



Training Solutions, Delivered!

FIRST AID

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

Item Number: 5095

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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.

5095 FIRST AID FACT SHEET

LENGTH: 17 MINUTES

PROGRAM SYNOPSIS:

Accidents and injuries can happen anywhere and anytime on the job. To be able to help their coworkers in this situation, employees need to know how to recognize common injuries and illnesses and understand how to treat them. They have to know what they should do and not do when someone is hurt and be able to determine when they should call for emergency assistance. This program reminds employees that they can make a difference! It shows them how to recognize the types of injuries that occur most frequently in workplace situations and reviews the basic first aid techniques to use when responding to them.

Topics include first aid precautions and procedures to follow when responding to such illnesses and injuries as eye injuries, cuts and abrasions, burns, strains, sprains and fractures, shock, heart attack and cardiac arrest, choking and heat-related illnesses.

PROGRAM OBJECTIVES:

After watching the program, the participant should:

- Be able to recognize the symptoms of common types of injuries and illnesses.
- Know how to treat cuts, scrapes and blisters.
- Know how to deal with muscle pulls, strains and sprains.
- Understand why they should take precautions when dealing with injuries where bleeding is occurring.
- Know how to handle victims with broken bones and fractures.
- Know what to do when someone is going into shock.
- Be able to recognize and respond to heart attack or cardiac arrest situations.
- Know the procedures to follow to help someone who is choking.
- Understand how to treat heat-related illnesses.

PROGRAM OUTLINE:

BEING PREPARED TO PROVIDE FIRST AID

- **Sometimes "first aid" can be as simple as gently cleaning a fresh scrape on your arm and covering it with a bandage.**
 - Other times it could be as dramatic as helping a coworker in out of the sun and treating them for heat exhaustion.
- **To be able to help in these situations, you need to understand:**
 - The injuries and illnesses that you could encounter on the job.
 - The steps you should and should not take to provide basic first aid.
 - Situations where you should call for emergency medical assistance.
- **One thing that's important to know in all situations is where the first aid kits are in your facility.**
 - You don't want to be running around looking for one in the midst of an emergency.
 - So take a walk and locate them today!

EYE INJURIES

- **Our ability to see is precious, so it's important to know what we can do to safeguard our vision and avoid making things worse when we deal with eye injuries.**
 - If you get a small particle of something in your eye, do not to rub it.
 - This can result in scratching the eye's surface.
- **Instead, allow the eye to flush the particle away naturally, with tears. You can help by:**
 - Blinking the eye repeatedly.
 - Pulling your eyelid out gently, then letting it slip back into place.
- **For stubborn particles, try rinsing the eye with water or artificial tears.**
 - If that doesn't work, see a doctor.
- **Cleaning solutions, solvents and other chemicals can cause serious burns if they get into our eyes.**

- If you get splashed by one of these substances, stay calm and keep your eyes open.
- Closing them traps the chemicals against the eyes, where they will cause more damage.
- **Instead, go to the nearest source of water such as a sink, water fountain, eyewash station, whatever is available, and rinse the affected eye.**
 - Hold it open with your fingers.
 - Continue rinsing for at least 15 minutes.
 - Then call for medical assistance.
- **When seconds count, you don't want to have to go searching for emergency contact numbers.**
 - Make sure they're posted where you can find them quickly.
 - Program them into your phone too.
- **If a large object such as a piece of glass, splinter or nail becomes embedded in a coworker's eye, do not try to remove it.**
 - Pulling it out could cause further damage.
- **Instead, call for medical assistance immediately.**
 - Cover the affected eye with an eye shield or the bottom half of a paper cup.
 - Secure it lightly in place.
 - Then wait for the EMTs or get to a doctor.

CUTS & ABRASIONS

- **Cuts, burns and abrasions are some of the most common workplace injuries.**
- **They can occur anytime and anywhere.**
 - Most minor cuts and scrapes may bleed little, if at all.
 - Clean them by rinsing with warm water.
- **You can also gently wash the area around the wound with soap, but don't get soap in the wound itself.**
 - Then pat the area dry, apply antibiotic cream and cover it with a sterile bandage.
- **When bleeding does occur, press a clean cloth, tissue or piece of gauze directly over the wound to stop it.**
 - If blood soaks through, don't remove the covering.
 - Put more on top and continue to apply pressure.
 - When bleeding stops, cover with a sterile bandage.
 - Later, you'll want to clean and re-dress the injury.
- **To remove the scabbed bandage material:**
 - Soften it with warm saline solution and proceed slowly.
 - Or see a doctor.
- **Serious wounds require medical attention. Call 911 when:**
 - The wound is deep or has gaping or jagged edges.
 - The bleeding will not stop.
 - Blood is spurting from the wound.
- **It's important to remember that coming into contact with another person's blood could infect you with a "bloodborne disease" such as Hepatitis B or AIDS.**
 - Avoid contact with anyone's blood but your own.
 - Before assisting a person with a bleeding injury, always put on a pair of sterile gloves (there should be a pair in your first aid kit).

