



First Aid Quick Guide

Catholic Mutual Group

INDEX

1. Bites-Human/Animal/Bug
2. Blisters
3. Burns
4. Choking
5. Cuts/Abrasions/Bruises
6. Dehydration
7. Dental Injuries
8. Eye Injuries
9. Fainting
10. Fever
11. Headaches
12. Heat Exhaustion
13. Heatstroke
14. Indigestion
15. Mononucleosis
16. Muscle Cramps
17. Nausea/Vomiting
18. Nose Bleeds
19. Poisoning
20. Ringworm
21. Sprains and Dislocations
22. Trauma/Shock

INDEX

Bites-Human/Animal/Bug

1. Human Bites:

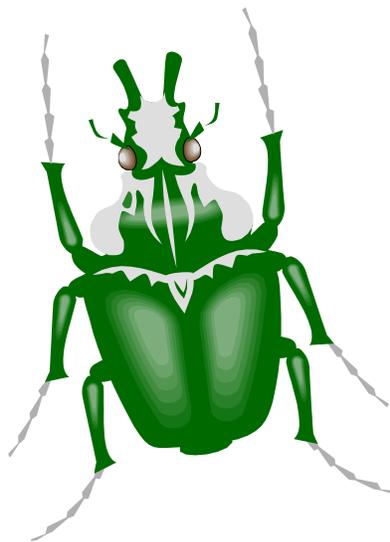
- Should be treated as minor puncture wounds.
- Wash the area thoroughly with soap and water, then bandage.
- Call parents or guardian and complete appropriate incident reports.

2. Animal Bites:

- Wash the wound with soap and water unless there is heavy bleeding.
- With large or deep wounds and/or heavy bleeding, consult a physician immediately-a tetanus shot and stitches may be necessary.
- Notify the authorities.

3. Bug Bites:

- Insect, spider, tick, snake bites, and bee stings with reactions should seek medical attention immediately.
- Watch for hives, swelling, slurred speech, cough, difficulty breathing, wheezing, numbness, cramping, nausea, vomiting, anxiety, confusion, and/or unconsciousness.



Blisters

A blister is a minor injury formed by rubbing or friction to a particular area, which then fills up with fluid. The hands and feet are the most common place for blisters. Friction and burn blisters are the two main types and are treated the same way.

1. Leave the blister alone and cover it gently with an adhesive bandage to keep it from getting broken.
2. If the blister has broken, clean the area with antibacterial soap and water, and dress with a clean or sterile bandage.
3. Seek medical attention if the blister site is red or warm to the touch, the area is draining pus, or there are red streaks away from the blister.

Do not pop or pierce the blister. This is the protective covering the body has formed to keep bacteria and infection out.



Burns

1. First-Degree Burns

- Immerse the burn in cool water (*notice*) and blot dry.
- Apply burn cream and cover with a dry, clean, non-stick pad.

2. Second-Degree Burns

- Burns may be wet, weeping, or have a shiny surface.
- Do not touch or cover.
- Seek medical attention.



3. Third-Degree Burns

- Burn may appear white, deep red, or black because of skin death.
- Do not touch or cover unless absolutely necessary.
- If the face is affected, watch for breathing difficulties. If arms and legs affected, keep them elevated above the heart.
- Seek immediate medical attention.

4. Chemical and Electrical Burns

- Electrical burns: Seek immediate medical attention.
- Chemical burns: Treat like a thermal burn and douse with large amounts of water to flush out the affected area. Seek immediate medical attention.

Burn Treatment

- Remove any constricting jewelry
- Do **NOT** use oils or butter on a burn
- Douse affected area with cool water ASAP
- Do **NOT** use ice or ice cold water - this can cause additional damage

Choking

Although the Heimlich Maneuver is simple and effective, it can be painful. It is something that is reserved for genuine emergencies, and should be performed when the situation meets the following guidelines:

1. The person cannot **talk, cough, or breath** - if the person is coughing, they are not choking!
 2. The person nods **yes** to the question, "Are you choking?"
 3. The person is **unconscious** and your attempts to breathe for them are blocked.
- Follow all facility policies and procedures for choking victims and CPR requirements
 - Call **9-1-1**



Cuts/Abrasions/Bruises

Incision: These cuts are often the result of some sharp object and amount of bleeding varies on the depth and extension of the cut. May require stitches.

Laceration: These are jagged, irregularly-shaped cuts or tears in the skin. Most are serious and require stitches.

Punctures: These wounds are caused by an object piercing the skin and range from minor to severe.

