

## **FIRST AID/CPR**

### **1.0 Purpose**

To enable employees to understand how to handle certain first aid situations.

### **2.0 Scope**

An accident or sudden illness may cause an emergency which necessitates immediate first aid/CPR, and subsequent medical attention. Our Fire Department is well equipped to handle all emergencies and life threatening problems.

In the case of a medical emergency, you or your supervisor should contact them immediately. This can be done by dialing **9-1-1** from any phone. The person calling should be ready to describe the situation and give the location of the emergency. If possible, determine the nature of the illness or complaint from the patient; what medication, if any, was taken, and the patient's doctor's name. This can save valuable time. Have someone direct them to the emergency scene upon arrival.

CPR training will be made available to all City employees, but is not mandatory except for certain positions. We encourage that all supervisors and/or at least one individual in each major department/division become and maintain certification in both CPR and First Aid. On the other hand, public safety personnel, i.e., sworn police officers, firefighters and paramedics, shall become and remain certified in both CPR and First Aid as mandated by applicable statute(s). All other personnel within these departments shall, at minimum, adhere to the above outlined practice for the City.

### **3.0 Treatment of Injuries**

Only qualified personnel should treat someone during a medical emergency. Take appropriate first aid action only to the degree you are trained. Protect yourself, if necessary, by using personal protective equipment, for example, gloves, mouth shield, eye protection, etc. Help the ill or injured person remain calm by assuring them that help is on the way. When help arrives, be ready to assist.

### **4.0 Medical Disorders**

If you have a medical condition that could require emergency medical treatment, it is suggested you discuss this matter, confidentially, with your supervisor or with a co-worker. Make sure he/she knows how to help you if you cannot help yourself.

When someone is injured or suddenly becomes ill, there is usually a critical period before you can get medical treatment, and it is this period that is of the utmost importance to the victim. You owe it to yourself and your coworkers to know and to understand procedures that you can apply quickly in an emergency.

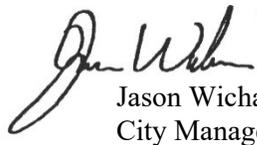
### **5.0 Basic First Aid Tips**

- **Make sure your department/division has a first aid kit.** Tailor your supplies to fit your particular needs. Supplies need to be clearly marked and readily available in an emergency. Also, make sure your kit is unlocked to provide easy access.

- **Before assisting a victim, protect yourself first.** Assess the scene and determine the prevalent hazards, if any. Whenever possible, wear gloves and eye protection to protect yourself from blood and other bodily fluids.
- **When an emergency occurs,** make sure the tongue does not block the victim's airway and that the mouth is free of any secretions and foreign objects. It is extremely important that the person is breathing freely. If they aren't, you should administer artificial respiration promptly.
- **See that the victim has a pulse and good blood circulation as you check for signs of bleeding.** Act fast if the victim is bleeding severely, has swallowed poison or his/her heart or breathing has stopped. Remember, every second counts.
- **It is vitally important not to move a person with serious neck or back injuries** unless you have to save him from further danger. If he has vomited and there is no danger that his neck is broken, turn him aside to prevent choking and keep him warm by covering him with blankets or coats.
- **Have someone call for medical assistance while you apply first aid.** The person who summons help should explain the nature of the emergency and ask what should be done pending the arrival of the ambulance. Reassure the victim, and try to remain calm yourself. Your calmness can relieve the fear and panic of the patient.
- **Don't give fluids to an unconscious or semiconscious person.** Fluids may enter the airway and cause suffocation. Don't try to arouse an unconscious person by slapping or shaking.
- **Look for an emergency medical identification card or medical jewelry** (i.e., bracelet or necklace) that the victim may be wearing to alert you to any health problems, allergies or diseases that may require special care.
- **Heart Attacks.** Try to keep the person comfortable and calm until help arrives. If the patient has medications they are taking, have them available when firefighters arrive.
- **Serious Injuries.** Do not move a seriously injured victim. Cover them with a blanket to keep them warm.
- **Treating Shock.** Have the person lying down, preferably not on the bare ground. Do not give them anything to eat or drink. Elevate the legs slightly if there are no head or back injuries and keep them warm
- **Bleeding.** Stop bleeding by placing hand over the wound and applying direct pressure, if possible, use a clean sterile cloth. Elevate the injured part above the level of the heart.
- **Minor Burns.** Treat with cool water over the burn, and then cover with a sterile dressing.

## 6.0 Distribution

Employee Information Site, [www.citylf.org](http://www.citylf.org) under HR/Administrative Directives/Safety Directives.

  
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City Manager