

Take note of First Aid

Writing things down can help you to remember later on what you have learned. Here are some techniques to help you take notes while you are listening or reading.



Cut notes down by using **abbreviations** (shortened words).

To shorten words you can:

- Use the **first few letters** of the word.
Examples: hosp = hospital, ext = external, unconv = unconscious
- Use the **first and last letter** of the word.
Example: yr = year
- Use just the **capital letters** for titles.
Example: AP = Appointed Person
- Use the apostrophe to show letters have been left out.
Example: you are = you're

Here are more examples of common abbreviations:

approx = approximately, inc. = including,
Tues = Tuesday, tel no = telephone number

You can also write notes as a **list**.
Use numbers, letters or bullet points.

Aims:

- Stop bleeding
- Stop shock
- Min. infect risk
- Hosp.

Action:

1. Direct pressure
2. Raise arm
3. Lay down
4. Dial 999

Use **symbols** in place of words. Symbols are marks that have a meaning.

- | | | | |
|---|--------------|---|--------------------|
| + | plus or more | - | minus or less |
| ∴ | therefore | = | equal, the same as |
| @ | at | & | and |

Use **hyphens** and **arrows** to link ideas.

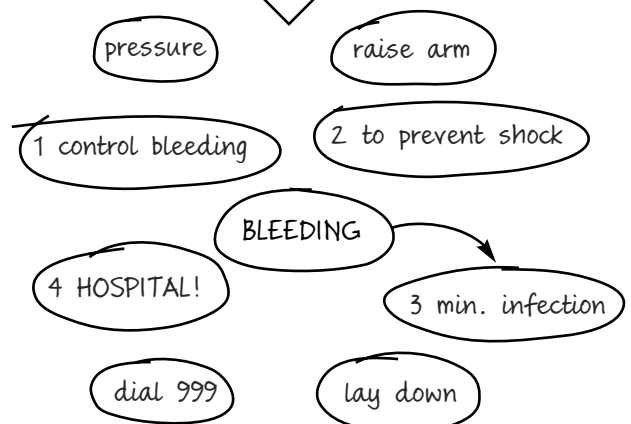
External bleeding is dangerous if a casualty loses enough blood to affect the circulation – this can result in shock and unconsciousness.

Ext. bleeding - dangerous -
blood loss affects circulation
affects circ → shock + unconv.

Use a **highlighter** pen or **underline** the important parts you want to remember:

External bleeding is dangerous if a casualty loses enough blood to affect the circulation – this can result in shock and unconsciousness.

Or use a **spidergram** (also called a mind map).



Using the contents and index

You will probably be using a First Aid manual on your course. This will have a contents page and an index. These pages can help you quickly find the part of the book you want to read.

If you want to find out **how to use the trainee workbook**, you can look in the **contents** for a section that may explain this.

You do not need to read every word on the contents page. You can **scan** the page to find the information you need.

Scanning is reading to find out one piece of information only; for example, reading your phone manual to see what a particular display symbol stands for.

Look quickly for the word **Workbook**. Look for no other word.

The **contents** page is usually at the beginning of the manual. It tells you what information is covered in the book.

This manual is divided into 14 **sections**. The **numbers** on the right tell you on which page each section starts.

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Entries in an index are always in **alphabetical order**.

Another way of finding information quickly is to use the **index**, usually at the back of the book.

Index

A
 ABC, 21, 23, 37, 45, 58, 72, 73, 76
 Accident Book, 13, 52, 54
 Action plan, 17, 20, 55, 74, 77
 Action plan to manage the incident, 19
 Aftermath, 20, 55, 74
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B
 Bleeding, 42, 45, 46, 47, 71, 72, 73, 76

You want to find out about the job of an **Appointed Person**.

Do not read every word in the index.

Look for the first letter of the word: **A**. (You may need to look for the first **two** letters: **AP**.)

Using the layout

The information in a course book is organised in many different formats, or layouts. This helps you to find the information you need more quickly.

What is expected of an Appointed Person?

The help of an Appointed Person is obviously needed in emergencies involving accidents and sudden illnesses.

Am I the right person for this?

You may be afraid of seeing blood, or severe injuries; you may think someone else would be able to cope better than you. Your group discussions have probably shown you that you are not alone in these feelings.

Will I be able to cope?

At the start of this course, it is important that you don't expect too much of yourself. **In any situation you can only do your best.** You are not expected to achieve miracles or to take personal risks. Remember that, as an Appointed Person, your aim is simply to try to:

- preserve life
- limit the effects of the casualty's condition
- help the casualty recover, if possible.

What support will I get?

You are only human, so **AFTER AN INCIDENT IT IS NORMAL TO FEEL UPSET AND NEED SOMEONE TO TALK IT THROUGH WITH;** this happens even to experienced emergency service personnel, so make sure that you are prepared for it.

Discuss with your colleagues how you can give and receive help of this kind in your workplace after an incident.