Treatment:

- Wash hands before cleaning a wound.
- Clean out the wound with soap and water.
- Apply direct pressure with a clean dry cloth or sterile gauze.
- If bleeding continues after pressure of 5-10 min, stitches may be needed.
- Seek professional medical care as soon as possible.

Signs of Infection:

- Redness, swelling, increased warmth and tenderness around the wound
- A strong odor
- Chills or fever
- Red streaking
- Pus or watery discharge coming from the wound or collected beneath the skin

Bruises: A bruise is caused by the damaging or breaking of a blood vessel. Children usually bruise less than an elderly person would. Medications that interfere with blood clotting also cause more bruising.

Treatment:

- Use a cold compress to minimize the effects and decrease swelling.
- Elevate the area to slow the blood flow.
- Applying pressure also helps reduce blood flow and swelling.
- If possible avoid medications that make it easier to bruise.

Dehydration

1. Early or Mild Dehydration:

- Extreme thirst
- Flushed face
- Dry, warm skin
- Weakness
- Headache
- Dry mouth with thick saliva

2. Moderate to Severe Dehydration:

- Fainting
- Convulsions
- Low blood pressure
- Less sweating (*internal cooling mechanism becomes ineffective*)
- Severe arm, leg, stomach, and back cramps

Treatment:

- Give the victim liquids slowly to prevent vomiting
- Water, sports drinks, and oral rehydration solutions (ORS) are best
- Notify physician or call **9-1-1** for severe cases of dehydration



Dental Injuries

1. **Tooth Fractures** (*Chipped or Broken Teeth*)

-Can range from minor to severe

2. **Chipped Teeth**

-Usually minor and involve only the enamel layer of the tooth.

-The gums are not bleeding and the tooth is still in place.

3. **Fracture of Enamel and Dentin**

-This fracture is deeper, but the gums are not bleeding and the tooth is still in place.

-These fractured teeth may be sensitive to food and cold/hot temperatures.

-Prolonged exposure to this fracture could lead to bacteria attacking the dentin and eventually result in pulp death - death of these tissues can lead to infection and abscess.

4. **Serious Tooth Fracture**

-A serious fracture is one that exposes the dentin and pulp - should be treated immediately.

-The tooth may be loose or out of place and the gums may bleed.

5. **Teeth Knocked Out**

-Retrieve teeth and keep moist and clean.

-Seek immediate attention from a dentist.

6. **Teeth Displaced**

-Instead of being knocked out, these teeth are displaced - giving the tooth the appearance of seeming longer, shorter, "bent" to the side, front, or back.

-Seek immediate attention from a dentist.

Prevention:

-Face masks and mouth guards have been shown to reduce trauma to the teeth, gums, jawbones, and joints.

Eye Injuries

1. Particle of Dust or Speck of Dirt in the Eye

- Do **NOT** rub your eye - it may cause damage to the cornea.
- Blink several times to help remove the object.
- Rinse eye at eye wash station.
- If the object remains in the eye, seek immediate medical attention.

2. Object Embedded in the Eye

- Cover both eyes with a clean sterile pad and seek immediate medical attention.
- Do **NOT** remove the object or touch the eye.

3. Hit of Blow to the Eye

- Quickly apply a cold compress to the area around the eye, not the eye itself to reduce pain and swelling.
- A black eye or blurred vision may indicate eye damage and should be looked at by a physician.

4. Cuts to the Eye or Eyelid

- Bandage the eye area gently with gauze and medical tape and seek immediate medical attention.
- Do **NOT** put pressure on the eye.
- Do **NOT** attempt to remove any objects on the eye, or touch the eye.

5. Chemical Burn to the Eye

- Immediately flush the area with water, using your fingers to hold open the eyelids.
- Tilt the head so the chemicals and water do not flow into the unaffected eye.
- Seek immediate medical attention.

Prevention:

- In labs, wear protective gear and goggles
- During sports, wear a mask or eye guard
- Outside, watch for branches and other debris that might result in an eye injury
- During woodworking or other construction, wear safety goggles



Fainting

Causes:

- Emotional and/or physical shock
- Dehydration
- Pain
- Overexertion
- Heart diseases
- Sudden changes in body position (*most common in elderly and pregnant*)
- Insufficient fluid and food intake

Treatment:

- Lay the person on their back with feet elevated above their heart, or 8-12 inches, if possible.
- Loosen any tight clothing and jewelry, especially around the head and neck.
- Watch their airways and make sure they are breathing - If breathing stops, follow facility procedures and begin CPR.
- Do not try to give the person anything to eat or drink.
- May want to slightly turn the person to their side in case they vomit.
- If the person does not regain consciousness within 2 minutes, call **9-1-1**.
- If the person is over 40 years old, may contact physician or call **9-1-1** to make sure it was not a heart related issue.

