

## CITY OF NICEVILLE – BASIC FIRST AID MANUAL

### EMERGENCIES THAT CAN HAPPEN AT THE WORKPLACE:

#### **REMEMBER TO DIAL 9 FIRST WHEN DIALING 911**

Someone is injured on the job every 20 seconds. Every hour, someone dies at work. The difference between surviving and dying may be only a few critical minutes.

#### **1. IN ANY EMERGENCY REMEMBER YOUR ABCs!**

- \*A Airway - Tip head to open airway.
- \*B Breathing - Is the patient breathing?
- \*C Circulation - Does the patient have a pulse?

#### **1.1 Conduct A SECONDARY SURVEY for Other Medical and Injury-Related Problems.**

- \*Check Vital Signs
- \*Do a head-to-toe exam
- \*Interview the victim about the accident and other medical problems he/she may have.

#### **1.2 Practice Universal Precautions**

Blood and other body fluids can carry pathogens such as HIV (the human immunodeficiency virus that causes AIDS) and HBV (the hepatitis B virus). Protect yourself by observing Universal Precautions: Treat all blood and body fluids as if they're infectious.

##### **Protect Yourself:**

- \*Cover skin - especially open cuts, scrapes, and rashes.
- \*Wear protective clothing such as gloves and glasses or face shield.
- \*Use a pocket mask or some other barrier device for rescue breathing.

##### **After the Emergency:**

- \*Immediately wash your hands
- \*Decontaminate all surfaces with diluted bleach or other recommended disinfectant
- \*Dispose of debris properly

Employees covered by OSHA's Bloodborne Pathogens Standard (29 CFR 1910.1030) should follow their Exposure Control Plan located in the Safety Manual.

## **2. AIRWAY**

### **2.1 Choking - Heimlich Maneuver**

The quickest way to check if someone is choking is to tap the person's shoulder and ask, "Are you OK?"

If the person can speak or cough, **LEAVE HIM ALONE!!**

**If the person cannot speak or cough, perform the Heimlich maneuver:**

- \*Wrap your arms around the person's waist
- \*Make a fist with one hand, placing your thumb just above the person's navel
- \*Grab your fist with your other hand
- \*Pull forcefully in and up repeatedly until the object is dislodged

**If the person is unconscious:**

Place person on his/her back. Perform five abdominal thrusts - push in and up just above the navel. Use a finger to sweep the mouth. Tilt head back. Lift chin and push back forehead. **DO NOT LIFT THE NECK!!** Pinch the nose. Seal the mouth with your mouth and blow air into the person's lungs. Release pinched nose and watch chest to see if the person is breathing. Repeat steps until air goes in.

**If you are choking and no one is near enough to help you:**

Give yourself abdominal thrusts. Lean over and press your abdomen against a firm object.

### **2.2 Breathing**

Rescue Breathing: Tap a shoulder and ask, "Are you OK?" If no answer:

Lay person on his/her back while supporting the head. Perform the head tilt/chin lift **ONLY** if you suspect there is no head or spinal injury (from a fall, auto accident, or diving mishap). Look, listen and feel for breathing for about five seconds.

**If not breathing:** Form a seal around the person's mouth (use a pocket mask if you are trained in its proper use) and pinch nose. Breathe two slow breaths into person's mouth - enough to make the chest rise. Allow air to escape. Repeat breaths every five seconds. **Do not stop UNTIL the person begins breathing or help arrives.**

### 3. CIRCULATION

If you can't find a pulse, the person's heart has stopped - blood is not reaching the brain. Without blood, irreversible damage will occur in the brain within 4 to 6 minutes.

If the person is NOT BREATHING and has NO PULSE, begin CPR (cardiopulmonary resuscitation):

- \*Give two breaths.
- \*Check carotid artery (on the side of the neck) for a pulse for about five seconds.
- \*Find chest compression site on breast-bone and compress chest 15 times, followed by two slow breaths. Compressions should be about 1 1/2 inches in depth. Continue compressions and breaths until help arrives or pulse returns.

