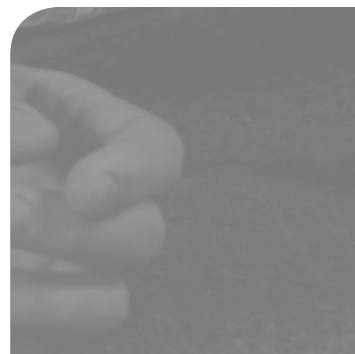
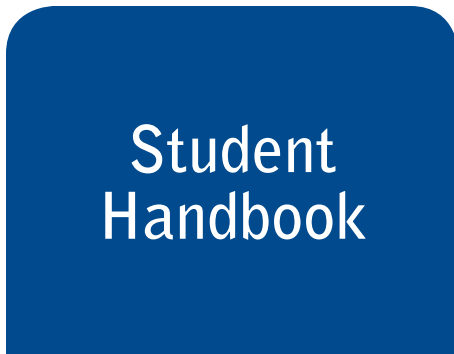




Basic First Aid

for the Community and Workplace



Student
Handbook



This handbook serves as a reference guide for basic first aid. For the purpose of this program, basic first aid is defined as assessments and interventions that can be performed with minimal or no medical equipment.¹ A first aid provider is defined as someone with formal training in first aid.

American Safety and Health Institute (ASHI) certification may only be issued when an ASHI-authorized Instructor verifies you have successfully completed and competently performed the required core knowledge and skill objectives of the program.

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Basic First Aid



Emergency scene.

At work, injuries and illnesses kill more than two million people in the world each year. That's one death every fifteen seconds... or six thousand people a day.

Safe practices and healthy choices at work, home, and play can prevent many injuries, illnesses, diseases, and deaths. However, once injury or sudden illness has occurred, providing effective first aid can make the difference between life and death; rapid versus prolonged recovery; and temporary versus permanent disability.

This program focuses on what you must know and do in order to provide confident, effective first aid care.

Legal Aspects of Providing First Aid

The Good Samaritan principle prevents someone who has voluntarily helped another in need from being sued for 'wrongdoing.' Since governments want to encourage people to help others, they pass specific "Good Samaritan" laws or apply the principle to common laws. You are generally protected from liability as long as:

- You are reasonably careful,
- You act in "good faith" (not for a reward),
- You do not provide care beyond your skill level.

If you decide to help an ill or injured person, you must not leave them until someone with equal or more emergency training takes over – unless of course, it becomes dangerous for you to stay.

Consent

Consent means permission. A responsive adult must agree to receive first aid care. "Expressed Consent" means the victim gives his or her permission to receive care. To get consent, first identify yourself. Then tell the victim your level of training and ask if it's okay to help. "Implied Consent" means that permission to perform first aid care on an unresponsive victim is assumed. This is based on the idea that a reasonable person would give their permission to receive lifesaving first aid if they were able.



When Caring for Children

Consent must be gained from a parent or legal guardian. When life-threatening situations exist and the parent or legal guardian is not available, first aid care should be given based on implied consent.

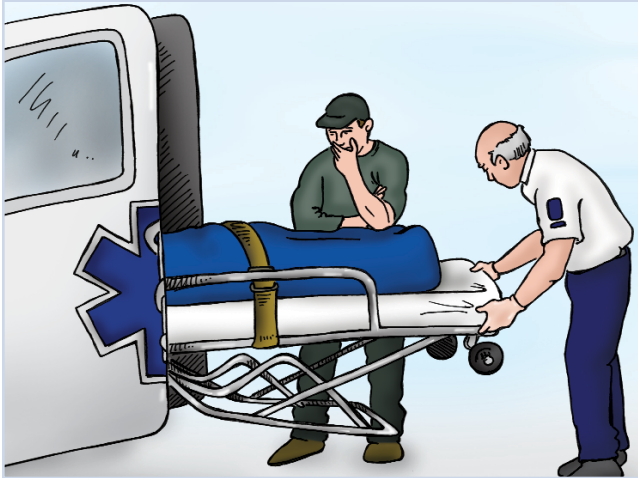
When Caring for Older Persons

An elderly person suffering from a disturbance in normal mental functioning, like Alzheimer's disease, may not understand your request for consent. Consent must be gained from a family member or legal guardian. When life-threatening situations exist and a family member or legal guardian is not available for consent, first aid care should be given based on implied consent.

