



Basic First Aid Training Guide

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CONTACT Lifeworks HR

ADDRESS 6636 Cedar Ave S, Suite 250, Richfield, MN 55423

EMAIL D365-HR

PURPOSE

This training guide provides Lifeworks staff with clear, easy-to-follow instructions for responding to common minor injuries and health concerns. It fulfills the *basic first aid overview* requirement for 245D-designated staff.

This guide does **not** provide CPR certification requirements.

Important First Steps for Any First Aid Situation

1. Ensure scene safety for yourself and others
2. Use appropriate PPE (gloves, mask, eye protection when available)
3. Call 911 immediately for any life-threatening condition
4. When in doubt, seek medical evaluation or contact the nursing consultant.

First Aid Instructions for Common Injuries

Minor Cuts and Scrapes

1. Wear gloves. Apply direct pressure with sterile gauze to stop bleeding.
2. Clean with soap and water, wiping outward from the wound center.
3. Rinse with clean, cool running water.
4. Pat dry with sterile gauze.
5. Cover with a clean dressing or Band-Aid.
6. Replace dressings when wet or soiled.
7. Notify the nurse consultant or seek medical attention if stitches may be needed.
8. Monitor for signs of infection (redness, swelling, warmth, drainage).

Removal of Small Foreign Objects (e.g., splinters)

1. Remove only small surface-level splinters using tweezers.
2. Do not remove anything embedded, deep, painful, or resistant—seek medical care.
3. Clean the area after removal with soap and water.

Blisters

1. Do not intentionally break blisters.
2. Cover with sterile gauze or Band-Aid.
3. Address the cause of friction (e.g., shoes).
4. If a blister opens, treat as an open wound.

Bruises and Soft-Tissue Swelling

1. Apply a cold pack wrapped in cloth for **20 minutes on, 20 minutes off**.
2. Assess for signs of further injury.
3. Elevate if appropriate.

Falls

1. Assess the person before moving them.
2. If unconscious or seriously injured, call 911 and monitor for shock.
3. Move only if safe and not contraindicated.
4. If a break is possible, keep the person still and seek medical guidance.

Fractures (Suspected or Confirmed)

Symptoms: pain, swelling, discoloration, deformity.

1. Immobilize the area—support joint above and below.
2. For leg, hip, pelvis, spine, head, or neck: immobilize and call 911.
3. For collarbone, wrist, arm, fingers, or foot: immobilize and seek medical care.

Sprains

Symptoms: pain, swelling, discoloration.

1. Use cold packs (20 minutes on/off).
2. Watch for fracture signs.
3. Elevate and immobilize the joint.
4. Use supportive wrap if appropriate.
5. If pain or swelling persists, arrange medical evaluation.

Strains (Muscle Injury)

Symptoms: pain, decreased motion.

1. Apply cold pack for 20 minutes if swollen.
2. Rest the area and provide support.
3. Seek medical care if pain is severe.

Head Injury

1. Evaluate the person.
2. If a brain injury is suspected, call 911.
3. Seek medical care if any of the following occur within several days:
 - Drowsiness or unusual irritability
 - Nausea/vomiting
 - Breathing difficulty or bluish skin tone
 - Vision changes
 - Weakness, inability to move extremities, unsteady gait
 - Fluid or blood from ears
 - Slurred speech
 - Persistent headache
 - Seizures
 - Loss of consciousness
4. Report all blows to the head to the authorized representative.

Ear Injuries

1. Seek medical attention for pain or drainage.
2. Clean only the outer ear with cotton ball.
3. Do not remove objects unless easily visible and loose.
4. Use light gauze to control bleeding until seen by a provider.

Burns

First-Degree Burns

Symptoms: redness, mild swelling, pain.

1. Cool under **running cool water** (not ice).
2. Apply a loose, dry, sterile dressing if needed.

Second-Degree Burns

Symptoms: blisters, swelling, moist/mottled surface.

1. Cool with running water until pain decreases.
2. If running water isn't available, use cool (not icy) compresses.
3. Gently blot dry.
4. Cover loosely with a sterile, non-adhesive dressing.
5. Do **not** break blisters.
6. Do **not** use ointments, antiseptics, or sprays.
7. Elevate if on an arm or leg.

Eye – Foreign Body

1. Wash hands before examining.
2. Encourage natural tearing; prevent rubbing.
3. Pull lower lid down; remove visible debris gently with corner of clean cloth.
4. To clean upper lid, gently pull it down over lower lashes.
5. Flush with clean water for **at least 15 minutes** if irritation continues.
6. If object cannot be located or person is distressed, cover the eye(s) and seek medical care.

Eye – Blunt Injury

1. Examine.
2. Apply cold compress.
3. Seek medical care.

Eye – Penetrating Injury

1. Do **not** remove the object.
2. Cover both eyes loosely with sterile dressings—avoid pressure.
3. Keep person lying down and calm.
4. **Call 911** for transport.

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Ticks

1. Use tweezers to grasp tick's head close to skin.
2. Pull upward steadily—do **not** twist.
3. Dispose of the tick (or save if a provider requests).
4. Wash area with soap and water.
5. Report removal and monitor for infection.

Sunburn

1. Assess the area.
2. Apply cool compresses.
3. Notify authorized representative if blistering or large area is affected.

Heat Exhaustion

Symptoms: sweating, nausea, dizziness, muscle cramps, fatigue.

1. Move to shaded or cool area.
2. Remove excess clothing.
3. Sponge with cool water.
4. Provide **cool water or electrolyte solution** (avoid juice).
5. Keep person resting, monitor for heat stroke signs.

Frostbite

Symptoms: skin appears red, then white/yellow, numb, or hardened.

1. Warm the area with body heat if outdoors.
2. Indoors, immerse in warm water (102–105°F).
3. Do **not** rub.
4. Warm the person; offer warm (non-alcohol) drink.
5. Seek immediate medical care.

Animal or Human Bites

1. Wash like a minor cut; cover lightly.
2. Notify the person's physician.
3. Follow provider direction—may need tetanus shot or antibiotics.
4. For animal bites, notify police for rabies observation.

Nose Injuries (Including Nosebleeds)

1. Sit person upright, leaning forward.
2. Wearing gloves, pinch nostrils together.
3. Apply cold compress.
4. Seek medical care if bleeding continues beyond 30 minutes or if severe.
5. Possible fracture signs (swelling, black eyes, deformity) require evaluation.

Fainting

1. If possible, assist person to sit with head lowered or lie with legs raised.
2. If the person becomes unconscious, **call for help** and assess responsiveness.
3. Call **911** if the person does not quickly regain consciousness.
4. When recovered, have person rest for at least 30 minutes.
5. Notify authorized representative and/or physician.

Stings

1. Remove stinger by scraping (do not squeeze).
2. Apply cool compress for 20 minutes.
3. If history of allergies or breathing difficulty:
 - Use Epi-Pen if prescribed
 - **Call 911 immediately**
4. Monitor for 2 hours for allergic reactions:
 - Nausea/vomiting
 - Pale or cool skin
 - Increased heart rate
 - Weak pulse
 - Agitation or lethargy
 - Hyperventilation
 - Low blood pressure
5. Use comfort measures as allowed under standing orders/care plan.