Fever

A fever is what happens when your body temperature rises higher than the average 98.6° Fahrenheit. Some of the common causes of a fever are as follows:

- Bacterial, urinary tract, and viral infections such as strep or ear.
- Shock
- Respiratory infections
- Some medications can cause a fever
- Mononucleosis
- Heat related illnesses
- Many serious disease processes, such as lymphoma, rheumatoid arthritis, appendicitis, tuberculosis, etc.

A fever may not always be caused by normal everyday factors. Things like hot foods, excessive clothing layers, exercise, excitement, anxiety, and menstrual cycles in women can all raise the body temperature.

Treatment:

- Allow the person to rest.
- Give them lots of fluids to drink.
- Give the person a bath in lukewarm water to help cool them down.
- Administer some fever reducing medicine. However **do not** give aspirin if under the age of 18. Do not give any medication if fever is heat induced.
- If the person is unconscious, administer no medication and call **911** immediately.



Headaches

Headaches are very common and can be quite painful for the individual involved. The two most common headaches are tension and sinus headaches. Sinus headaches are caused by things like allergies, head colds, and hay fever. Tension headaches are usually brought on by stress, excessive noise, poor posture, too much caffeine, eyestrain, grinding or clenching teeth, and added tension in the scalp and neck muscles.

More severe headaches are referred to as cluster headaches or migraines. A cluster headache involves a throbbing pain around one red, watery eye, with nasal congestion on that side of your face.

Migraines are painful headaches that can last for several hours or days. Migraines are caused by constricting and swelling of blood vessels on one side of the brain. Migraines often involve feelings of nausea and sickness, blurred vision and visual flashing lights.

Seek medical attention:

- If a severe headache is accompanied by vomiting or other severe symptom
- After a head injury, you are drowsy, with dizziness, and other symptoms



Heat Exhaustion

Heat exhaustion is similar to, and often follows dehydration. Heat exhaustion occurs when the body is losing more electrolytes than it can handle. The lack of fluid causes the blood vessels, especially in the arms and legs, to constrict.

Symptoms:

- Sweating
- Increased pulse and respiration
- Pale and clammy skin
- Fatigue
- Nausea and vomiting
- Slightly lowered or elevated temperature
- Exhaustion
- Lightheadedness and dizziness
- Possible heat cramps
- Feeling thirsty
- Decreased urine output

Treatment:

- With enough fluids and rest, this illness is self-correcting.
- A sports drink or oral rehydration solution (ORS) should be given to replenish decreased electrolytes - Drink slowly for better absorption.
- Discontinue activity.
- If symptoms are severe, seek medical attention.

If heat exhaustion is not properly treated, it may become HEAT STROKE, which is deadly!

If the person's temperature goes above 103°, treat them for heat stroke.



Heatstroke

Heatstroke is a life-threatening emergency, and victims can die in just 30 minutes.

Medical attention must be given immediately! Heat stroke is caused by increasing the body's temperature to approximately 104°. Temperatures over 105° can lead to death. There are two types of heat stroke - Fluid depletion (*slow onset*) and Fluid Intact (*fast onset*).

Symptoms:

- Hot and red skin. Elderly may have hot, dry skin. Others may have hot, wet skin if previously suffering from heat exhaustion
- Pale skin
- Pulse and respiratory rates increase
- Decreased urine output
- Argumentative
- Disoriented
- Increased temperature
- Combative
- Hallucinations
- Dilated and unresponsive pupils
- Seizures, which may lead to the individual becoming comatose

Treatment:

- Lower the body temperature by moving the person to a shady or cooler spot.
- Remove all non-cotton or unbreathable clothing.
- Pour cool (*NOT COLD*) water over the individual's extremities. If water is limited, cool off the head and neck area first.
- While cooling the individual, massage the extremities - this helps propel cooled blood back into the individual's core.
- If the individual is able, begin to replace fluids by giving them small sips of water or ORS.
- In severe cases, CPR may need to be performed.
- Seek immediate medical attention and/or call **9-1-1**.

