



# Step by Step First Aid Guide



**MediHelp**

Focus on Wellness!

FIRST AID KITS | BLS TRAINING | AED

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# EMERGENCY DON'T WAIT

First aid is everyone's responsibility. Being ready to give emergency care can make the critical in saving a life, relieving pain and preventing further injury or infection.

To be prepared to react confidently and without wasting time in either a life-threatening situation or a minor accident, we suggest that you study this guide before an emergency occurs. It has been carefully prepared to offer you basic emergency information with topics listed in the table of contents for quick and easy reference.

It is vital that you fill in the emergency telephone numbers on the back cover of this booklet so that they are available for immediate use. It is also important that you keep this guide and your medical supplies in a safe and convenient place where you can find them when needed. And always follow directions on the label of any medication.

Remember, it is important to remain calm and use common sense in any emergency situation.



# CHOKING, AIRWAY OBSTRUCTION

**ESTABLISH NON-RESPONSIVENESS AND ACTIVATE EMERGENCY MEDICAL SERVICES (EMS) OR CALL FOR HELP.**

## SYMPTOMS

May include: Shortness of breath, dizziness, chest pain, rapid pulse, bluish-purple skin color, dilated pupils, unconsciousness.

## TREATMENT

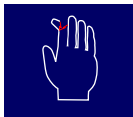
For victim who has stopped breathing:

1. Call or your local emergency services immediately.
2. Lay victim flat on back. Tilt the head back with one hand to open airway while placing two fingers of the other hand under the chin.
3. Clear airway only if you can see and easily remove an object. If the victim's airway is only partially obstructed and the person can tolerate it, wait for EMS to arrive.
4. Look, listen, and feel for breathing movement for 5 seconds. If victim is not breathing, pinch victim's nostrils closed, take a deep breath, completely cover victim's mouth, and give two slow, full breaths.
5. Check for signs of breathing.
6. For adults- continue rescue breathing at a rate of one strong breath every five seconds. Re-check for breathing every twelve breaths.  
For infants and small children- breathe shallow breaths at a rate of one every three seconds or 20 per minute.



## ASSESSING THE SITUATION

1. Don't panic.
2. Make sure you are in a safe position to offer help. Do NOT attempt to assist victims if you are in danger (for example, the building is on fire, traffic has not been controlled, or guns are being fired etc.).
3. Remember the ABCs Life Support  
Airways open - Open and maintain victim's airway.  
Breathing restored - If victim is not breathing, then begin rescue - breathing techniques immediately.  
Circulation maintained - If no pulse is present, call or your local Emergency medical Services (EMS) and then get assistance from a person certified in cardiopulmonary resuscitation (CPR) techniques  
REMEMBER to be able to perform CPR effectively, it is essential to be properly trained.
4. Check for bleeding. Apply direct pressure with a clean cloth and seek medical attention as soon as possible. If possible, wear health care gloves to protect yourself from direct contact with blood.
5. Look for signs of shock and broke bones or fractures.
6. Call or your local emergency services quickly. Know emergency numbers such as 0 or 911. Telephone appropriate authorities (rescue squad, ambulance, police, poison control center or fire department) and describe the problem. Be sure to give your name, location and the number of people involved.
7. Check for emergency medical identification on the victim.
8. Loosen any clothing that may restrict victim's breathing or interfere with circulation.
9. Never give an unconscious person anything by mouth.
10. DO NOT move injured persons unless situation is life-threatening. keep victim still, quit and warm (except heat and heatstroke.)



## AMPUTATION

*Tissue Is Partially or Completely Cut or Torn from Body*

### CAUTION

This requires immediate medical attention at a hospital emergency department.

### BEFORE YOU GO TO THE HOSPITAL:

Wrap the detached part of the body in clean, wet cloth. Put the part in the cloth into a waterproof plastic bag and put the waterproof plastic bag into a jar filled with ice water or cold water. Send it to the hospital with the victim so that it may be reattached if possible. Do not scrub the body part or let it become frozen.