### 4. BLEEDING

**Use Universal Precautions! Call 911 FIRST if Bleeding is Severe!**

To stop bleeding:

**Direct pressure:** Place a clean gauze pad or cloth directly over wound and press.

**Elevation:** Raise the injured limb above the level of the heart.

**Pressure Points:** If direct pressure and elevation fail to stop bleeding, continue these techniques AND squeeze firmly on the inside of the upper arm for arm wounds or on the crease of the groin area for leg wounds to stop circulation to the limb.

**DO NOT USE A TOURNIQUET**

**Remember:** Use all three methods together - direct pressure, elevation, and pressure points.

### 5. SHOCK

When a person goes into shock, it means that not enough blood is getting to all parts of the body. Various organs stop functioning properly. The most common causes - heavy blood loss, anaphylaxis (severe allergic reaction), or extreme psychological stress.

**Symptoms:**

- \*Restlessness, irritability
- \*Pale or bluish clammy skin
- \*Fast, weak pulse
- \*Nausea, vomiting
- \*Loss of consciousness

**Care:**

- \*Call 911 (Remember to dial 9 first)
- \*Have person lie down
- \*Monitor ABCs
- \*Control bleeding
- \*Elevate the legs if you don't suspect head, neck, back, or leg injuries
- \*Maintain body temperature - keep the victim comfortable
- \*If vomiting, place victim on his/her side
- \*Give nothing by mouth

**6. ANAPHYLACTIC SHOCK**

Anaphylaxis is a severe allergic reaction to an insect bite or sting, toxic vapors, a particular food, or medication. This is an emergency - breathing passages may swell shut unless medications are given in time.

**Symptoms:**

- \*Difficulty breathing
- \*Swelling around mouth, lips, and tongue
- \*Hives or rash
- \*Dizziness, panic, confusion

**Care:**

- \*Call 911. Explain that it may be anaphylaxis
- \*Monitor ABCs. Breathing will get progressively more difficult. Be prepared to give rescue breathing.
- \*Keep person quiet, warm.
- \*Treat for shock

**7. FRACTURES**

A fracture is a break in a bone. Fractures can be closed (the skin remains over the bone) or open (the bone protrudes through the skin).

**Never move the patient unless the situation is unsafe.**

**Symptoms:**

- \*Pain
- \*Swelling
- \*Skin discoloration
- \*Inability to move the injured part

**Care:**

- \*Call 911
- \*Immobilize the injured limb
- \*Splint the injury only if necessary - to keep it from moving or to decrease pain. Splint the injury in the position you found it.
- \*Apply ice wrapped in a towel to **CLOSED** fractures only.

## 8. HEAD INJURIES

Most head injuries are caused by falling objects. But they may also be caused by falls, bumping, or chemical splashes.

**Symptoms:**

- \*Swelling of head or spine
- \*Loss of consciousness, even briefly
- \*Sleepiness
- \*Behavior changes - restless, irrational
- \*Vision changes
- \*Nausea and vomiting
- \*Unequal pupils
- \*Blood or clear fluid from mouth, nose, and ears
- \*Numbness or paralysis anywhere on body

**Care:**

- \*Call 911
- \*Immobilize the head and neck, just as you found it. Place your hands beside the victim's ears and hold head still.
- \*Monitor the ABCs
- \*Treat for shock

## 9. EYE INJURIES

Any eye injury needs medical attention. Calm and reassure the person while help is on the way or while you provide aid.

**Care for Floating Object in Eye:**

- \*Have person blink repeatedly
- \*If this fails, lift upper eyelid while person looks down and flush eye with water
- \*Call 911 if object remains

**Care for Penetrating Object in Eye:**

- \*Call 911
- \*Do NOT remove, move or put pressure on object
- \*Immobilize by placing a paper cup or soft, bulky dressings around object and secure in place with bandage. Bandage both eyes so that victim will keep injured eye still.

