

First Aid Procedures for Lifeworks Basic Services

Safety Procedures for the Prevention of Injury

Explain and make available in writing to all staff members and persons receiving services safety procedures specific to each person's activities.

Responsibilities of Personal Support and Respite employees

1. Provide immediate treatment of injury
2. Provide follow up care of injuries as directed to do so by the person's physician and authorized representative.

Procedures for Documentation of Injury

1. Document all incidents of injury
2. Complete a report on the injury using an Incident Report form
3. Include the following information in the report:
 - Person's name
 - Date and time injury occurred
 - A description of the injury
 - A description of the first aid or medical care provided
 - The name of the person who administered first aid or medical care
 - Keep report in person's record and send copy to Lifeworks Services, Inc.

Injury Treatment Procedures

1. Depending on the type and extent of injury, the injury may be treated:
 - On-site, using basic first-aid procedures
 - In the office of the person's physician
 - In the emergency room of a hospital
 - In the hospital as an in-patient.
2. If there are questions about the best place for the person to receive treatment (urgent care, doctor's office, emergency room), contact the authorized representative the person's physician or the emergency room for assistance in determining plans for providing treatment of injury.

Injury Transport

1. If it is determined the person must be treated in the emergency room of a hospital, one of the following methods will be used to transport:
 - 911 may be used for transport
 - Staff may transport the person to the physician's office or emergency room under the following circumstances:
 - Adequate staff are available to transport
 - The situation is not determined to be life-threatening
 - The person is cooperative with the transport
 - There is no risk that the method of transport would exacerbate the injury.

Procedures for Treatment of Specific Injuries

Always follow infection control procedures when treating injuries.

Minor cuts and scrapes

1. Wearing gloves - stop any bleeding by applying direct pressure with sterile gauze pads.
2. Cleanse the area thoroughly by washing gently with soap and water. Use gauze to wash and always wash from the center of the wound to the outside. This will prevent bringing contamination from the surrounding skin into the wound.
3. Rinse with clear running water; cool water will help control any residual bleeding.
4. Dry with a clean gauze pad.
5. Cover open areas with gauze dressing or Band-Aid to prevent contact with blood by others.
6. Reapply any dressing and/or Band-Aids that become wet.
7. Notify nurse consultant or obtain medical attention if the person may need stitches.
8. Monitor for signs of infection.

Removal of foreign objects

1. Small foreign objects, such as splinters, may be removed with tweezers.
2. Anything embedded in deeper tissue or difficult to remove must be removed by a physician.
3. After removal, wash area with soap and water.

Blisters

1. Do not break open blisters
2. Cover with sterile gauze dressing or Band-Aid
3. Remove cause of irritation if indicated (e.g. tight shoes)
4. In blister opens, treat as an open wound

Bruises and swelling (soft tissue injury)

1. Apply cold application as soon as possible. Wrap cold pack in cloth and apply to area for 20 minutes. Reapply every 2 to 3 hours.
2. Examine area for sign of further injury. Determine cause of injury.
3. Elevate swollen areas as able and immobilize, if appropriate.

Falls

1. Examine injured area before moving the person to assess severity of injury.
2. If the person is unconscious or has sustained serious injury, call 911. Monitor for shock and treat accordingly
3. If not contraindicated, move person to comfortable area.
4. If there is any indication of a possible break, do not move the person until medical help/instruction is obtained.

Fractures

*Symptoms: Pain, swelling, discoloration, may be an obvious deformity (observe both limbs to determine the amount of swelling or deformity).

1. Immobilize area from joint above to joint below.
2. In cases of leg, hip, pelvis, back, neck or head injuries, immobilize area and call 911.
3. In cases of collarbone, wrist, arm, finger or foot injury, immobilize area and transport to physician's office or emergency room.

Sprains

*Symptoms: Pain/tenderness, swelling, and discoloration

1. Apply cold pack wrapped in cloth for 20 minutes to lessen swelling and relieve pain. Repeat cold application every 2 to 3 hours.
2. Observe for signs of fracture
3. Keep area elevated. Immobilize, supporting the joints above and below the injury. May use ace wrap or triangular bandage for temporary support if indicated.
4. Tylenol may be given for pain relief per standing order medications.
5. If swelling and pain persist, arrange for transport to place of residence.

Strains (muscle)

*Symptoms: Pain and loss of motion

1. Apply cold pack wrapped in cloth for 20 minutes if swelling occurs.
2. Rest strained are and provide firm support
3. Tylenol may be given for pain relief per standing order medications.
4. Obtain medical attention if pain is severe.

Head Injury

1. Examine the person and determine injuries.
2. If brain injury is suspected, treat for shock and call 911 for transport (see emergency section).
3. If any of the following signs are noted in the next 2-3 days, obtain medical treatment:
 - a. Drowsiness
 - b. Increased irritability
 - c. Nausea and/or vomiting
 - d. Changes in respiration, difficulty breathing, or blue-ish tinge to the skin or nails.
 - e. Blurred or double vision or unequally sized pupils
 - f. Inability to move all extremities or unsteady gait if this is unusual for the person.
 - g. Fluid or bleeding from the ears.
 - h. Difficulty speaking, slurred or incoherent speech, if this is unusual for the person.
 - i. Persistent headache. Do not give sedatives or pain medication without consulting the physician.
 - j. Twitching or seizures.
 - k. Loss of consciousness
4. Report all blows to the head to the person's authorized representative, even if no injury is suspected at the time.

First degree burns

*Symptoms: redness or discoloration, mild swelling and pain, and rapid healing.

1. Apply cool water or immerse the burned area in cool water.
2. Apply a dry sterile dressing as appropriate.

Second degree burns

*Symptoms: greater depth than first degree burns, red or mottled appearance, development of blisters, considerable swelling over a period of several days, wet appearance of the surface of the skin due to loss of plasma through the damaged layers of skin.

