing Protective Gloves

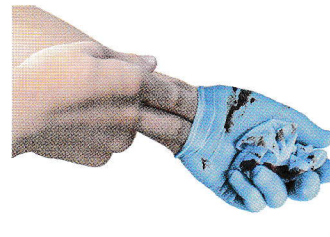
- Grip one glove on the outside near the cuff, and peel it down until it comes off inside out (Figure 4A).
- Cup it with your other gloved hand (Figure 4B).
- Place 2 fingers of your bare hand inside the cuff of the glove that is still on your other hand (Figure 4C).
- Peel that glove off so that it comes off inside out with the first glove inside it (Figure 4D).
- If blood or blood-containing material is on the gloves, dispose of the gloves properly.
 - Put the gloves in a biohazard waste bag.
 - If you do not have a biohazard waste bag, put the gloves in a plastic bag that can be sealed before you dispose of it.
- Wash your hands well. You should always wash your hands after removing gloves, just in case some blood or body fluids came in contact with your hands.



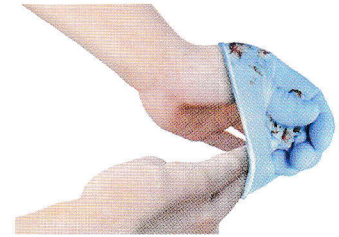
A



B



C



D

Figure 4. Proper removal of protective gloves without touching the outside of the gloves.

Practice Good Hand Hygiene

Even if you've been wearing protective gloves, you should always wash your hands just in case some blood or body fluids came in contact with your hands. Also, good hand hygiene helps prevent the spread of germs. Washing your hands well is one of the most important protections you have against infection.

Actions for Washing Hands Well

Actions for Washing Hands Well

- Wet your hands with clean running water (warm if available) and apply soap.
- Rub hands together and scrub all surfaces of hands and fingers over for at least 20 seconds (Figure 5).
- Rinse hands with lots of running water.
- Dry your hands using a paper towel or air dryer. If possible, use your paper towel to turn off the faucet.



Figure 5. Wash your hands well with soap and lots of water after taking off your gloves.

Using Waterless Hand Sanitizer

If you can't wash your hands right away, use waterless hand sanitizer. Rub your hands together so that the sanitizer covers the tops and bottoms of both hands and all fingers. Then, let the sanitizer air dry.

As soon as you can, wash your hands with soap and water.

Find the Problem

Before you give first aid, you must assess the ill or injured person to find out what the problem is.

- Check to see if the person is responsive or unresponsive (Figure 6). If the person is unresponsive, check for breathing.
- If the person is breathing and doesn't need immediate first aid, look for any obvious signs of injury, such as bleeding, broken bones, burns, or bites.
- Look for any medical information jewelry (Figure 7). This tells you if the person has a serious medical condition.
- Follow the actions outlined in the "Actions for Finding the Problem" section.



Figure 6. Check to see if the person is responsive or unresponsive. Tap and shout, “Are you OK?”



Figure 7. Look for medical information jewelry.

Actions for Finding 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.

Actions for Finding the Problem

- Make sure the scene is safe.
- Check to see if the person responds. Approach the person, tap him, and shout, “Are you OK? Are you OK?”

If the person is <i>responsive</i>	If the person is <i>unresponsive</i>
<ul style="list-style-type: none"> <input type="checkbox"/> Ask what the problem is. 	<ul style="list-style-type: none"> <input type="checkbox"/> Shout for help and phone 9-1-1. <ul style="list-style-type: none"> • Phone or send someone to phone 9-1-1 and get a first aid kit and AED. • If you are alone and have a cell phone, put it on speaker mode and phone 9-1-1. Go get the first aid kit and AED yourself.

