

**1 Make sure the place is SAFE**  
 (Check if the place is safe, make sure there are no hazards). The assessment at this point involves e.g. preventing contact with bodily fluids. (IF YOU HAVE PROTECTIVE GLOVES – USE THEM) assessing possible hazards e.g. broken glass, dangerous objects, witnesses posing a hazard) and deciding whether the injured are still in danger.  
 If YES – go to point 8

**12** If the casualty has had bleeding, extensive burns, heart attack or has developed an allergic reaction and has the following symptoms:  
 • pale, cold or clammy skin,  
 • rapid and shallow breathing,  
 • reduced level of consciousness,  
 • sweating,  
 you should:  
 deal with the cause of the shock: stop bleeding, support the fracture, give first aid in the case of burns or scalds. When you have dealt with the cause of the shock and this has not helped, then:  
 place the casualty in the shock position (in this position they are lying flat on their back with their legs raised approximately 30-40 cm above the ground) [see the photo below],



You MUST NOT place the injured person in the shock position if they have suffered any leg, groin or spinal injuries or you think they may have suffered a heart attack.  
 keep the person warm and protect them from heat loss,  
 remain in/or try to establish verbal contact with the injured person all the time.  
 Shock might be a direct cause of stopping the circulation. This is why you need to assess any casualty checking for Symptoms of shock.

**2 Check if the person is CONSCIOUS.**  
 Approach the casualty with care, hold them by their shoulders shaking them gently and ask in a clear and loud voice: 'Are you ok?'  
 a) If the person reacts to your words, are conscious. Leave the person in the position you found them (unless there is further danger). Find out how they feel.



**11** If the casualty:  
 • has fallen from a height,  
 • has dived into the water,  
 • has been involved in a car accident,  
 then, you must always suspect possibility of a spinal injury. If you think a person may have a spinal injury, you must never attempt to move them! Keep the person warm by covering them carefully with a coat or blanket. Keep talking to them to remain in verbal contact.  
**YOU MUST CALL FOR MEDICAL HELP!**  
 Check the casualty for shock symptoms



'You cannot learn first aid only from books.'  
 Basic and advanced courses in first aid:  
[www.secura.org.pl](http://www.secura.org.pl)



**3 Call someone for help**  
 If there are witnesses present at the incident site, ask one of them to stay. Ask a particular person, and if you know their name, then tell them e.g. 'Mark, stay with me, please. I'll need your help.'  
 If you do not know anyone among the witnesses to the incident, choose someone who is wearing something characteristic and ask them for help. You can say to them 'Gentleman/Lady with glasses/in a red pullover, can you please stay with me – I'll need your help'. If you see anyone wearing e.g. a police or traffic warden uniform, it will be a good idea to ask this specific person for help.  
 If you are alone at the scene of the incident then cry out loud for help.  
 Go to point 4

**10 use AED if you have possibility**  
 You should only listen to its directions



**People trained to perform first aid:**

name and surname	telephone
.....	.....
.....	.....
.....	.....

**4 Open the casualty's airway (A - airway)**  
 Place one hand on the casualty's forehead and two fingers of your other hand on the tip of their chin in order to tilt their headback.  
 Go to point 5



**9 CPR – Cardiopulmonary Resuscitation**  
 During resuscitation the casualty should be lying flat on their back on a hard surface  
 Perform 30 chest compressions (place the heel of your hand at the centre of the casualty's chest, place your other hand over your first hand and interlock your fingers while keeping your arms straight, press down at least 5 cm at a rate of 100 per minute). [see the photo]  
 Then perform 2 rescue breaths. Seal your mouth over the casualty's mouth and blow into their mouth enough air for their chest to rise [see the photo].  
 The casualty's rising chest shows the rescue breaths are performed correctly.



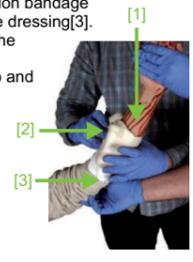
**5 Check if the casualty is breathing (B – breathing).**  
 Make sure that the casualty's airway remains clear and open and check breathing by looking, listening and feeling. Lean over the casualty and place your cheek over their mouth to feel for breath, listen for breath and look to see if the chest rises.  
 Do this for 10 seconds! Rule: Look, Listen and Feel  
 If the casualty does not breathe or you have any doubt whether their breathing is correct, immediately call for an ambulance!  
 Go to point 8 Next go to point 9  
 CPR – cardiopulmonary resuscitation  
 a) If the casualty is breathing/ their breathing is correct.  
 Go to point 6



**8** If an ambulance has not been called yet, and medical help is necessary, you must make this call now  
 In emergency:  
 999 – ambulance  
 998 – fire brigade  
 997 – police  
 112 – the GSM emergency telephone number  
 Do not hang up first as the ambulance dispatcher might want to ask you some more questions. When making a call for an ambulance, give the information in the following order:  
 1. Give your full name;  
 2. Give the address of the incident site. If you do not know the address, give all information you can about any characteristic places or features in the surrounding; What has happened? How many casualties are there? What's their condition? Are they breathing? Are they conscious? Do  
 3. they have any other injuries? Give all other crucial information about the incident.