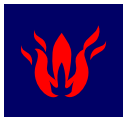
## **BROKEN BONE (FRACTURE)**

### **SYMPTOMS**

May include: The victim hearing or feeling the bone break; area tender to touch with pain in one spot; swelling around suspected fracture; limb in an unnatural position; painful movement; abnormal; motion; loss of function; grating sensation; discoloration of affected area.

### **TREATMENT**

1. Call or your local emergency services.
2. DO NOT move victim until a splint has been applied unless there is danger of a life-threatening emergency. Keep victim warm and still.
2. If a bone seems to broken but does not pierce the skin, immobilize the limb with a splint - a rolled-up magazine, broomstick, board or even a pillow can be used.
3. If a broken bone pierces the skin and there is bleeding, cover wound with sterile pad or clean cloth and apply pressure to control bleeding. DO NOT try to straighten limb, return it to a natural position, or replace bone fragments. Do not touch wound directly. Secure a sterile pad or clean cloth firmly in place over the wound; tie with strong bandages or cloth strips but do not cut off circulation. If victim complains of numbness, loosen splint.



## BURNS AND SCALDS

*May second degree burns and ALL third degree burns require immediate medical attention.*

### CAUTION

DO NOT clean burns or break blisters. DO NOT remove any clothing that sticks to burn. DO NOT apply grease, ointment or medication to a severe burn. DO NOT use cotton or material with loose fibers to cover burns.

### TREATMENT

**First degree burns**- redness or discolorations of skin surface; mild swelling and pain.

1. Apply ice packs wrapped in clean cloth for 20 minutes on, 20 minutes off per hour. DO NOT use ice directly against the skin.
2. Blot gently; apply a dry, sterile pad if necessary.
3. Usually medical treatment is not necessary; however if severe symptoms exist, call or your local emergency services.

Be alert for signs of shock.

**Second degree burns**- deep burn with red or mottled appearance; blisters; considerable pain and swelling; skin surface appears wet. See treatment for Burns may be deep and potentially serious, requiring medical treatment depending on extent and location. Be alert for signs of shock and infection.

**Third degree burns**- deep tissue destruction with a white or charred appearance; no pain. Call or your local EMS immediately. Be alert for signs of shock. See treatment for first degree burns.



## CHEMICAL BURNS

### TREATMENT

1. Remove contaminated clothing.
2. Flush Burned area with cool water for at least 5 minutes.
3. Treat as you would any major or minor burn.
4. If eye has been burned: Immediately flood face, inside of eye lid and eye with cool running water for at least 15 minutes. Turn head so water does not drain into uninjured eye. Lift eyelid away from eye so the inside of lid can also be washed.
5. Call or your local EMS.





## CHOKING, AIRWAY OBSTRUCTION

### *Partial obstruction with Good Exchange*

#### SYMPTOMS

May include: Forceful cough with wheezing sounds between coughs.

#### TREATMENT

Encourage victim to cough as long as good air exchange continues.  
DO NOT interfere with attempts to expel object.

### *Partial or Complete Air way Obstruction in Conscious Victim with Poor Air Exchange*

#### SYMPTOMS

May include: Weak cough; high-pitched crowing noises during inhalation; inability to breathe, cough or speak; gesture of clutching neck between thumb and index finger; exaggerated breathing efforts; dusky or bluish skin color.

#### TREATMENT

For Adult Victim

If victim is standing or sitting:

1. From behind, wrap your arms around the victim's waist.
2. Make a fist and place the thumb side of your fist against the victim's upper abdomen, below the ribcage and above the navel.
3. Grasp your fist with your other hand and press into their upper abdomen with a quick upward thrust. Do Not squeeze the ribcage; confine the force of the thrust to your hand.

### *Complete Airway Obstruction in Unconscious Victim*



## **PENETRATING OBJECTS**

*Such as Sticks or Pieces of Metal Protruding from Body*

### **SYMPTOMS**

May include: Profuse bleeding; swelling and redness of injured tissue.

