



FIRST AID

Training Manual

Easy to learn vital steps in providing first aid care

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First Aid learning made easy!

Basic Life Support

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D

Check for **Danger**

R

Check for **Response**

S

Send for help - **Call 000**

A

Open **Airway**

B

Check for normal **Breathing**

C

Start **CPR** - 30 chest compressions: 2 rescue breaths
If unwilling/unable to do rescue breaths continue chest compressions

D

Attach **Defibrillator (AED)** - as soon as available and follow its instructions

Continue CPR - until qualified help arrives or signs of life (responsiveness, normal breathing) return

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Cold illness – hypothermia

Hypothermia is a serious medical condition that occurs when the body temperature drops below 35 C. If the casualty's body temperature keeps falling, their body systems and organs can progressively fail resulting in death (usually from cardiac arrest). Hypothermia is commonly caused by exposure to cold, wet and windy conditions without adequate clothing or protection. Other causes include drugs (especially alcohol and sedatives), trauma, infections and some medical conditions. Infants and elderly people have a higher risk of hypothermia developing.

Signs and symptoms

- Pale, cold skin and shivering (in early stages)
- Apathy and confusion, eg slurred speech
- Poor coordination eg stumbling
- Feeling exhausted and disoriented
- Slowing irregular pulse
- Collapse and loss of consciousness (in later stage)



Vital steps

- Remove casualty from cold environment - improvise shelter if necessary
- **Call ambulance**
- Carefully remove wet clothing **only** if dry clothing or blankets are available
- Rewarm casualty gradually
- Monitor vital signs closely
- Follow Basic Life Support steps
- **Do not** use direct heat or massage to re-warm casualty
- **Do not** give alcohol or **hot** drinks

Frostbite

Frostbite can occur when body parts are exposed to extreme cold resulting in the skin or the skin and underlying deep tissue becoming frozen. The freezing of the tissue causes ice crystals to form and the small blood vessels to become blocked. Superficial frostbite is when only the skin is frozen and deep frostbite is when both the skin and deeper underlying tissue are frozen. The most commonly affected areas are the face, including the ears, together with the fingers and toes.

Signs and symptoms

- Pale, waxy, hard skin
- Initial pain or tingling of affected part followed by loss of feeling
- Itching
- Swelling or blistering
- Mottled, blotchy skin

Vital steps

- Seek shelter from cold/wet
- Gently re-warm casualty and affected area, use dry clothing/blankets if available
- **Do not** allow thawed area to re-freeze
- **Do not** massage or rub frozen tissue
- **Do not** use direct heat to re-warm the affected area
- **Seek medical aid**

+ SEEK MEDICAL AID

Dehydration

Dehydration occurs when the body does not have enough water and fluids to function properly. Dehydration can be caused by not drinking enough water and fluids, by losing too much fluid or a combination of both. Babies, young children and the elderly have a higher risk of becoming dehydrated. Dehydration can cause serious health problems including heat exhaustion or heat stroke.

Early signs and symptoms

- Feeling thirsty
- Warm, dry skin
- Feeling dizzy
- Cramps in arms or legs

As dehydration increases

- Dark yellow urine
- Passing little or no urine
- Hot, flushed skin
- Sunken eyes
- Rapid pulse
- Confused or irrational behaviour

Vital steps

- Reassure the casualty and rest them in coolest available place
- Replace lost fluids
- If casualty is conscious give regular small drinks of cool water
- If no improvement within one hour or casualty's condition gets worse **seek medical aid**

+ SEEK MEDICAL AID

Heat cramps

Heat cramps are painful contractions or spasms of muscles often experienced by a casualty who has been sweating heavily during strenuous physical activity. Heat cramps commonly affect the arms, legs and abdomen. They can be one of the first symptoms noticed by a casualty who may be experiencing the onset of heat exhaustion.



Vital steps

- Rest casualty in cool or shade if possible
- Gently stretch affected muscles
- If nausea passes give sips of cool water
- Reassure casualty and try to keep them comfortable
- Observe casualty for signs of heat exhaustion/heat stroke
- **Do not** give salt tablets
- If cramps persist **seek medical aid**

Signs and symptoms

- Profuse sweating
- Feeling tired or thirsty
- Heat rash
- Nausea
- Twitching or spasms of muscles
- Painful involuntary muscle cramps



**SEEK
MEDICAL
AID**

Heat exhaustion

Heat exhaustion is caused by a mild rise in body temperature (to less than 40 C). The casualty can become mildly dehydrated from excessive sweating and not replacing this lost body fluid. If recognised early and treated promptly the casualty will often recover quite quickly. If not recognised and treated quickly the casualty may suffer heat stroke.



Signs and symptoms

- Pale, cold, clammy skin
- Rapid, weak pulse
- Rapid breathing
- Profuse sweating
- Feeling thirsty
- Nausea, vomiting
- Headache
- Cramps
- Feeling dizzy, fainting



000
Stay calm

Vital steps

- Reassure casualty and lie them down in coolest available place
- Loosen or remove excess clothing
- Cool casualty by fanning and sponging with water
- If victim is conscious give regular small drinks of cool water
- Monitor and record vital signs
- If no improvement or casualty's condition gets worse **call ambulance**

Heat stroke

Heat stroke is the most serious heat-related illness. It is a life-threatening condition that occurs when the body overheats and is unable to regulate its temperature normally - the casualty is seriously dehydrated and can no longer cool the skin surface by sweating. As the internal body temperature rises, organ damage can occur to the heart, brain or kidneys and toxins can be released into the circulation as the major muscles "melt down".

Signs and symptoms

- Hot, dry skin
- Rapid pulse
- Not sweating
- Irrational, aggressive behaviour
- Vomiting
- Staggering, fatigue
- Headache
- Cramps
- Collapse, seizure
- Loss of consciousness



Vital steps

- **Call ambulance**
- Reassure casualty and lie them down in coolest available place
- Remove excess clothing
- Cool casualty by sponging with water and fanning repeatedly
- Apply wrapped ice packs to neck, armpits and groin
- Follow Basic Life Support steps



About this manual

The **Everyday Learning First Aid Training Manual** provides current first aid information in a way that is easy to understand and easy to use in the classroom. This manual covers information required to teach the Perform CPR, Provide Basic Emergency Life Support and Apply First Aid units of competency contained in the nationally accredited Health Training Package (HLT07). With clear easy to follow information on how to provide first aid care to manage a wide range of illnesses and injuries, the key features include:

- Background information
- Signs and symptoms
- Vital steps using visual and written instructions
- Up to date first aid information based on Australian Resuscitation Council guidelines and recommendations from key Australian health care organisations.

About the author

John Morris has been teaching first aid and working in public safety and community education roles for over 30 years. John has extensive experience in training delivery and management with a range of organisations including Australian Red Cross, Victoria State Emergency Service, University of Ballarat, St John Ambulance and Ambulance Victoria. He also has extensive practical experience providing first aid care.

John is passionate about encouraging everyone in the community to learn first aid skills. He has identified the need for a relevant easy to use training manual to help teach everyday people the vital steps in performing CPR when needed.

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