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If the person is <i>responsive</i>	If the person is <i>unresponsive</i>
<ul style="list-style-type: none">□ If the person only moves, moans, or groans, shout for help. Phone or send someone to phone 9-1-1 and get the first aid kit and AED.	<ul style="list-style-type: none">□ Check for breathing.<ul style="list-style-type: none">• If the person is breathing normally, stay with him until advanced help arrives. Check for injuries and medical information jewelry.• If the person is not breathing normally or only gasping, begin CPR and use an AED. See the “CPR and AED” part of this workbook.
<ul style="list-style-type: none">□ Check for breathing.<ul style="list-style-type: none">• If the person is breathing and doesn't need immediate first aid, look for any obvious signs of injury, such as bleeding, broken bones, burns, or bites.• Look for any medical information jewelry. This tells you if the person has a serious medical condition.	<ul style="list-style-type: none">□ Stay with the person until advanced help arrives.

Use Caution When Moving an Ill or Injured Person

When giving first aid, you might wonder, “Should I move an ill or injured person?”

The answer is generally no. This is especially important if you suspect that the person may have a pelvic or spinal injury.

However, there are times when the person should be moved, such as the following:

- If the area is unsafe for you or the ill or injured person, move to a safe location.
- If a person is unresponsive and breathing normally, you may roll the person onto his side. By rolling the person onto his side, you may help keep his airway open in case he vomits.

One way to move someone is to drag the person by his clothes (Figure 8). Place your hands on the person's shoulders, grab his clothes, and pull him to safety.

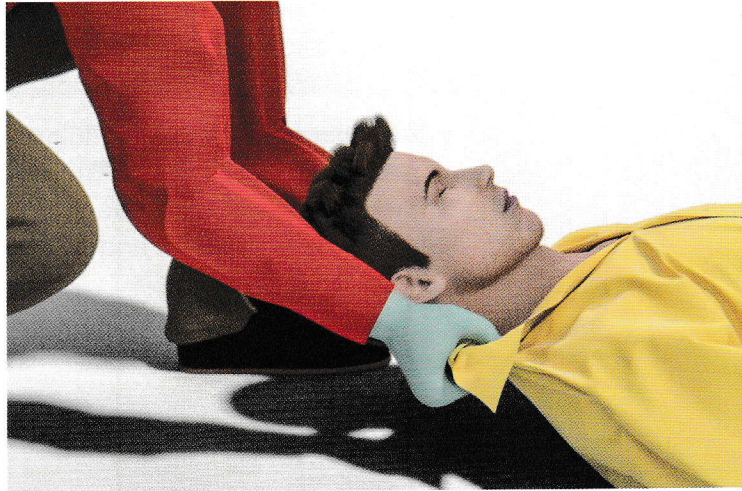


Figure 8. The shoulder pull is a way to move an ill or injured person.

Protect the Person's Privacy

As a first aid rescuer, you may learn private things about the people you help, such as their medical conditions. Give all information about an ill or injured person to EMS rescuers. If you are in your workplace, also give this information to your company's emergency response program supervisor. You may need to fill out a report for your company.

If an emergency does happen in your workplace, you must not share this information with other coworkers. Keep private things private.

First Aid Basics: Review Questions

Question	Your Notes
<p>1. When you are providing first aid, you should</p> <ul style="list-style-type: none"> a. Wear PPE b. Only wear PPE if the person is someone you do not know c. Not be concerned about PPE if you wash your hands d. Use cloth gloves to protect your hands 	
<p>2. When you phone for help, you should stay on the line with the dispatcher until</p> <ul style="list-style-type: none"> a. People with more advanced training arrive b. The dispatcher tells you it's OK to hang up 	

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Question	Your Notes
<p>3. After giving first aid at your workplace, you</p> <ul style="list-style-type: none">a. Can talk about what happened with anyone you wantb. Cannot discuss anything with coworkers; you must keep private things privatec. Can speak to a reporter about the incidentd. Can discuss the incident with your immediate coworkers only	
<p>4. You should wash your hands for at least</p> <ul style="list-style-type: none">a. 10 secondsb. 15 secondsc. 20 secondsd. 3 minutes	
<p>5. When assessing the scene, you should consider which of the following (<i>circle all that apply</i>):</p> <ul style="list-style-type: none">a. Danger to yourself and othersb. How many people are injured or illc. Where the location isd. Where the nearest telephone is	
<p>6. You should replace any supplies you use from the first aid kit.</p> <p>True False</p>	

Answers: 1. a, 2. b, 3. b, 4. c, 5. All, 6. True