### **CAUTION**

DO NOT remove penetrating object. Call or your local EMS immediately.

### **TREATMENT**

1. Call or your local EMS immediately.
2. Lower body temperature quickly by placing victim in cool place and removing as much outer clothing as possible.
3. Wrap victim in cold, wet sheets and use fans and air conditioners until body temperature is reduced. If no sheets are available, cool the skin by sponging victim's body with cool- not cold- water until temperature is reduced.
4. DO NOT give stimulating beverages, such as coffee, tea, or soda.  
DO NOT give alcoholic beverages. Do give water to drink.
5. If victim is fixed to object (impaled), cut it off at a safe distance from skin. Immobilize object with thick dressings made from sterile pads or clean cloths secured in place with first aid tape, a belt or a bandage.
6. If object is protruding from victim, DO NOT move it. Immobilize object with thick dressings made from sterile pads or clean cloths secured in place with first aid tape, a belt or a bandage. Do Not apply bandage so tightly that breathing is restricted.
7. If object penetrates chest and victim complains of discomfort of pressure, quickly loosen bandage on one side and reseat. Watch carefully for recurrence. Repeat procedure if necessary.
8. If breathing problems develop, begin rescue breathing techniques immediately.
9. Treat for shock.
10. Get professional medical help immediately.



# SHOCK

*Disturbance in Blood Circulation That Can Upset All Body Functions*

## CAUTION

Shock is a dangerous condition and can be fatal. Expect some degree of shock in any emergency. DO NOT give anything by mouth.

## SYMPTOMS

May include: Unusual weakness or faintness; cold, pale, clammy skin; rapid, weak pulse; shallow, irregular breathing; chills; nausea; unconsciousness.

## TREATMENT

1. Call or your local EMS and don't move the victim or give him or her anything by mouth.
2. If the victim has traumatic shock (for example, has been hit by a bus), DO NOT turn head as the victim's neck might be broken.
2. Maintain an open airway. If victim vomits, gently turn head to side.
3. Keep victim warm and lying flat.



# SPLINTERS

*Slender Pieces of Wood, Bone, Glass or Metal Objects that Lodge In or Under Skin*

## SYMPTOMS

May include: Pain, redness, swelling.

## TREATMENT

1. First wash your hands thoroughly, then gently wipe the affected area with rubbing alcohol.
2. Clean needle or tweezers by wiping with alcohol or washing with soap and water, then dry tweezers thoroughly.
3. Loosen skin around splinter with needle; use tweezers to remove splinter. If splinter breaks or is deeply lodged consult professional medical help.
4. Apply topical antibiotic ointment to affected area as directed on package, and cover with adhesive bandage or sterile pad.



# SPLINTERS

*Injury to Soft Tissue Surrounding Joint Due to Stretching or Over stretching of Ligaments, Muscles, Tendons or Blood Vessels*

## SYMPTOMS

May Include: Painful movement, swelling, discoloration and jtenderness around injured joint.

## CAUTION

Victim may have a broken bone (fracture) and should be examined by a medical professional.

## TREATMENT

1. If ankle or knee is affected, do not allow victim to walk. Loosen or remove shoe; elevate leg.
2. Protect skin with thin towel or cloth. Then apply cold, wet compresses or cold packs to affected area. Never pack joint in ice or immerse in icy water.
3. Wrap an elastic bandage around affected area, as directed on the package not too light.
4. Consult Professional medical assistance for further treatment if necessary.



# STINGS

## CAUTION

In highly sensitive or allergic persons, do not wait for symptoms to appear. Call your local emergency services immediately. Signs of allergic reaction may include: nausea; severe swelling; breathing difficulties; lips and fingernails; shock or unconsciousness.

## TREATMENT FOR MILD STINGS

1. Wash with soap and cold water. Remove stinger or venom sac with tweezers or by gently scraping with fingernail. DO NOT use your mouth or teeth.
2. For multiple stings, soak affected area in cool bath. Add one tablespoon of baking soda per quart of water.
3. Apply hydrocortisone (1%) cream to the affected area as directed on the package.



