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## Measures to augment administration of first aid at work place

### Overview

First aid is the preliminary assistance given to any person suffering a sudden illness or injury, with care provided to preserve life, prevent the condition from worsening, and/or promote recovery of the casualty. It includes initial intervention done on a person in a serious condition prior to professional medical help being available.

We at Liberty Videocon General Insurance value the importance of delivery of first aid at your work place in case of a criticality; and intend to suggest some useful measures to ensure adequate and proper administration of the same. We sincerely hope that the measures suggested in this document will help in achieving effective administering of first aid at your place of work.



Source: [http://media.merchantcircle.com/29970843/CPR%20Pic\\_full.jpeg](http://media.merchantcircle.com/29970843/CPR%20Pic_full.jpeg)

### Aim

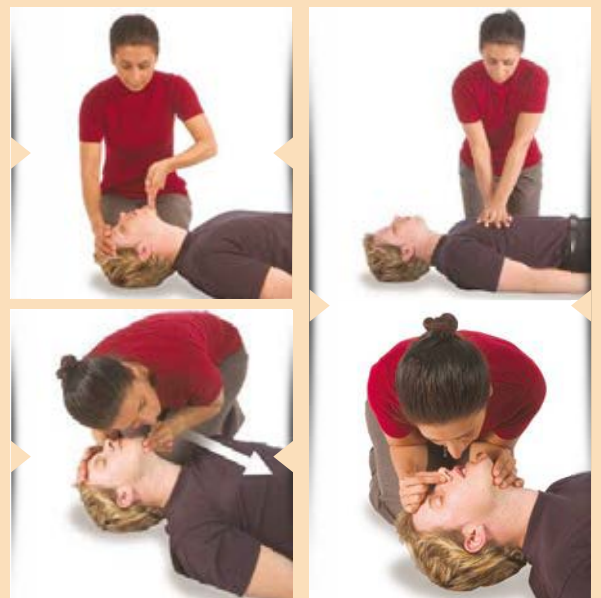
First aid is generally administered by a layperson, some trained in providing basic levels of first aid while others willingly do so from acquired knowledge. The key aims of first aid can be summarized in three key points, generally known as 'the three P's':

- **Preserve life:** The overriding aim of all medical care, including first aid, is to save lives and minimise the threat of death.
- **Prevent further harm:** An equally important aim is to prevent the condition from worsening, or alleviate danger of further injury. This covers both external factors, such as moving a patient away from any cause of harm, and applying first aid techniques to prevent worsening of the condition, such as applying pressure to stop a bleed becoming dangerous.
- **Promote recovery:** The third aim of first aid involves trying to start the recovery process from the illness or injury, and in some cases might involve completing a treatment, such as in the case of applying a plaster to a small wound.

### ABC of First Aid

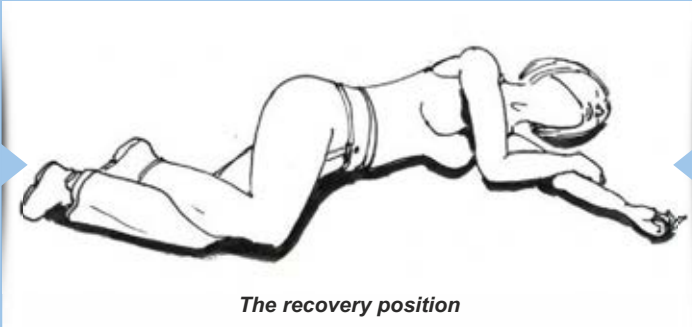
ABC and its variations are initial mnemonics for essential steps used by both medical professionals and lay persons (first aiders) when dealing with a patient. In its original form it stands for Airway, Breathing and Circulation.

- Attention must first be brought to the airway to ensure it is clear. Obstruction (choking) is a life-threatening emergency.
- Following evaluation of the airway, a first aid attendant should determine adequacy of breathing and provide rescue breathing if necessary. Assessment of circulation is now not usually carried out for patients who are not breathing.
- First aiders are now trained to go straight to chest compressions (and thus provide artificial circulation) but pulse checks may be done on less serious patients.



Source: <http://www.hse.gov.uk/pUbns/indg347.pdf>

## What is the recovery position?



The recovery position

Even if the casualty is unconscious, but breathing, there is still a significant risk of airway obstruction. The 'recovery position' minimises the risk to the patient. A first aider should do the following:

- Remove glasses if the casualty is wearing them.
- Make sure his/her legs are straight.
- Place the arm that is nearest to you at right angles to the casualty's body (you are kneeling next to him/her).
- Bring the other arm across their chest; hold the back of his/her hand against his/her nearest cheek.
- With your other hand, hold the casualty's thigh that is furthest from you and pull up the knee. Make sure his/her foot is flat on the ground.
- Slowly pull down on the casualty's raised knee and roll him/her over towards you.
- Move the upper leg slightly so that the casualty's hip and knee are bent at right-angles. This makes sure they do not roll back onto their face.
- Gently tilt the head back so that the airway is kept open.

## First Aid at Work

It is important to remember that accidents and illnesses can happen at any time. Hence provision for availability of first aid at all times needs to be made where people are at work.

There is no mandatory list of items to put in a first-aid box. It depends on what you assess your needs to be. As a guide, the following list sets forth the minimally acceptable number and type of first-aid supplies in a first-aid kit:

- Gauze pads (at least 4 x 4 inches)
- Two large gauze pads (at least 8 x 10 inches)
- Box adhesive bandages (band-aids)
- One package gauze roller bandage at least 2 inches wide
- Two triangular bandages
- Scissors
- At least one blanket
- Tweezers
- Adhesive tape
- Latex gloves
- Two elastic wraps
- Splint
- Directions for requesting emergency assistance

## Points to Note

- A blocked airway can kill someone in three to four minutes, but it can take more than eight minutes for an ambulance to arrive.
- A survey found that in the event of a child choking, 53% of parents would try to get the object out using their fingers; however placing fingers into the throat could cause damage!
- In 2009, 'Mother and Baby Magazine' conducted a Save A Life Survey; which showed that a massive 82% out of 2000 questioned parents with young children would not know what to do if their child started choking, was burned, or even stopped breathing, etc.
- It is quite essential for an organisation to keep handy the contact details of nearest hospital and ambulance services for emergencies.

## Strains and sprains

These are caused when tissue becomes over-stretched and partially or completely torn by violent or sudden movement. Strains and sprains are common sporting injuries.

Initially, it should be treated using the R.I.C.E. procedure:

- R: Rest:** Help the casualty sit or lie down. Support the injured area in a comfortable position, preferably raised.
- I: Ice:** Cool the area by applying a cold compress, such as an ice pack. This will help to reduce pain and swelling.
- C: Comfort:** Apply comfortable support to the injured area.

Leave the cold compress in place or wrap a layer of soft padding around the injury. Secure the padding with a bandage that extends to the next joint, for example, for an ankle injury the bandage should extend from the toes to the knee.

- E: Elevate:** To minimise bruising and swelling, support the injured limb in a raised position. Check the circulation beyond the bandage approximately every ten minutes. If you think that circulation is impaired, loosen the bandage a little.

If the pain is severe, it is advised to visit hospital to check for any fracture.

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