

# FIRST AID GUIDE (REFERENCE & STUDY GUIDE)



**What to do if someone is injured in an accident:**

First check that you and the casualty are not in any danger. If you are, make the situation safe. When it's safe to do so, dial 911 for an ambulance, if necessary. Carry out basic first aid.

**If someone is unconscious and**

## **breathing**

If a person is unconscious but is breathing and has no other life-threatening conditions, they should be placed in the recovery position until help arrives.

## **The recovery position**

If a person is unconscious but is breathing and has no other life-threatening conditions, they should be placed in the recovery position. Putting someone in the recovery position will ensure their airway remains clear and open. It also ensures that any vomit or fluid will not cause them to choke.

**To place someone in the recovery position:**

- kneel on the floor on one side of the person
- place the arm nearest you at a right angle to their body with their hand upwards towards the head
- tuck their other hand under the side of their head, so that the back of their hand is touching their cheek
- bend the knee farthest from you to a right angle
- roll the person onto their side carefully by pulling on the bent knee
- the top arm should be supporting the head and the bottom arm will stop you rolling them too far
- open their airway by gently tilting their head back and lifting their chin, and check that nothing is blocking their airway
- stay with the person and monitor their breathing and pulse continuously until help arrives
- if their injuries allow you to, turn the person onto their other side after 30 minutes.

## **Spinal injury**

If you think a person may have a spinal injury, do not attempt to move them until the emergency services reach you, unless their airway is obstructed. If it is necessary to open their airway, place your hands on either side of their face and gently lift their jaw with your fingertips to open the airway. Take care

not to move their neck. You should suspect a spinal injury if the person:

- has a head injury, especially one where there has been a large blow on the back of the head, and is or has been unconscious
- complains of severe pain in their neck or back
- won't move their neck
- feels weak, numb or paralysed
- has lost control of their limbs, bladder or bowels
- has a twisted neck or back

If you must move the person (for example, because they are vomiting, choking or they are in danger of further injury), you will need assistance to roll them.

## **If someone is unconscious and not breathing**

If a person is not breathing normally after an incident, call for an ambulance and then, if you can, start CPR straight away. Use hands-only CPR if you are not trained to perform rescue breaths.

## **CPR**



Cardiopulmonary resuscitation (CPR) is a first aid technique that can be used if someone is not breathing properly or if their heart has stopped. Chest compressions and rescue breaths keep blood and oxygen circulating in the body. If someone is not breathing normally and is not moving or responding to you after an accident, call 911 for an ambulance. Then, if you can, start CPR straight away.

## **Hands-only CPR**

If you have not been trained in CPR or are worried about giving mouth-to-mouth resuscitation to a stranger, you can do chest compression-only (or hands-only) CPR.

- Place the heel of your hand on the breastbone at the centre of the person's chest. Place your other hand on top of your first hand and interlock your fingers.
- Position yourself with your shoulders above your hands.
- Using your body weight (not just your arms), press straight down by 5-6cm on their chest.
- Repeat this until an ambulance arrives.

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