Use Common Sense

There is no evidence there has ever been a single successful lawsuit in the United States against a person providing first aid in good faith. Still, it is necessary to use common sense. Never attempt skills that exceed your training. Don't move a victim unless their life is in danger. Call for an ambulance immediately, even if you decide not to give first aid. Always ask a responsive victim for permission before giving care. Once you have started first aid, don't stop until qualified help arrives.

Emotional Aspects of Providing First Aid



Traumatic incidents cause emotional distress.

Both the first aid provider and the victim may suffer emotional distress during and/or following a traumatic incident.² The seriousness or horror of the incident will be a factor in determining the amount of emotional distress. It may be worse in human-made events; for example, a terrorist attack or mass shooting. Providing first aid care for a seriously injured or ill child is generally more emotionally difficult than caring for an adult.

Symptoms of a traumatic stress reaction include a pounding heartbeat and fast breathing which may begin during or within minutes of the traumatic event. Feelings of guilt for not having done more, worrying about the safety of loved ones, nightmares, and thinking about the event repeatedly may follow the incident.

Stress reactions are a normal, human response to a traumatic event and are usually temporary.³ With the help of family and friends, most people gradually feel better as time goes by. If you feel you need extra help coping after a traumatic event, call your doctor or ask friends if they can recommend a mental-health professional. The organization you work for may have an Employee Assistance Program available to assist you.⁴

Infectious Diseases

The risk of getting exposed to a disease while giving first aid is extremely low. Even so, it is prudent to protect yourself from any exposure.

Bloodborne pathogens are viruses or bacteria that are carried in blood and can cause disease in people. There are many different bloodborne pathogens, but Hepatitis B (HBV) and the Human Immunodeficiency

Virus (HIV) are the two diseases commonly addressed by health and safety standards.^{5,6,7,8} “Universal Precautions” is a way to limit the spread of disease by preventing contact with blood and certain body fluids. To “observe Universal Precautions” means that whether or not you think the victim’s blood or body fluid is infected, you act as if it is.



Blood

Personal Protective Equipment

Personal protective equipment provides a barrier between you and a victim’s blood or body fluid. Disposable gloves are the most recognized barrier and should always be worn whenever blood or body fluids are or may become present.

Disposable Gloves



Remove gloves carefully.

When using gloves always quickly inspect them before putting them on. If a glove is damaged, don’t use it! When taking contaminated gloves off, do it carefully. Don’t snap them. This may cause blood to splatter. Never wash or reuse disposable gloves. If you find yourself in a first aid situation and you don’t have any gloves handy, improvise. Use a towel, plastic bag, or some other barrier to help avoid direct contact. Make sure there is always a fresh supply of gloves in your first aid kit.

Eye Protection

Anytime there is a risk of splatter, goggles or safety glasses with side protection should also be used to help protect your eyes.

Prevention

To reduce the risk of infection, you should:

- Always wear personal protective equipment in first aid situations.
- Carefully remove gloves, clothing, and any other contaminated material. Place them in appropriately labeled bags or containers.

After providing first aid, wash your hands and other exposed skin thoroughly with an antibacterial soap and warm water. If soap and water are not available, use an alcohol-based hand rub.



Decontaminate all surfaces, equipment, and other contaminated objects as soon as possible. Clean with a detergent and rinse with water. Use a bleach solution of one quarter cup (.06 liter) of household bleach per one gallon (3.79 liters) of water to sanitize the surface. Spray on the solution and leave it in place for at least 2 minutes before wiping.



DO NOT eat, drink, smoke, apply cosmetics, lip balm, or handle contact lenses until you have washed your hands after performing first aid.

Skill Guide #1

Proper Removal of Contaminated Gloves

1



- Without touching the bare skin, grasp either palm with the fingers of the opposite hand.

2



- Gently pull the glove away from the palm and toward the fingers, remove the glove inside out. Hold on to the glove removed with the fingers of the opposite hand.