Indigestion

1. Indigestion can be caused by:

- Over-eating
- Eating too quickly and not chewing enough
- Eating while stressed
- Drinking excessive alcohol
- Eating food that disagrees with you
- Frequent use of pain relievers and other medications when used without food
- Chronic indigestion can also be brought on by smoking and obesity

2. Signs of indigestion:

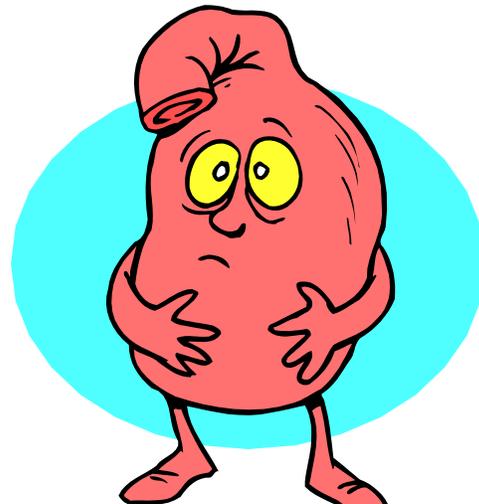
- Heartburn
- Nausea (*mild to strong*) or vomiting
- Gas or burping
- Abdominal pressure (*bloating*)
- Flatulence

3. Indigestion treatments:

- Over the counter treatments recommended by a physician
- Seek medical attention if persistent or symptoms become severe

4. Indigestion prevention:

- Maintain a healthy weight
- Avoid over-eating/drinking
- Chew slowly
- Do not smoke
- Avoid fatty and highly spiced foods

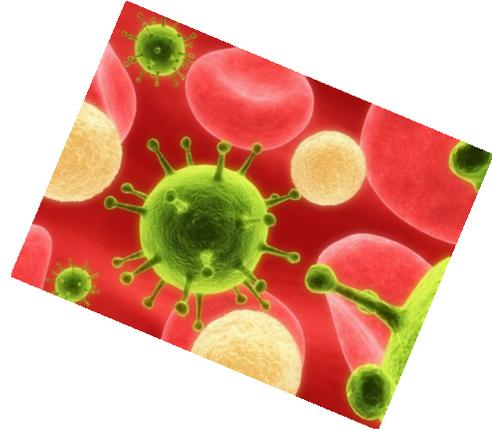


Mononucleosis

Mononucleosis is a viral infection causing fever, sore throat, and swollen lymph glands, especially in the neck. It is often spread by saliva and close contact. It occurs most often in ages 15-17.

Symptoms:

- fatigue
- a general ill feeling
- headache
- sore throat
- tonsils become swollen/whitish yellow covering
- lymph nodes in neck swollen and painful
- drowsiness
- fever



Treatment:

The goal of treatment is to relieve symptoms.

To relieve typical symptoms:

- Drink plenty of fluids
- Gargle with warm salt water to ease a sore throat
- Get plenty of rest
- Take acetaminophen or ibuprofen for pain and fever

****You should also avoid contact sports while the spleen is swollen to prevent it from rupturing.**

The fever usually drops in 10 days and swollen lymph glands and spleen heal in 4 weeks.

Muscle Cramps

Muscle cramps are common discomforts that everyone has had to deal with at one time or another. Causes can be imbalances in potassium which is brought about by excessive physical activity.

Symptoms:

- A sharp, painful spasm, or tightening of a muscle
- Muscle hardness
- Twitching of the muscle
- Persistent cramping pains in lower abdominal muscles

Treatment:

- Stretching the muscle and massaging out the cramp
- Eating something high in potassium to replenish your minerals
- Calcium may be able to help prevent cramps
- Vitamin E supplements to help prevent night time muscle cramps
- Warming up before exercising will help with prevention
- Drinking 6-8 cups of water everyday



Nausea/Vomiting

Nausea itself is an uneasiness of the stomach, which may or may not lead to vomiting.

Nausea may be caused by viral and bacterial infections, food poisoning, over eating and indigestion, certain smells and odors, emotional stress, motion sickness, and head injuries like concussion or migraines. Sometimes, this is the sign of more serious injuries.

Treatment to control Nausea:

- Drink clear or cold drinks
- Eat light simple foods (*saltine crackers*). Avoid sweet, greasy and fried foods
- Eat slowly and have small frequent meals
- Drink beverages slowly and take small sips
- Do not brush your teeth right after eating
- Avoid activities immediately after eating

With vomiting, you should always be aware of the signs of dehydration, especially with children.

Signs of Dehydration:

- Dry lips or mouth
- Increased thirst
- Decreased urination, or urine that is dark in color
- Sunken eyes
- Rapid breathing or pulse

Nose Bleeds

Stopping the nosebleed:

- Use a clean cloth, tissue, or sterile gauze to pinch the nose together at the nostrils and firmly apply pressure towards the face. Hold for at least 8 minutes, or until the nose stops bleeding.
- Have the individual lean forward slightly or sit up straight. Do not let the person lean back, or blood may flow into the windpipe. Keep the head above the heart - don't let the individual lie down.
- Apply crushed ice in a bag or cloth to the nose and cheeks. Do not apply ice directly to skin - may cause frostbite.