### **Care for Chemical Burns to the Eye:**

- \*Flush eye continuously with water for at least 15 minutes
- \*Call 911
- \*Check the label and MSDS
- \*Give EMS information about the toxic substance

## **10. BURNS**

Most burns are caused by heat. However, burns may also be caused by chemicals, electricity, or radiation.

### **Care:**

- \*Cool the burned area with cool water or cool wet cloths
- \*Expose area but DO NOT remove clothing that sticks
- \*Cover with dry, sterile dressings or clean cloth
- \*DO NOT break blisters, apply ointments, or try to clean third degree burns
- \*Monitor ABCs
- \*Treat for shock

### **Don't use Ice, Lotion, or Ointment on a Burn!!**

### **Call 911 if:**

- \*The victim is having trouble breathing
- \*Burns cover more than one part of the body
- \*Severe burns are on the head, neck, back, hands, feet, or genitals
- \*Burns have been caused by chemicals, explosions, or electric current

### **10.1 Chemical Burns**

#### **Care:**

- \*Remove contaminated clothing or jewelry
- \*Take emergency shower
- \*Flush with water for 15 minutes
- \*Monitor ABCs
- \*Treat for shock

### **10.2 Electrical Burns**

#### **Care:**

- \*Call 911
- \*Never approach the victim UNLESS POWER IS OFF
- \*Check the ABCs. A large electric shock can stop the heart or breathing
- \*Survey the victim's body. Remember - electric current can cause entry burns,

- travel along nerves, and have exit wounds.
- \*Care for burns as necessary
- \*Treat for shock

### **10.3 Radiation Burns**

#### **Care:**

- \*Call 911 and civil defense authorities

## **11. IMPALEMENT OR AMPUTATION**

### **11.1 Impalement**

- \*Call 911
- \*Do not try to remove the impaled object
- \*Place cloths around the object to keep it from moving
- \*Bandage the cloths in place

### **11.2 Amputation**

In case a body part is cut off or torn off:

- \*Call 911
- \*Stop the bleeding
- \*Find the part
- \*Wrap it in sterile gauze or clean material
- \*Put it in a plastic bag and place bag on ice (make sure part doesn't freeze)
- \*Take part to the hospital with the victim
- \*Treat for shock

## **12. SMOKE INHALATION**

#### **Care:**

- \*Move the person if possible to a smoke-free area if this is safe to do
- \*Call 911 and request oxygen
- \*Check the ABCs
- \*Administer rescue breathing or CPR if necessary
- \*Treat for shock
- \*Treat burns and other injuries as necessary

## **13. EXPOSURE TO HAZARDOUS CHEMICALS**

### **Your Right to Know**

If your workplace contains hazardous chemicals, you have a legal RIGHT TO KNOW about them and how to protect yourself. Check with your employer about OSHA's Hazardous Communication (HazCom) Standard (1910.1200).

**You Must:**

- \*Understand how HazCom applies to your workplace
- \*Recognize, understand and use labels and material safety data sheets (MSDS)
- \*Know the procedures to follow when working with hazardous materials

**Hazardous Materials Can Cause:**

- \*Acute effects - rash, burns, or respiratory problems - immediately on exposure
- \*Chronic effects - such as lung damage or cancer - that can occur days, months, or even years after exposure.

**14. WHAT TO DO IN A HAZMAT EMERGENCY**

Read labels and MSDS's so you know the physical and health hazards of the materials you work with. If there is a leak, spill, fire, or explosion:

- \*Call 911 and any other necessary emergency response personnel
- \*Evacuate the area
- \*Remove contaminated clothing immediately
- \*Eyes: Flush with water for 15 minutes
- \*Inhalation: Get victim to fresh air. Administer artificial respiration or CPR if necessary
- \*Swallowing: Get medical assistance, call local poison center
- \*Have MSDS information ready for emergency personnel

**15. MEDICAL EMERGENCIES**

The situations discussed so far are life-threatening and need immediate action. You are far more likely, however, to encounter medical emergencies that are not immediately life-threatening but still require quick action on your part. Then you should do a **Secondary Survey**.