The **title** of this page is in a **large, bold, coloured** font. This makes the words stand out and catch your eye. Under the title and objective there is often an **introductory sentence**; it tells you more about what is coming.

The **subheading** is the first of three questions. All of these are questions. The use of **italic font** shows their importance. The information that follows answers the question.

This whole sentence is in **bold**. This means that this part of the answer is very important. The aims are shown in a short **bulleted list** of examples. Bullets make a list clear and easy to read quickly.

The most important part of the answer is written in **BLOCK CAPITALS**. This makes sure that this very important information catches the reader's eye.

Blank space is an important part of layout – it makes a text more readable. It also makes the final suggestion stand out more.

First Aid at work – what's it all about?

In order to get the general idea about a new topic you might be asked to read sections of the course manual. Find the pages, or part of a page, that you want then skim your eyes across and down the page.

When you read to get the general idea or **gist** of what something is about, your eyes **skim** across and down the page.

You can use the **layout** or **format** of a page to help you **skim**. All these clues can help give you a general idea of what a text is about.

Titles headings

italics

sub headings

- bullets

CAPITALS

highlighted words

– dashes

bold words

First Aid at work

First Aid is the first help given to someone to prevent injury or illness from becoming worse.

First Aid kits

The contents of a First Aid kit should be linked to the risks at the site. Extra items may be needed where certain chemicals are handled. Medicines or tablets *must never be kept* in a First Aid kit because only qualified medical personnel can dispense them.

Minimum contents of a First Aid box

- guidance leaflet
- 4 triangular bandages
- 6 safety pins
- 2 sterile eye pads
- 1 pair disposable gloves
- 2 large and 6 medium sterile unmedicated wound dressings
- 20 wrapped adhesive dressings

KEY WORDS

First Aider – someone trained to a recognised standard to administer First Aid.

Heading?

The numbers of Appointed Persons and First Aiders needed in the workplace depend on factors such as risk, layout and number of employees. It is recommended that provision should also cover non-employees, such as customers.

Sub heading?

An Appointed Person must be available whenever people are working. Their responsibilities include looking after First Aid equipment, making sure it is always available, taking control when somebody is injured or ill and calling the emergency services if needed. An Appointed Person does not have to be a trained First Aider although basic training is recommended.

Sub heading?

First Aiders must be specially trained and certified by organisations approved by the Health and Safety Executive. They should give treatment only in the techniques they have been trained to carry out, otherwise they could cause further injury. First Aiders may need additional training where there are special workplace hazards.

Sometimes a text may not have so many clues but you can still skim the text for key words to help you get the gist.

Tip: useful key words are often found in the first sentence of a paragraph.

Task:

- Skim the text. The heading and subheadings are missing.
- Skim each paragraph for key words and give each paragraph a suitable heading.

Reading the detail

Health and safety information can be difficult to understand. It can include long, complicated sentences and unfamiliar words. Here are some tips to help you read this type of information.

Responsibilities in the Workplace

Employers, First Aiders, Appointed Persons, and employees should be familiar with the health and safety legislation as follows:

The Social Security Act 1975

The reporting system within an organisation usually includes an accident book recording all accidents causing injury on the organisation's premises. The Appointed Person is often involved in completing the record, but all employees need to be aware of their responsibility to supply information or enter details if they are involved in an accident.

The Health and Safety at Work Act 1974 (HASAWA)

Everybody at work should understand and comply with their responsibilities under HASAWA – this includes a responsibility to ensure their own health, safety and welfare, as well as that of their colleagues; responsibilities of employers include making sure that adequate training is given to all employees about health, safety and welfare.

Health and Safety (First Aid) Regulations 1981

Employers and their First Aiders, or Appointed Persons, together should organise and provide First Aid, according to the needs of the organisation. The current Approved Code of Practice is published by the Health and Safety Executive.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Employers are responsible for reporting to the appropriate authority any serious accidents in connection with the workplace (which includes any resulting in more than three days' absence from work), dangerous occurrences and specified occupational disease.

Control of Substances Hazardous to Health Regulations 2005 (COSHH)

Employers are responsible for assessing risks from hazardous substances and deciding on action to reduce them. All employees should follow safety guidelines and take precautions identified by their employers. First Aiders and Appointed Persons should also be familiar with appropriate First Aid action according to the type of substance and level of risk in their workplace.

Tips for reading long sentences:

- Read the information several times.
- Make notes – try to sum up the overall message.
- Break long sentences down into shorter sentences – use the **punctuation** or **connecting words** (conjunctions) to help you.

Rewritten in four shorter sentences

Everybody at work should understand their responsibilities under HASAWA.

Everybody at work should comply with their responsibilities under HASAWA.

Employees are responsible for ensuring their own health, safety and welfare.

Employees are responsible for ensuring the health, safety and welfare of their colleagues.

Health and Safety information may include unfamiliar words. Try to work out what they mean from the rest of the sentence or look them up.

Read the information: what does it say that Appointed Persons have to do?