

Workplace First Aid Guide

1. Read Me First

This guide is designed to help you and your colleagues respond to an emergency and provide first aid to an injured person. It is not a substitute for professional medical advice or treatment. It is intended to provide a general overview of first aid procedures and is not intended to be used as a substitute for professional medical advice.

First Aid Kit

Name: _____

Address: _____

Phone: _____

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2. Danger

Always check for danger before providing first aid. Do not become a victim yourself.

- Electricity
- Traffic
- Falling items
- Fire
- Moving machinery



Example: Building on fire

- Evacuate the building if you are unsure of the number of casualties involved.
- Do not attempt to extinguish a fire unless you are trained to do so.
- Call the fire service if you are unsure of the number of casualties involved.

3. Response

Check the casualty's response. If they are responsive, you should provide first aid. If they are unresponsive, you should call for help and provide first aid.

Check whether the casualty is responsive

- Ask "Hello" or "Are you OK?" and shake the casualty's shoulder.
- Ask the casualty to respond to you.
- If the casualty does not respond, call for help and provide first aid.



4. Airway

Is the airway open and clear?

- Look for any obstruction in the airway.
- Tilt the head back and lift the chin.
- If there is an obstruction, remove it.
- If the casualty is unconscious, place them on their side.



5. Breathing

Is the casualty breathing normally?

- Look for any chest movement.
- Listen for any sound of breathing.
- Feel for any air coming in or out of the mouth.

Breathing normally

- Place the casualty on their side.
- Monitor the casualty's breathing.



Not breathing

- If the casualty is not breathing, start CPR immediately.
- Call for help and provide first aid.

6. Getting Help

Call for help if you need it.

- Call the emergency services on 999 or 112.
- Provide the location of the casualty.
- Provide the number of casualties.
- Provide the nature of the injury.



Be prepared to

- Provide your telephone number.
- Provide your name and address.
- Provide your contact details.
- Provide your contact details.

For more information on first aid, visit our website at www.firstaid.org.

7. Unresponsive - Not Breathing

Is the casualty unresponsive and not breathing?

- Check for any obstruction in the airway.
- Tilt the head back and lift the chin.
- If there is an obstruction, remove it.
- If the casualty is unconscious, place them on their side.
- If the casualty is not breathing, start CPR immediately.
- Call for help and provide first aid.



Unresponsive and not breathing

- Start CPR immediately.
- Call for help and provide first aid.

8. Dehydration

Is the casualty dehydrated?



9. Unresponsive - Breathing

Is the casualty unresponsive but breathing?

- Check for any obstruction in the airway.
- Tilt the head back and lift the chin.
- If there is an obstruction, remove it.
- If the casualty is unconscious, place them on their side.
- Monitor the casualty's breathing.
- Call for help and provide first aid.



10. Bleeding

Is there any bleeding?

- Look for any bleeding.
- Apply direct pressure to the wound.
- If the bleeding does not stop, apply a pressure bandage.
- If the bleeding is from a limb, apply a tourniquet.
- Call for help and provide first aid.



11. Fractures

Is there any suspected fracture?

- Do not attempt to move the casualty.
- Immobilize the limb.
- Call for help and provide first aid.



12. Burns

Is there any burn?

- Stop the burning process.
- Cool the burn with running water.
- Cover the burn with a sterile dressing.
- Call for help and provide first aid.



Mini First Aid Guide

Judd E. Hollander



Mini First Aid Guide:

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