



Training Solutions, Delivered!

FIRST AID:
Until Help Arrives
(Concise)

**Leader's Guide, Fact Sheet
& Quiz**

This easy-to-use Leader's Guide is provided to assist in conducting a successful presentation.

PREPARING FOR THE MEETING

Here are a few suggestions for using this program:

- a) Review the contents of the Fact Sheet that immediately follows this page to familiarize yourself with the program topic and the training points discussed in the program. The Fact Sheet also includes a list of Program Objectives that details the information that participants should learn from watching the program.
- b) If required by your organization, make an attendance record to be signed by each participant to document the training to be conducted.
- c) Prepare the area and equipment to be used for the training. Make sure the watching environment is comfortable and free from outside distractions. Also, ensure that participants can see and hear the TV screen or computer monitor without obstructions.
- d) Make copies of the Review Quiz included at the end of this Leader's Guide to be completed by participants at the conclusion of the presentation. Be aware that the page containing the answers to the quiz comes before the quiz itself, which is on the final page.

CONDUCTING THE PRESENTATION

- a) Begin the meeting by welcoming the participants. Introduce yourself and give each person an opportunity to become acquainted if there are new people joining the training session.
- b) Introduce the program by its title and explain to participants what they are expected to learn as stated in the Program Objectives of the Fact Sheet.
- c) Play the program without interruption. Upon completion, lead discussions about your organization's specific policies regarding the subject matter. Make sure to note any unique hazards associated with the program's topic that participants may encounter while performing their job duties at your facility.
- d) Hand out copies of the review quiz to all of the participants and make sure each one completes it before concluding the training session.

**3934 FIRST AID:
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FACT SHEET**

LENGTH: 10 MINUTES

PROGRAM SYNOPSIS:

Your employees never know when they'll have to respond to an injured co-worker, so it is crucial that they know what to do until help arrives. First aid, as well as knowing what to do and knowing what not to do in an emergency, can greatly reduce the extent of a person's injuries and can even save his or her life. In this program, best-selling author/EMT Martin Lesperance shares experiences and tips he's learned from 25 years of working in emergency services while showing viewers how to respond in a variety of emergency situations.

Topics include universal precautions, attending an unconscious person, assisting people bleeding, treating fractures and preventing injuries before they occur.

PROGRAM OBJECTIVES:

After watching the program, the viewer will be able to identify the following:

- How to use universal precautions when administering first aid;
- How to respond to an unconscious person who may or may not be vomiting;
- How to treat victims who are bleeding or have suffered a fracture.

INSTRUCTIONAL CONTENT:

UNIVERSAL PRECAUTIONS

- Dealing with sick and injured people can lead to other problems. One of the things we're very concerned about is disease transmission because diseases can be transmitted through bodily fluids such as blood and saliva.
- A few things that we can use to protect ourselves are gloves and barrier devices. We put gloves on like we would put on any other gloves and they should fit quite snugly.
- A barrier device lays over the person's face and has a one-way valve over the person's mouth. This allows us to pinch the nose and give ventilation through the valve, greatly reducing the chance of disease transmission.
- When you're finished with the gloves, take them off by turning them inside out to avoid exposing yourself to any saliva or blood. Dispose of them according to your company's rules for biohazard material or you can give them to the paramedics when they arrive.
- Always, after performing first aid, wash your hands thoroughly with soap and water.

ASSISTING UNCONSCIOUS VICTIMS IN DRAINING THEIR VOMIT

- One of the ways we can deal with vomiting and the unconscious person is called the recovery position.
- We want to have the victim in a position where if he does vomit, the vomit is going to drain out to the ground, not stay in his mouth.
- We're going to take his left arm and put it above his head, resting on the ground.
- We're going to take his right leg and pull it over his left leg and bring his right arm over his body.
- Now we're going to cradle his head and his neck and reach around and roll him around on his side.
- With his leg resting on our knee, we bring his right leg up, rest his head on the left arm and prop up his chin.
- He's still breathing and if he does vomit now, it's going to drain to the ground instead of finding its way to the lungs.
- This is a very important maneuver to know because unconscious people should not be left on their backs.

AIDING A CO-WORKER WHO IS IN THE PROCESS OF VOMITING

- Let's say we came upon a scene where a victim had already thrown up or has just started to throw up. We're not going to take time to position him as we just mentioned because he's probably inhaling his vomit.
- What we are going to do is roll him over rather aggressively. We put our hand underneath the neck, grab his hips and bring them over.
- We bring the right leg up to stabilize them; the vomit is now draining.

- Heads are heavy and with the other recovery position, we were able to rest his head on his shoulder. We're not doing that now.
- Now, we're going to use an item such as a coat to keep his head in that position; place a pillow, blanket or anything that we have under his head so he's still supported.
- If he does vomit, it's going to drain out.

HELPING BLEEDING VICTIMS

- A main priority in first aid is to stop bleeding and the best way we do that is with direct pressure. When applying direct pressure to a wound, remember to wear your gloves.
- Place a sterile dressing over the cut and use direct pressure. If a sterile dressing isn't available, use something that's as clean as possible.
- Bandage the dressing in place, but be sure not to bandage too tight, but tight enough to stop the bleeding.
- Monitor circulation by making sure the fingers aren't turning black and blue or you can pinch the fingernails. They'll turn white but the color should return to them within a couple of seconds.
- If the bandage is too tight and you are cutting off circulation, release some of the pressure.

TREATING OPEN & CLOSED FRACTURES

- There's two main classifications of fractures: open fractures and closed fractures.
- A closed fracture is where the bone has not broken through the skin; there can still be deformity, but the bone hasn't broken through the skin.
- An open fracture is where the bone has broken through the skin and it's sticking up.
- To treat a closed fracture, remember that movement can do further damage and that's why you don't want to move the person unless they are in immediate danger. So to treat them, don't move them unless it's absolutely necessary; wait for professional help.
- For open fractures, control the bleeding with direct pressure. If the bone is sticking up, you want to put the pressure around the bone; you want to avoid pushing the bone back in.
- Once again, you may be tempted to move the person; however, if there is no immediate danger, there is no need to move them. Call 911 or the emergency number at your workplace and wait for help.

PREVENTING INJURIES BEFORE THEY OCCUR

- Almost all injuries can be prevented.
- Think about your safety. Think about how you will do the job safely even before you start it; no job is worth getting hurt for and no job is worth dying for.
- Remember that you won't be the only person who's affected by your injury because your family will be affected as well.

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ANSWERS TO THE REVIEW QUIZ

1. b

2. c

3. a

4. b

5. a

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REVIEW QUIZ

The following questions are provided to determine how well you understand the information presented in this program.

Name _____ Date _____

1. What is the position called where a vomiting victim is maneuvered so that his or her vomit drains out onto the floor or ground?
 - a. The relaxed position
 - b. The recovery position
 - c. The relief position

2. What is the best way to stop bleeding when administering first aid?
 - a. Elevate the injured area so that it is higher than the victim's heart
 - b. Cover the wound in antibiotic ointment and apply a bandage
 - c. Apply bandage over the cut and use direct pressure

3. Almost all injuries can be prevented.
 - a. True
 - b. False

4. When treating an open fracture, you should apply pressure directly on the bone where it has broken through the skin.
 - a. True
 - b. False

5. There is no need to move a victim of a fracture if he or she is not in any immediate danger.
 - a. True
 - b. False