3



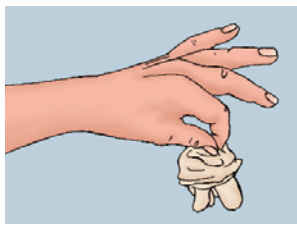
- Without touching the outside of the contaminated glove, carefully slide the ungloved index finger inside the wrist band of the gloved hand.

4



- Gently pulling outwards and down toward the fingers, removing the glove inside out.

5



- Throw away both gloves in an appropriate container.
- Wash your hands and other exposed skin thoroughly with an antibacterial soap and warm water. If soap and water are not available, use an alcohol-based hand rub.

Emergency Action Steps

Roles and Responsibilities of the First Aid Provider

Roles

The basic role of a first aid provider is to recognize a medical emergency and make a decision to help.

Your personal safety is your highest initial priority, followed by the safety of the victim and any bystanders.

Responsibilities

- Maintain composure.
- Maintain personal health and safety.
- Maintain caring attitude.
- Maintain up-to-date knowledge and skills.
- Without putting yourself in danger, make the victims' needs your main concern.
- Do no further harm.

Emergency Action Steps

The Emergency Action Steps are intended to help the first aid provider respond to an emergency and manage life-threatening problems of the airway, breathing, and circulation in a victim of any age.

Whenever you recognize an emergency, you should assess the scene for safety. Pause for a moment as you approach the victim. If the scene is not safe, or at any time becomes unsafe, GET OUT!

Assess the victim. What is your first impression? Is the victim responsive? If the victim is unresponsive, appears badly hurt, seriously ill, or quickly gets worse...

Alert EMS. Call 9-1-1 or activate your Emergency Action Plan.

Attend to the victim. Check the victim's airway, breathing, and circulation. Refer to the Universal First Aid Procedures.



Universal First Aid Procedures



Assess the Scene

- If it is not safe, or at any time becomes unsafe, GET OUT!
- Observe Universal Precautions. (Use Personal Protective Equipment!)
- If victim is awake and talking, identify yourself; ask if it is okay to help.
- If victim appears weak, seriously ill or injured, or is unresponsive...



Alert EMS

Call 9-1-1 or activate your Emergency Action Plan.



Attend to the Victim

A = Airway — Open Airway.

- If unresponsive, tilt head — lift chin.

B = Breathing — Check Breathing.

- Look, listen, and feel for at least 5 seconds, but no more than 10.
 - Unresponsive, not breathing — Perform CPR.
 - Unresponsive, breathing normally — Place in recovery position. If injured, use HAINES position (page 9.)

C = Circulation

- Look for and control severe bleeding with direct pressure.
- Monitor tissue color and temperature.
- Help maintain normal body temperature.
- If it is available and you are properly trained, give emergency oxygen.

Provide First Aid Treatment

- **Suspected Spinal Injury** — Place your hands on both sides of victim's head to stabilize it.
- **Suspected Limb Injury** — Place your hands above and below the injury to stabilize it.
- Consider performing physical assessment (SAMPLE/DOTS — page 8.)

Skill Guide #2

Unresponsive Victim

Perform these steps quickly — in a minute or less!

Emergency Action steps

- Assess Scene. If the scene is not safe or at anytime becomes unsafe, GET OUT!
- Assess Victim. Victim is responsive? Identify yourself; ask if it's okay to help. If the victim appears weak, seriously ill, injured, or is unresponsive...
- Alert EMS. Call 911, activate Emergency Action Plan.
- Attend to the ABCs. Ensure an open airway, normal breathing, and control bleeding.

A



Airway. Open Airway

- Tilt the head - lift the chin.

B



Breathing. Check Breathing.

- Look, listen, and feel for 5, but no more than 10 sec.
- If the victim is not breathing normally or you are unsure, perform CPR.
- If the victim is breathing normally, assess circulation.

C



Circulation.

- Look for blood pumping or pouring out of a wound.
- Control blood flow with direct pressure.
- Look for normal tissue color.
- Use your exposed wrist to feel for body temperature.



Continue to Attend to the ABCs

- Keep the airway open.
- Ensure normal breathing.
- Control bleeding.
- Monitor tissue color and temperature.
- Help maintain normal body temperature.
- If it's available and you are properly trained, give emergency oxygen.