**The Secondary Survey:**

If the victim is conscious, interview the victim and/or bystanders.

- ASK:
- \*What happened?
  - \*Do you have any pain?
  - \*Do you have any medical problems?
  - \*Are you taking any medications?
  - \*Do you have any allergies?
  - \***Check vital signs:** pulse, respiration, skin color, and temperature.  
Recheck every 5 minutes.

## 16. HEART ATTACK

Every year nearly 500,000 Americans die because of heart attacks - usually within two hours of having the attack.

### Symptoms:

- \*Pain in chest, especially accompanied by a feeling of heavy pressure or a squeezing sensation. Pain may radiate to - or be confined to - jaw, shoulder blade area, or arm - usually the left arm. Pain usually lasts for more than a few minutes but may come and go.
- \*Shortness of breath
- \*Nausea or vomiting
- \*Sweating
- \*Pale or bluish color to skin
- \*Rapid, irregular pulse

It is possible to have a heart attack with no symptoms at all, or symptoms that are mistaken for other conditions such as heartburn, angina (chest pain caused by the heart not receiving enough oxygen), or the flu.

### Care:

- \*Have the person sit or lie down
- \*Call 911
- \*Monitor the ABCs
- \*Check vital signs
- \*Begin rescue breathing or CPR if necessary

## 17. STROKE

Every year about 150,000 Americans become fatal victims of stroke. A stroke occurs when the blood supply to the brain is interrupted.

### Symptoms:

- \*Sudden weakness, especially affecting one side of body
- \*Headache
- \*Dizziness
- \*Vision changes
- \*Slurred speech, inappropriate words or inability to speak
- \*Confusion
- \*Nausea, vomiting
- \*Loss of bladder and bowel control

### Care:

- \*Call 911
- \*Have person lie down
- \*Monitor ABCs
- \*Do a secondary survey if the person is conscious

- \*If unconscious, maintain an open airway
- \*Do not give the person anything to eat or drink
- \*Patient needs oxygen as soon as possible

## 18. DIABETIC EMERGENCIES

Diabetes is a medical condition in which the body can't change sugar from food into energy.

**Hyperglycemia** - high blood sugar. **Diabetic coma** is the extreme case.

### Symptoms:

- \*Warm, dry red skin
- \*Fruity odor on breath
- \*Nausea, vomiting
- \*Weakness, dizziness, drowsiness, unconsciousness
- \*Rapid pulse

### 18.1 First Aid for Diabetic Emergencies

**Note:** Many of the symptoms of hypoglycemia and hyperglycemia are the same!

#### Care:

- \*Monitor ABCs
- \*Call 911 if necessary
- \*Do a secondary survey: Ask if the person is a diabetic, what kind of medication s/he takes, when the person last ate, if the person can take his blood sugar.
- \*If conscious: give dissolved sugar, soft drink, fruit juice, or candy. If the person does not feel better in 5 minutes, call 911.
- \*If unconscious, call 911 and monitor ABCs. Give nothing by mouth!

## 19. HEAT EMERGENCIES

Work doesn't stop when the heat goes up. But rising temperatures can also raise health and safety risks.

### 19.1 Heat Exhaustion:

#### Symptoms:

- \*Skin is cool, sweaty and may be pale or red
- \*Nausea, vomiting, dizziness, headache, dilated pupils, and exhaustion
- \*Body temperature may even be below normal

#### Care:

- \*Get person to a cool place
- \*Place him on his back with feet elevated
- \*Loosen or remove clothing
- \*Cool person with cool, wet towels, or ice packs at pulse points

- \*If fully conscious and not ill, give 1/2 cup of water every 15 minutes
- \* Treat for shock

## **19.2 Heat Stroke**

Heat stroke is the most serious form of heat stress. The body stops sweating, which means it can't cool itself causing body temperature to rise quickly.

