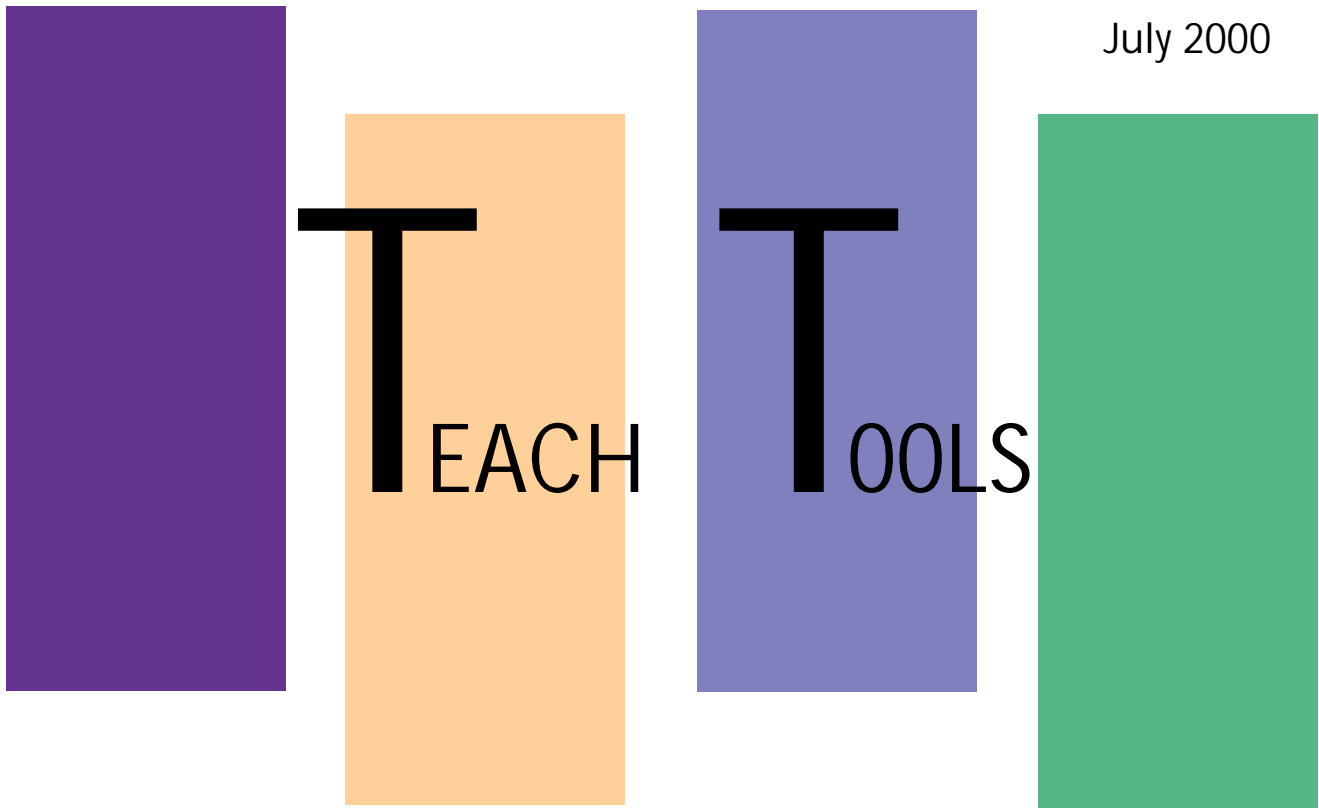


July 2000



#28 - First Aid: Injury

A guide to assist in training employees.

provided by:

Kansas Municipal Insurance Trust



First Aid: Injury

Meeting Objectives

This session will emphasize the importance of a fast response in an emergency and to outline basic first aid techniques for handling injuries. The result should be greater understanding of the need to act quickly and increased knowledge of whom to contact and what to do—or not to do—if someone is injured on the job.

Suggested Materials to Have on Hand

- List of emergency phone numbers, including those of any employees trained in first aid or CPR
- First aid kit
- Material safety data sheet (MSDS)

Introduction Overview

When you witness an injury, call for medical help immediately. There may also be other things you can do—and things you should not do—that can make a big difference to the victim while you are waiting for help to arrive.

