

GENERAL FIRST AID PROCEDURES

1. DO NOT MOVE THE VICTIM UNLESS THE LOCATION IS LIFE THREATENING TO THE VICTIM OR OTHERS.
2. Check and maintain:
 - a. Open airway by tilting the head back to facilitate breathing.
 - b. Breathing and pulse (using rescue breathing/CPR if necessary)
 - c. Control severe bleeding.
 - d. Immobilize broken bones.
 - e. Treat for shock.
3. Cover the victim if outdoors in inclement weather.
4. Never leave the victim unattended. Summon the help of a passerby, if necessary.
5. Prevent shock by keeping the victim lying down and elevating legs if no injury to the back or legs is suspected.
6. Determine the injuries or cause of sudden illness by examining the victim:
 - a. General appearance and consciousness.
 - b. Examine trunk and limbs for wounds or fractures.
 - c. Examine accident site for indications of cause of injuries.
7. **In situations which are immediately life threatening, call for emergency medical assistance by dialing "911" on an outside phone line.**
8. Request assistance in keeping onlookers away from the injured person.
9. Provide the best first aid care within the limits of your competence.
10. **When in doubt call "911". Call "911" anytime there is a loss of consciousness, no matter how brief.**
11. Notify parents/guardians/others as per the emergency notification card.
12. **Notify Safety Officer by telephone in cases of serious or life threatening emergencies. In all cases, follow up with a Student Accident Report, a Preliminary Accident Report of Employee Injury, or Patron Injury Report as appropriate.**
13. Reassure victim by:
 - a. Keeping calm.
 - b. Giving tender, gentle care.
 - c. Using a soft voice.
 - d. Showing genuine concern.
 - e. Not allowing your own reaction to unpleasant accident effects to show.