BURNS

- **Burns require a different approach.**
 - Since even minor burns can be very painful, hold them under cool (but not cold) running water to ease the discomfort.
 - You can then apply moisturizing cream, aloe vera gel or a burn treatment product.
- **If a blister forms, avoid breaking it. But if it does break:**
 - Leave the skin in place.
 - Clean the wound gently with soap and warm water.
 - Apply antibiotic cream.
 - Cover the area with a gauze bandage.
- **You should be able to find all the supplies you need to treat minor burns in your first aid kit.**
- **For more serious burns with large blistered areas or charring, call 911.**

- While waiting for help, you can comfort the victim by elevating the burned area and applying a cool, moist bandage.
- Do not immerse major burns in cold water (this can cause hypothermia and shock).

STRAINS, SPRAINS & FRACTURES

- **Most strains and sprains, and all fractures, should be considered serious injuries and be evaluated by a doctor as soon as possible.**

For minor strains and sprains you can help to reduce swelling by remembering the acronym "RICE: Rest, Ice, Compress, Elevate.

- To rest an injured limb or joint, simply don't use it (keep weight off it).
- Apply ice for 20 minutes every hour.
- Compress the injury by wrapping the joint or limb in an elastic bandage.
- Elevate the area so that it's above the level of the heart.
- **Begin RICE therapy immediately after an injury and continue it for 24 to 48 hours or until you see a doctor.**
- **More severe injuries require different measures. Call for emergency assistance immediately if:**
 - A person's limb or joint appears to be deformed.
 - A bone is protruding from their skin.
 - You think they may have broken bones in their head, neck or back.
- **You should also get help if the victim:**
 - Feels severe pain or numbness.
 - Can't move the injured joint or limb.
 - Has the limb buckle when they try to use it.
- **In these cases, don't move the person unless it's necessary to prevent them from suffering additional injuries.**
- **Don't try to realign a broken bone yourself or push in a bone that's sticking out.**

SHOCK

- **If the injured person feels dizzy, is breathing rapidly, has pale, clammy skin and enlarged pupils, they may be going into "shock".**
- **Shock is a life-threatening condition that occurs when your system tries to cope with trauma by redirecting the blood flow within the body.**
 - This can cause some organs to get too little blood and can result in organ damage or even death if nothing is done to stop it.
- **If you suspect that a person is going into shock:**
 - Call for emergency assistance (if you haven't done so already).
 - Help them lie down.
 - Elevate their legs and feet slightly, if possible.
 - Cover them so they stay warm.
 - Stay with them until help arrives.

HEART ATTACK & CARDIAC ARREST

- **When a person is having a heart attack, or going into cardiac arrest, it's a grave situation.**
 - Their life is in immediate danger!
- **A heart attack occurs when the blood supply to the heart muscle stops, and the muscle tissue begins to die as a result.**
- **A victim of a heart attack usually feels a sharp pain in the center of their chest, or between their shoulder blades.**
 - Often mistaken for indigestion or heartburn, the discomfort may spread to the shoulders, neck and arms as well.
- **Other symptoms of a heart attack include shortness of breath, sweaty or clammy skin, lightheadedness, nausea and vomiting.**
- **If you believe someone is having a heart attack:**
 - Have them sit down.
 - Loosen their clothing, especially at the collar.
 - Ask them if they use any medicine, such as nitroglycerin, for a heart condition.
 - If they do, help them take it immediately.
- **If the pain does not stop within three minutes of taking their medication, or they don't have it with them, call for emergency medical help.**
- **If the person suddenly stops responding to you, or stops breathing, they may be going into cardiac arrest.**

- This is when the heart either begins to beat abnormally or stops beating completely.
- **Tap them on the shoulder and shout, "Are you OK?" If they show no reaction:**
 - Have someone call 911.
 - Begin CPR immediately.
 - Or use an AED (Automated External Defibrillator) if one is available and you know how to operate it.
- **CPR and the use of an AED can significantly increase the victim's chances of survival.**
 - If you don't know how to perform CPR or use an AED, get help from someone who does.
 - Consider getting training in these skills yourself (it could save a coworker's life!).