That is what will be covered today. At the end of the session, a sheet with important emergency names and phone numbers as well as basic first aid for injuries, will be distributed. Keep it handy.

Be aware that this safety meeting is no substitute for first aid training. Among the names on the sheet you will get are city employees who are trained in first aid. If you are not sure what to do, or lack the proper training, wait for assistance.

General Hazards

There are a wide-range of injuries you might encounter, including:

- Shock
- Electrical shock
- Bleeding
- Broken bones
- Eye injuries
- Burns
- Chemical exposure

All of these will be explained briefly.

OSHA Regulations and Frequent Violations

OSHA has a first aid regulation, 29 CFR 1910.151, that requires employers to “ensure the ready availability of medical personnel for advice and consultation on matters of plant health.” If the workplace is not close to an infirmary, clinic, or hospital, the regulation requires having a person or persons trained in first aid on the premises, as well as first aid supplies. Eye washes and showers must be provided if there is a danger of exposure to corrosive materials.

Protection Against Hazards

There is a certain routine to follow in the event of an injury. Memorizing this sequence of events will help you respond quickly and properly.

- Call for medical help immediately. Explain the kind of injury and where the victim is. There is no time to waste in an emergency, and often no way for you to know how serious the emergency is. So be calm and act fast. There are emergency numbers posted at each phone for the medical department, hospital, paramedics, and employees with first aid training.
- Bring help to the victim, do not bring the victim to the help.
- Do not move an injured person unless it is necessary to save his or her life.
- Know where the first aid kits are kept; you will find one (give location).
- Check to see if the victim is breathing.
- If you are not sure what to do, make the phone call for professional help and wait.

Safety Procedures

Each type of emergency has its own first aid procedures.

Bleeding. If someone is bleeding heavily, you want to stop the flow until medical help arrives. To do this, push on the wound with a cloth or your hand. For deeper cuts, elevate the wound while you apply pressure. For even more serious cuts, add a third action: Push on pressure points on the inside of the upper arm and the crease of the groin. Do not use a tourniquet unless the bleeding will not stop and the person is dying.

Amputated Limb. Place the limb in a plastic bag with ice and rush it to the hospital with the victim.

Shock. A seriously injured person will frequently go into shock—which can be fatal. While you are waiting for medical help, lay the person down, cover, and raise the feet above heart level. Do not provide anything to drink, and check regularly for breathing.

Broken Bones. Do not move a person who may have broken bones unless it is absolutely necessary. The wrong move could be deadly. Keep the person still and wait for expert help.

Eye Injuries. Eye injuries should be treated immediately. If chemicals were splashed in the eye, flush with water for at least 15 minutes. Then close the eyes, cover them with a clean cloth, and get medical help. If something is stuck in the eye, just keep the person calm until medical help arrives.

Electrical Shock. Electrical shock can be deadly to the victim. It can also kill you, if you make the wrong moves when you try to help.

- Do not touch a person in contact with a live electric current.
- Turn off the main electric switch or fuse, or get an electrician to do it if one can be found quickly.
- If you must move a person from a live wire, stand on something dry and use a dry stick or board to push the person off the wire. Do not use anything metal, wet, or damp.

After the person has been moved from the electricity, check for a heartbeat and breathing. If necessary, and if you know how, administer artificial respiration or CPR.

Burns. The way you treat a burn depends on the kind and degree of burn it is. Treat chemical burns by flushing the burned part of the skin with water for 15 minutes and carefully remove contaminated clothing.

Other burns are classified on three levels:

- In first-degree burns, the least serious, the skin is red.
- In second-degree burns, the skin is red and there are blisters.
- In third-degree burns, the most serious, the skin is destroyed, tissues are damaged, and there is charring.

Here is what to do to help a burn victim:

- Wrap a person who is on fire in a blanket or coat, or make the victim drop and roll.
- Cut away loose clothing, but do not touch clothing that is stuck to a burn.
- Do not rub the body.
- Immerse first- and second-degree burns in cold water to relieve pain, then cover the skin with a moist sterile dressing. Elevate burned limbs.
- Treat the victim for shock and check for breathing problems.
- Do not use ice, lotion, or ointment on a burn.