**6 Check if the casualty is not bleeding**  
 If the casualty has severe bleeding:  
 • if the wound is on a limb, raise the limb,  
 • place a clean thick pad over the wound (a sterile pad would be best)[1],  
 • apply and maintain pressure to the bleeding wound by using  
 • e.g. a rolled bandage [2],  
 • next, use a bandage (extension bandage is recommended) to secure the dressing[3].  
 If the bleeding soaks through the dressing, do not remove it. Apply another pad over the top and bandage it in place.  
 Go to point 8



**7** The casualty is breathing and not bleeding  
 Make an assessment by looking to see if they do not have any other injuries, such as burns or scalds, frost bite, fractures or dislocations  
 • If the casualty has sustained any injury, leave the person in the position you found them and make sure their airway is open,  
 • If the casualty has not sustained any injuries, put them into the recovery position.

**f Choking**  
 If you see the symptoms of choking in a person, you need to:  
 • if the person is breathing, tell them to bend forwards and encourage them to start coughing,  
 • if that does not help, give up to five sharp blows between the person's shoulder blades [see the photo on the side],  
 • if that does not help either, then give up to five abdominal thrusts (between the breastbone and the navel) [see the photo below].  
 • If abdominal thrusts do not work, then do another cycle of back blows. The cycles of back blows and abdominal thrusts should be performed in turns until the person's airway gets unblocked or they lose consciousness  
**Attention! Abdominal thrusts must not be performed on pregnant women!!!**  
 If the casualty loses consciousness, go immediately to point 3 of this guide!!!



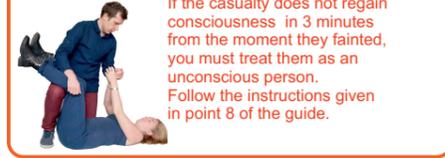
There are also other situations which will require a prompt reaction on the part of the person providing first aid. These include:  
**a) Seizure b) Burns and scalds c) fainting d) Heart attack e) Recovery position f) Choking g) Electric shock**

**a Seizure**  
 If you see that a person has fallen and they shake or jerk, do not just stand by but help them:  
 During the seizure:  
 • clear hard or sharp objects away from the vicinity of the affected person,  
 • cushion their head to protect it from possible injuries against the ground.  
 After the seizure:  
 • follow the instructions given in points 4 and 5,  
 • next, do as indicated in points 7 and 8 of this guide,  
 • cover the person to keep them warm (thermal insulation).

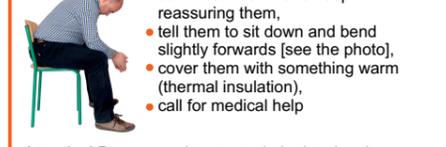


**b Burns and scalds**  
 • If you have just seen a person getting burnt or scalded, remove the jewellery and clothing from the burnt area of the skin,  
 • Next, cool the burnt area by placing it under cold running water for at least 15 minutes,  
 • If there are blisters or wounds on the affected area, cover it with a loose dressing (sterile gauze loosely bandaged with a gauze bandage) or put on a hydrogel dressing  
 Each situation involving any burn affecting the face, eyes or the groin as well as burns covering over 10% of the body (1% corresponds to the size of the victim's hand), or situations in which a part of the victim's body is charred must be treated as severe and require medical help

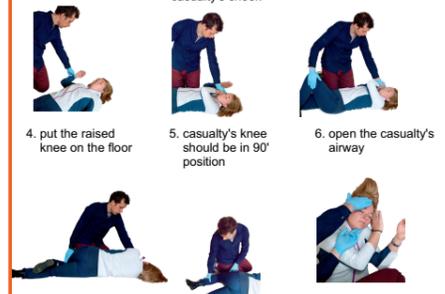
**c Fainting**  
 If you have seen a person faint and you know that they do not have any other injuries, but they have spent a considerable amount of time in a stuffy room, or they have been standing for a long time without changing their position, or they have rapidly stood up after having been sitting/lying for a long time, then:  
 • provide a supply of fresh air (if possible move the casualty from the stuffy room or ask someone to open the window),  
 • place the person flat on their back,  
 • follow the instructions in points 4 and 5 of the guide,  
 • if the person is breathing, loosen the clothes the casualty is wearing, then raise their legs and arm [see the photo]  
 If the casualty does not regain consciousness in 3 minutes from the moment they fainted, you must treat them as an unconscious person. Follow the instructions given in point 8 of the guide.



**d Heart attack**  
 If a person has a sudden pain, heaviness or discomfort in the chest radiating to the arm(s), difficulty breathing or shortness of breath, ashen skin and is anxious or scared, then you might suspect a problem with their heart. To help such person, you must:  
 • calm them down and keep reassuring them,  
 • tell them to sit down and bend slightly forwards [see the photo],  
 • cover them with something warm (thermal insulation),  
 • call for medical help  
**Attention! Be prepared to start administering the CPR (cardiopulmonary resuscitation) as the person who has suffered a heart attack might also suffer a cardiac arrest. If you have developed symptoms similar to those presented above and you are on your own and the medical help is on its way, start coughing repeatedly and vigorously taking a deep breath before each cough.**



**e Recovery position**  
 The recovery position is to be used when the following occur at the same time:  
 1. the casualty is unconscious,  
 2. the casualty is still breathing,  
 3. the casualty has not sustained injuries.  
 1. put the casualty's hand in 90° position  
 2. the other hand should be put near the casualty's cheek  
 3. raise casualty's knee  
 4. put the raised knee on the floor  
 5. casualty's knee should be in 90° position  
 6. open the casualty's airway  
**Women in visible pregnancy should be positioned on their left side!!!**



**g Electric shock**  
 • You must isolate the injured person from all electricity sources by turning off the fuses or the circuit breaker  
 • Only then can you start administering first aid by following this guide starting with point 2

You are obliged by law to perform first aid