Preventing the nose from bleeding again:

- Rest with your head elevated at 30° to 45° angle, or keep your head higher than your heart.
- Try not to strain. Heavy lifting/pulling should be avoided.
- Try not to sneeze.
- Do not smoke.

Seek medical attention immediately:

- If underlying medical conditions exist
- If you feel weak or faint from blood loss
- If the bleeding persists

Poisoning

Poisons are substances that if inhaled, ingested, absorbed or injected, harm the structure or functions of the body.

Poisonous Fumes or Gases

Signs:

- Rapid, weak pulse
- Headache
- Blurred vision
- Drowsiness (*may lead to unconsciousness*)
- Breathing difficulties

Treatment:

- Immediately carry or drag victim to fresh air
- If the victim is not breathing, Call **911** and start **CPR**

Swallowed Poisons/Medications

Signs:

- Pale, cool, clammy skin
- Rapid, weak pulse
- Nausea/vomiting
- Burns around the mouth
- Burning pain in the mouth or throat
- Stomach pains or cramps

Treatment:

- Look into the victims mouth and remove all tablets, powder or material
- Examine the mouth for cuts, burns, swelling, unusual color or odor
- Rinse and wipe out the mouth with a cloth
- Call **911**



Ringworm

Ringworm is a skin infection caused by a fungus and can affect skin on your body, scalp, groin area or feet. This is a common skin disorder especially among children, but it may affect people of all ages. Ringworm occurs when a particular type of fungus grows and multiplies on your skin. It is contagious and can be passed from one person to the next by direct skin to skin contact or by contact with contaminated items such as combs, clothing, shower or pool surfaces.

Symptoms:

- Itchy, red, raised, scaly patches that may blister and ooze. This may create the appearance of a ring.
- Your skin may also appear unusually dark or light.
- When your scalp is infected you will have bald patches
- If nails are infected, they become discolored, thick and even crumble.

Treatment:

- Keep your skin clean and dry.
- Apply over the counter antifungal or drying powders, lotions or creams.
- Wash sheets and night clothes every day while infected.

A severe or persistent infection may require treatment by a doctor for a prescription antifungal skin medication or antibiotics.

Prevention of ringworm:

- Keep your skin and feet clean and dry.
- Shampoo regularly, especially after haircuts.
- Do not share clothing, towels, hairbrushes, combs, headgear, or other personal care items. Such items should be thoroughly cleaned and dried after use.
- Wear sandals or shoes at gyms, lockers and pools.
- Avoid touching pets with bald spots.

Sprains and Dislocations

Sprain: An injury to the soft tissue, or ligaments, around a joint. This can happen when an individual moves the wrong way or “twists” something.

Dislocation: When the bone becomes separated from the joint, it meets or it pops out of its socket. This can happen when the bone and joint are overstressed, during contact sports, with rheumatoid arthritis, joint defects, and sudden jerking movements.

Symptoms of sprains and dislocations may be confused with fractures due to the similarities:

- Pain
- Swelling
- An inability to move and bear weight
- A misshapen appearance
- Discoloration

Treatments:

- If you suspect a dislocation, do not try to put the bone back into its socket, you may make the injury worse.
- If the site of injury is bleeding, treat the wounds and cuts accordingly, but do not try to reset/reshape the bone or joint. Also look for signs of shock.
- Remove any articles of clothing or jewelry covering the affected areas, or restricting blood flow to the area.
- Call **9-1-1** to seek medical attention immediately.



Trauma/Shock

Symptoms of Shock:

- Pale, cold, clammy, moist skin
- Vacant or full eyes, dilated pupils
- Anxiety, restlessness, fainting
- Weak, rapid, or absent pulse
- Shallow, rapid, or irregular breathing
- Nausea and vomiting
- Excessive thirst
- Person may become confused or tired
- Loss of blood pressure

Treatment of Shock:

- Call **9-1-1** (or your local emergency provider) for help.
- Lay the victim face-up, on a blanket or coat if possible, and raise the feet above the head unless they are fractured. If the person is bleeding from the mouth or vomiting, tilt their head to the side to avoid fluids going into the lungs and airways. If you are unsure of the injuries, keep the person flat.
- Loosen tight clothing, braces, belts, jewelry to avoid constriction of the waist, neck, and chest.
- Keep the victim comfortable and warm. If they are bleeding, do not apply heat to the wounded area - pressure only.
- Try to keep the victim calm until help arrives.