Chemical Exposure. If someone has inhaled, swallowed, or been splashed with a hazardous chemical, refer to the chemical's label and MSDS to determine proper treatment. There are, some general approaches that apply in most instances:

- Eyes and skin. Flush with water for 15 minutes.
- Inhalation. Move to fresh air and administer artificial respiration or CPR if necessary and if you know how.
- Swallowing. Get medical assistance and check the MSDS or call the poison control center. Do not give an unconscious person fluids.

Suggested Discussion Questions

1. What are the first things you do if there is an accident?
2. Where are first aid kits kept?
3. What do you do to stop bleeding?
4. What do you do with an amputated limb?
5. What is the most important thing to remember about a person who may have broken bones?
6. What do you do about eye injuries?
7. What do you do for someone in contact with a live electric current?
8. How do you treat a chemical burn?
9. How do you treat other burns?
10. What do you do if someone has inhaled a chemical?
11. Are there any other questions?

Wrap-Up

The important thing to remember in an emergency is to stay calm and act quickly. Your quick response can literally be the difference between life and death for the victim.

The first aid procedures gone over today can be very important in helping the victim before professional help arrives. As you have noticed, some of the procedures focus on what you do not do rather than what you do.

If you are not sure what to do, do not do anything except get help. The wrong move can make things worse for the victim. What has been discussed are emergency responses to emergency situations while you are waiting for trained help. If you would like to be one of those trained professionals, you can get first aid training from the local Red Cross. If not, keep in mind that it is usually best to leave first aid to people who know what to do.

Sample Handout—

First Aid Checklist

(Note: Fill in as appropriate)

Medical Department Phone Number:

Hospital Phone Number:

Paramedic Phone Number:

Employees Trained in First Aid:

Name:

Phone Number:

Name:

Phone Number:

Police Phone Number:

Fire Department Phone Number:

Poison Control Center Phone Number:

Location of First Aid Kits:

For any serious emergency:

- Call for medical help immediately.
- Bring help to the victim, do not bring the victim to the help.
- Do not move an injured person unless it is necessary to save his or her life.
- Know where the first aid kits are kept.
- Check to see if the victim is breathing.
- Do not use medication without a doctor's supervision.
- If you are not sure what to do, wait for medical assistance.

Bleeding:

- Push on the wound with a cloth or your hand to stop the flow.
- If that is not enough, push on and elevate the wound.
- If that is still not enough, push on and elevate the wound and push on the pressure points on the inside of the upper arm and the crease of the groin.
- Do not use a tourniquet unless the bleeding will not stop and the person is dying.

Amputated Limb:

- Place limb in plastic bag with ice and rush to hospital with the victim.

Broken Bones:

- Do not move person unless absolutely necessary. Wait for medical help.

Shock:

- Lie victim down and cover.
- Raise feet above heart level.
- Check regularly for breathing; do not provide fluids.

Eye Injuries:

- Treat immediately.
- Flush chemical splashes for at least 15 minutes with water.
- Cover closed eyes with clean cloth and take the person to doctor.
- Wait for medical help to remove objects stuck in the eye.

Electrical Shock:

- Do not touch a person in contact with a live electric current.
- Turn off—or have an electrician turn off main electric switch or fuse.
- Stand on something dry; use a dry stick or board to push person off live wire.
- Check for heartbeat and breathing.
- Administer artificial respiration or CPR if necessary and if you know how.

Burns:

- For chemical burns, flush with water for 15 minutes and carefully remove contaminated clothing.

For other burns:

- Wrap a person who is on fire in a blanket or coat or make the victim drop and roll.
- Cut away loose clothing, but don't touch clothing that is stuck to a burn.
- Do not rub the body.
- Immerse first- and second-degree burns in cold water to relieve pain, then cover the skin with a moist sterile dressing.
- Elevate burned limbs.
- Treat the victim for shock and check for breathing problems.
- Do not use ice, lotion, or ointment on a burn.

Chemical Exposure:

- Refer to the chemical's label and MSDS for proper treatment.
- Flush eyes and skin with water for 15 minutes.
- Move inhalation victim to fresh air and administer artificial respiration or CPR if necessary and if you know how.
- Get medical assistance in cases of ingestion and check MSDS or call the poison control center.