## SUNBURN

### TREATMENT

1. Treat for first or second degree burns.
2. Cool victim as rapidly as possible by applying cool, damp cloths or immersing in cool, not cold, water.
3. Give victim fluids to drink.
4. Call or your local EMS immediately for severe cases.



## UNCONSCIOUSNESS

*Victim Is Not Mentally Aware; Does Not Respond to Sound or Light*

### TREATMENT

1. Call or your local EMS.
2. do not move victim or give anything by mouth unless he or she is in immediate danger (gunfire, could be hit by a car, fire).
3. Keep victim warm; loosen any tight clothing.
4. Maintain an open airway. If Breathing difficulties develop, begin rescue breathing techniques immediately.
5. Check for emergency medical identification tag to help determine cause of unconsciousness.



## WOUND CARE AND INFECTION PREVENTION

BEFORE TRYING TO CONTROL BLEEDING, BE SURE TO WEAR HEALTH CARE GLOVES TO AVOID CONTACT OF THE VICTIM'S BLOOD WITH YOUR SKIN.

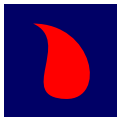
1. **CLEANSE...** Wound and surrounding area gently with mild soap and water dressing.
2. **TREAT...** With antiseptic wipes and antibiotic ointment to protect against contamination.
3. **COVER...** to absorb fluids and protect wound from further contamination. (Handle only the edges of sterile pads or dressing.)
4. **TAPE...** secure with first aid tape to help keep out dirt and germs, but not so tight that you cut off circulation.
5. If possible, hold the part of the body that is bleeding higher than the heart.



## POISONING

If the victim is convulsing, move him or her away from any place they could fall from, and put a pillow under the victim's head.



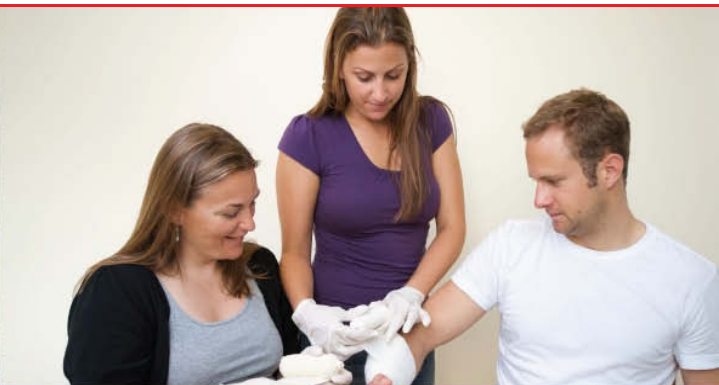


## CHOKING, AIRWAY OBSTRUCTION

BEFORE INITIATING ANY FIRST AID TO CONTROL BLEEDING, BE SURE TO WEAR HEALTH CARE GLOVES TO AVOID CONTACT OF THE VICTIM'S BLOOD WITH YOUR SKIN.

### TREATMENT

1. Act quickly. With severe bleeding, have the victim lie down. Call or your local EMS.
2. Control bleeding by applying steady direct pressure on the wound with a sterile pad, bandage or clean cloth for a full 5 minutes. Control the bleeding before trying to clean the wound. Remove any jewelry from the area of the wound and if possible, hold the part of the body that is bleeding higher than the heart. If blood soaks through the cloth or pad, apply another one without lighting the first. If there is an object lodged in the wound, apply pressure around the object, not directly over it.
3. If bleeding is controlled by direct pressure, apply a bandage firmly to protect the wound. Check pulse to be sure bandage is not too tight.
4. If bleeding is not controlled by use of direct pressure, apply a tourniquet only as a last resort and then call or your local emergency services.
5. If you are bleeding and have no one to help you, call or your local emergency service. Lie down, so your body weight applies pressure to the bleeding site.



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