

First Aid Response Sheet

First Aid Officers:	Name:	Telephone:
Emergency Numbers:	Police, Fire & Ambulance 000	
Nearest Hospital:		
What to do in any medical emergency:	<p>1. Contact First Aid Officer</p> <p>D.R.S.A.B.C.D</p> <p>D - Check for DANGER</p> <ul style="list-style-type: none"> • To you • To others • To casualty <p>R - Check for RESPONSE</p> <ul style="list-style-type: none"> • Is casualty conscious? • Is casualty unconscious? <p>S – SEND for ambulance (if required)</p> <p>A - Check AIRWAY</p> <ul style="list-style-type: none"> • Is airway clear of objects? • Is airway open? <p>B - Check for BREATHING</p> <ul style="list-style-type: none"> • Is chest rising and falling? • Can you hear or feel air from mouth or nose? • If no breathing, give 2 initial breaths <p>C - Give CPR</p> <ul style="list-style-type: none"> • If no signs of life? unconscious, not breathing and not moving, start CPR • CPR involves giving 30 compressions at a rate of approximately 100 compressions per minute followed by 2 breaths <p>D - Apply a DEFIBRILLATOR (if available)</p> <ul style="list-style-type: none"> • Follow voice prompts (Ref: St John's Ambulance Action Plan) <p>2. If First Aid Officer is not available:</p> <p>3. Check for danger to self and others and remove or control it (ONLY if safe to do so) to avoid further risk to the casualty</p> <p>4. Call 000 for an ambulance</p> <p>Give the following details:</p> <ul style="list-style-type: none"> • Exact location? church, the building and number – 107 Springfield Rd, Blackburn Nth • What's happened (to the best of your knowledge? be clear and concise) • Symptoms (if known) • Your name and a contact number • Arrange for someone to wait outside for the ambulance to direct them when they arrive • In all cases, stay with the casualty until assistance arrives and administer first aid as instructed until assistance arrives • Do not move casualty/s unless exposed to life threatening situation <p>5. Record evidence of the event, i.e. who, where, when, how, and what for the incident / Injury report form</p> <p>6. Submit incident report to the Business Manager as soon as possible</p>	

First Aid Officers list

#	Name:	Contact number:
1.		
2.		
3.		
4.		
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