Medical Emergency

Any medical emergency should be treated by a trained employee that received First Aid and CPR training, or the proper authorities. If you suspect a head or spinal injury, **DO NOT MOVE** the victim unless there is an immediate life threatening emergency.

1. Check the scene for safety, to find out what happened, and to determine how many victims there are.
2. Check the victim for consciousness; if no response, call 911.
3. Tilt the head, lift chin to open airway.
4. If victim is not breathing, give 2 rescue breaths (normal breath given over 1 second until chest rises).
5. Check for signs of circulation (normal breathing, coughing, or movement and pulse).
6. If there are signs of circulation, but victim is not breathing, continue giving rescue breaths.
   a. Re-check for signs of circulation and breathing every minute.
   b. Continue cycle as long as victim is not breathing or until medical assistance arrives.
   c. If victim begins breathing, place in recovery position until medical assistance arrives.
7. If there are no signs of circulation:
   a. Find the center of the chest for adults/child or just below nipple line at center of chest for infant. Place the heel of your hand at that point and place your other hand on top of the first.
   b. Position your shoulders over your hands.
   c. Give 30 chest compressions pressing hard and fast. Rate of about 100 per minute.
   d. Give 2 rescue breaths.
   e. Continue cycle for approximately 1 minute and recheck for signs of circulation.
   f. Continue CPR until the scene becomes unsafe, you can see or feel signs of circulation, an AED is ready to use, you are too exhausted to continue, or medical assistance arrives.
8. AED precautions:
   a. Do not touch the victim while the AED is analyzing or defibrillating.
   b. Do not use alcohol to wipe the victim’s chest dry or use an AED around other flammable materials.
   c. Do not use an AED in a moving vehicle.
   d. Do not use an AED on a victim lying on a conductive surface or in water.
   e. Do not use an AED on a child under age 8 or 55 pounds.
   f. Do not use an AED on a victim wearing a nitroglycerin patch or other patch on the chest. With a gloved hand, remove any patches from the chest before attaching the device.
   g. Do not use a cellular phone or radio transmitter within 6 feet of the AED.

To stop bleeding:
1. Apply pressure directly onto the wound with a sterile gauze, clean handkerchief or bare hand.
2. Maintain a steady pressure for five or ten minutes.
3. If victim is bleeding from an arm or a leg, elevate it.
4. Stay with victim until help arrives.

Burns and chemical burns:
1. Remove the victim from the source of the burn only if it is safe for you to do so. If a chemical is involved, wear gloves or other protective gear.
2. Cool the burn by flushing with large amounts of water. Use water close to room temperature. For chemical burns, also remove any contaminated clothing.
3. Loosely cover the burn with a dry, clean or sterile dressing.
4. For electrical burns, make sure the power source is off before making contact with the victim. If victim is unconscious, do not move unless there is an immediate danger. Loosely cover the burns with a dry, clean or sterile dressing.
Abdominal thrusts for choking victim:
1. Get behind the victim. Wrap your arms around the person's waist, just above their navel.
2. Clasp your hands together in a double fist. PRESS IN AND UP IN QUICK THRUSTS.
3. Be careful not to exert pressure against the victim's rib cage.
4. Repeat procedure until choking stops.

All College personnel are encouraged to learn first aid and CPR.

Accident/Injury Reporting
When an employee is injured in the workplace, the following procedure should be followed. If the employee is in need of emergency medical attention, call 911 immediately.

Employee:
- Report incident to your supervisor immediately.

Supervisor:
- Complete the Incident/Injury Report Form
- If the employee requires medical treatment, the supervisor will refer the employee to the Emergency Coordinator.