### **Symptoms:**

- \*Chills
  - \*Confusion
  - \*Skin is hot, dry, and red
  - \*Temperature can be very high
  - \*Pulse is rapid, weak
  - \*Breathing is shallow, rapid
  - \*Loss of consciousness

### **\*Care:**

- \*Call 911
- \*Get victim out of the heat
- \*Hose down or wrap in cool, wet sheets and fan the body
- \*Monitor the ABCs
- \*Treat for shock
- \*If conscious, give 1/2 cup of water every 15 minutes

## **20. COLD EMERGENCIES**

Frostbite and hypothermia are severe emergencies depending on the air temperature, how long the person is exposed, and the wind.

**20.1 Frostbite:** this occurs when body parts freeze.

### **Symptoms:**

- \*Skin becomes pale, waxy, and numb
- \*Skin color can be white, yellow, or blue

### **Care:**

- \*NEVER rub area - ice crystals inside skin can cause damage
- \*Warm slowly by immersion in warm water (no warmer than 105 degrees F).
- \*Keep immersed until skin becomes red and feels warm
- \*Bandage loosely with dry bandages if necessary
- \*Get medical attention

**20.2 Hypothermia:** In this condition, the entire body loses the ability to warm itself.

**Symptoms:**

- \*Low body temperature
- \*Shivering
- \*Numbness
- \*Weakness
- \*Confusion
- \*Impaired vision
- \*Drowsiness
- \*Victim is often unaware of condition

**Care:**

- \*Call 911
- \*Warm body SLOWLY by wrapping in blankets or warm dry clothing
- \*Rapid re-warming can cause irregular heartbeat
- \*Handle victim gently to avoid causing heart irregularities
- \*Monitor ABCs

**21. SEIZURES AND FAINTING**

**21.1 Seizures** (May be caused by injury, illness, high fever, extreme heat, or epilepsy.)

**Symptoms:**

- \*Loss of consciousness - even if person appears to be awake
- \*Brief blackout or uncontrolled muscle contractions
- \*Irregular breathing - breathing may seem to stop
- \*Loss of bladder or bowel function
- \*Vomiting

**Care:**

- \*Call 911
- \*Do NOT restrain the person
- \*Do NOT place anything in the person's mouth (It is impossible to swallow one's tongue!)
- \*Monitor ABCs
- \*Remove objects near the victim
- \*Protect the person's head until the seizure is over; do a secondary survey -

423

ask about a history of epilepsy and prescribed medications.

## 21.2 Fainting (Treat as life-threatening unless you know otherwise)

### Care:

- \*Call 911
- \*Place person on back or on side if vomiting
- \*Elevate legs 8 to 12 inches
- \*Loosen any tight clothing
- \*Keep victim warm
- \*Monitor ABCs
- \*Treat for shock

## 22. FIRST AID KITS

What you put in your first-aid kit may vary, but it should include:

- |  |   |
|--|---|
| <input type="checkbox"/> Latex Gloves                                | <input type="checkbox"/> Gauze Pads                         |
| <input type="checkbox"/> Band-aids                                   | <input type="checkbox"/> Gauze Roller Bandages              |
| <input type="checkbox"/> Triangular Bandages                         | <input type="checkbox"/> Instant Cold Packs                 |
| <input type="checkbox"/> Instant Cold Packs                          | <input type="checkbox"/> Scissors                           |
| <input type="checkbox"/> Tweezers                                    | <input type="checkbox"/> Tape                               |
| <input type="checkbox"/> Flashlight                                  | <input type="checkbox"/> Antibiotic Ointment                |
| <input type="checkbox"/> Syrup of Ipecac                             | <input type="checkbox"/> Antimicrobial Cleansing Towelettes |
| <input type="checkbox"/> Activated Charcoal                          | <input type="checkbox"/> Pocket Resuscitation Mask          |
| <input type="checkbox"/> Blankets, Flares, Fire Extinguisher for car |   |