CHOKING

- **Choking occurs when a foreign object, usually food, lodges in a person's throat or windpipe, and prevents them from breathing.**
- **A person who is choking will be unable to talk. They may:**
 - Cough and gag.
 - Make squeaky sounds when trying to breathe.
 - Clutch at their throat.
 - Make frantic gestures.
- **Unless the blockage is removed, they can lose consciousness and die of suffocation in minutes.**
- **If a person begins choking, you need to help them immediately.**
 - Have someone call for emergency assistance, if possible.
 - If you are alone with the victim, only call for assistance after you help them.
- **To clear their airway, use the "Five and Five" procedure. Begin by giving five blows to the victim's back:**
 - Standing beside the person, place one arm across their chest for support.
 - Bend them over at the waist so the upper body is parallel with the ground.
 - Deliver five separate back blows between the shoulder blades with the heel of your hand.
- **Then, perform five "abdominal thrusts":**
 - Standing behind the person, wrap your arms around their waist and lean them forward slightly.
 - Make a fist with one hand, position it above the person's navel and grasp the fist with your other hand.
 - Press hard into the abdomen with a quick, upward thrust, as if you are trying to lift the victim off their feet.
- **After delivering five abdominal thrusts, give five more back blows.**
 - Continue alternating between them, "five and five", until the blockage is dislodged.
- **If you begin to choke and no one is around to help you, you can perform abdominal thrusts on yourself:**
 - Place a fist slightly above your navel and grasp the fist with your other hand.
 - Deliver quick inward and upward thrusts against your upper abdomen.
- **Another approach is to bend over a hard surface, such as a countertop or the back of a chair and thrust your upper abdomen against it.**
 - Keep it up until the blockage is expelled and you can breathe freely again.

HEAT-RELATED ILLNESSES

- **Our body has automatic "cooling processes" that normally bring our temperature down when we get overheated.**
- **Sometimes those processes get out of whack, and when they do, "heat-related illnesses" such as heat exhaustion and heat stroke can occur.**
- **For example, sweating helps cool us by "evaporation", but the process also drains our system of the water and "electrolytes" that keep our body functioning normally.**
- **When our water and electrolyte levels get too low, we begin to suffer from "heat exhaustion".**
 - Symptoms of heat exhaustion include excessive sweating, cold and clammy skin, headache, dizziness, weakness and nausea.
- **If you believe a person is suffering from heat exhaustion:**
 - Get them into a cool or air-conditioned area.
 - Loosen their outer clothing.
 - Have them drink cool liquids, such as water or sports drinks that contain electrolytes, but nothing that contains caffeine or alcohol.
 - Cool them down by spraying or sponging them with water, fanning them or applying ice packs if they are available.

- **If the victim doesn't recover within 60 minutes, they should be taken to a clinic or emergency room to be evaluated by a doctor.**
- **Sometimes the body's natural cooling system can break down completely.**
 - Then we stop sweating and our temperature can go through the roof.
 - This is known as "heat stroke".
 - It can severely damage internal organs, including the brain, and can even be fatal.
- **The skin of a heat stroke victim will be hot and dry.**
 - They may stagger and appear to be confused.
 - Eventually they may have seizures and lose consciousness.
- **If you suspect someone has heat stroke, call for medical assistance immediately.**
 - Get the victim out of the heat.
 - Give them the same cooling treatments as for heat exhaustion.
 - Stay with them until help arrives.

FIRST AID

ANSWERS TO THE REVIEW QUIZ

1. b
2. a
3. a
4. b
5. a
6. a
7. b
8. a
9. b
10. a

FIRST AID
REVIEW QUIZ

Name _____ Date _____

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

1. Rubbing your eye is a good way to flush out small particles and relieve irritation.
 - a. True
 - b. False

2. Cuts, burns and abrasions are some of the most common workplace injuries and can occur anytime and anywhere.
 - a. True
 - b. False

3. If a person's limb or joint appears to be deformed due to an injury, you should call for emergency assistance.
 - a. True
 - b. False

4. Shock is not a life-threatening condition and will usually pass after a short time.
 - a. True
 - b. False

5. A heart attack occurs when the blood supply to the heart muscle stops and the muscle tissue begins to die as a result.
 - a. True
 - b. False

6. Cardiac arrest occurs when a person's heart begins to beat abnormally or stops beating completely.
 - a. True
 - b. False

7. A person who is choking will be able to tell you what is wrong so that you can help them effectively.
 - a. True
 - b. False

8. If you are alone and begin choking, you can perform abdominal thrusts on yourself.
 - a. True
 - b. False

9. The skin of a heat stroke victim will be cold and clammy.
 - a. True
 - b. False

10. Heat stroke occurs when the body's natural cooling system breaks down completely.
 - a. True
 - b. False