1. Apply cool water or immerse the burned part in cool water (not ice water) until the pain subsides.
2. If the above immersion is not practical, apply clean cloths that have been wrung out in ice water.
3. Blot dry gently with freshly cleaned towel.
4. Apply dry sterile gauze or clean cloth as a protective bandage.
5. Do not break blisters or remove skin.
6. Do not use an antiseptic preparation, ointment, or spray.
7. If the arms or legs are affected, keep them elevated

Foreign bodies in the eye

1. Staff will wash hands before examining the person's eye.
2. Tears will usually wash out anything that is in the eye. Try to keep the person from rubbing the eye and forcing the substance to become embedded in the eye.
3. Check the lower lid by placing a finger under the lower lid and rolling downward so the lid comes out. If the foreign body is visible and is not embedded, remove it very gently with the corner of a clean cloth or tissue.
4. The upper lid can be grasped by the lashes and pulled forward and down over the lower lashes, generally, the object will be brushed out by the lower lashes.
5. Flush the eye with water.
6. If the person is uncooperative or the object cannot be located, cover the eye(s) and seek medical attention.
7. Any other eye injuries will be treated by covering the eyes gently with a gauze or eye pad, securing it in place and seeking medical attention.

Blunt eye injury

1. Examine injured area.
2. Cold compress should be applied as soon as possible.
3. Arrange for the person to see a physician.

Penetrating eye injury

1. Make no attempt to remove the object.
2. Cover both eyes loosely with a sterile or clean dressing and secure with tape or bandage without putting pressure on the penetrating object.

3. Keep the person quiet and at rest as much as possible. Keep the person lying down.
4. The person must be transported lying down. Call 911 to transport.

Ear injuries

1. Whenever there is drainage or pain from the ear, seek medical attention.
2. Do not clean the ear out with Q-tips. The outer ear only may be cleaned with a cotton ball.
3. Do not remove objects unless they are easily seen and not embedded.
4. If appropriate, to control bleeding or prevent from further injury, a gauze pad may be used to cover the ear until medical attention is received.

Ticks

1. Using a tweezers, grasp the tick's head as close to the skin as possible.
2. Gently, but firmly, pull the tick straight out (Do not grasp its bottom. This may force spirochetes into the bite area).
3. Dispose of tick.
4. Wash area with soap and water.
5. Report any tick removal or signs of infection to the authorized representative.

Sunburn

1. Examine area of sunburn.
2. Apply cold compresses to area.
3. If area is large or if blisters are present inform the authorized representative.

Heat exhaustion

*Symptoms: sweating, nausea, dizziness, vomiting, muscle cramps, feeling faint and fatigue.

This is a serious condition that may lead to heat stroke.

The cause is often that a person exercises in the heat and sweats a lot.

Prevention: Avoid strenuous exercise in hot, humid weather. Drink extra fluids in hot weather. Dress appropriately.

1. Have the person lie down in shaded or air-conditioned area.
2. Remove as much of the person's clothing as possible.
3. Sponge with cool water.
4. Give juice or sports drinks, if not available, give a glass of water.
5. Keep quiet.
6. Observe for signs of heat stroke.

Bites (animal or human)

1. Wash in the same manner as minor cuts and cover with a light gauze.
2. Notify the person's physician.
3. If instructed to do so, transport to the physician. Most bite victims may require tetanus immunization, and possibly antibiotics.
4. If it is an animal bite, call the police department to help in the confinement of the animal for observation of rabies.

Frostbite

*Symptoms: frostbitten skin is usually red to begin with, and then develops white and/or yellow patches where circulation is deficient.

1. If outdoors, warm the frozen part with body heat.
2. When indoors, the frozen part may be immersed in warm, not hot water. Temperature should be between 102 degrees and 105 degrees.
3. Do not rub area.
4. Keep the person warm.
5. Give the person a warm drink.
6. Obtain immediate medical help.

Stings

1. Remove the stinger and venom sac carefully by scraping.
2. Apply cloth, wrung out in ice water, for at least 20 minutes or until pain is relieved.
3. If person has a history of allergic reactions to insect bites or is subject to hay fever or asthma obtain medical attention immediately.
4. If person has an Epi-pen, administer as ordered and call 911.
5. If the person does not fit into category described above, observe for at least two hours and obtain immediate medical attention if the following are observed:
 - a. Abdominal pain, nausea, vomiting
 - b. Pale look to skin, if not usual for that person
 - c. Cool, moist skin
 - d. Increased heart rate
 - e. Weak or no pulse felt in wrist
 - f. Agitation or listlessness
 - g. Hyperventilation
 - h. Lower than normal blood pressure
6. Give Tylenol per standing orders for relief of pain/discomfort

Nose Injuries (bleeds)

1. Have the person sit with head forward, so the blood does not drain into the throat.
2. Wearing gloves, apply pressure by pressing the bleeding nostril together toward the middle.
3. Apply cold compresses to the person's nose and face.
4. Seek medical attention if bleeding has not stopped within 30 minutes or if severe.
5. Fractures of the nose will generally be accompanied by swelling, discoloration, often including "black eyes" and distortion of the nose. This will require medical attention.

Fainting

1. If able to treat the person before loss of consciousness, make the person sit down and put head between knees, or lie down on back with legs raised.
2. If the person is unconscious, call for help. Loosen any tight clothing. Check for responsiveness. Perform CPR if indicated.
3. If it is just a case of simple fainting, the person will recover rapidly. The person should remain quiet for at least a half hour after fainting.
4. Inform the authorized representative and/or the person's physician for further instructions.