

# First Aid *Instructions*

What to do in the event of an accident

ENGLISH



WERKSTEIN

# Important notice for first aid

- 1.** Emergency control centre (emergency call):

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- 2.** First responder:

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- 3.** Paramedics:

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- 4.** First aid material:

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- 5.** Ambulance room:

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- 6.** Doctors for first aid:

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- 7.** Hospitals:

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- 8.** Training with/at:

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# FIRST AID INSTRUCTIONS:

## *What to do in the event of an accident*

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# Basic principles when finding an injured person

- 1 Ensure your own safety first.
- 2 Keep calm.
- 3 Report the accident to the emergency services.



Emergency call

**112** or **999**

GERMANY

UK



## ACCIDENT REPORT:

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**Who?** *Tell your name.*

**Where?** *Provide details of the location of the accident.*

**What?** *Describe the accident.*

**How many are injured?** *Provide the number of injured people.*

**Which injuries/illnesses?** *Describe the injuries/illnesses.*

**Wait for questions!** *Do not hang up until you are sure the operator has no more questions.*



# IMMEDIATE LIFE-SAVING MEASURES:

*The most important steps to save life*

# Unconsciousness



Immediately check their **vitals**, tilt their head back and lift their chin to see if the person is breathing normally.



Check for **foreign objects** in the injured's mouth and remove them.



**112 or 999**  
If you find no signs of normal breathing, begin CPR and make an emergency call immediately.

## NORMAL BREATHING?

If breathing is normal, place the injured person in the recovery position and make an emergency call!



**Recovery position**  
(see section 2.2)

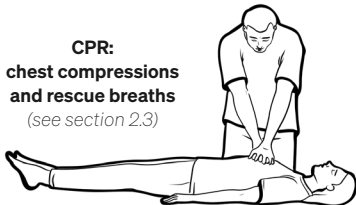


## NO NORMAL BREATHING?

The injured probably suffers a cardiac arrest. Start resuscitation immediately and make an emergency call!



**CPR:**  
**chest compressions and rescue breaths**  
(see section 2.3)



# Recovery position



1 Position the unconscious person on a flat surface.



2 Grab the near arm of the unconscious and raise it up. The palm faces up.



3 Place the opposite hand palm-down under the cheek facing you and hold it there.



4 With your free hand, pull the unconscious's far leg toward you to lay the body to one side. The leg should be at a right angle to the hip.



5 Now, bend their head back and open their mouth to clear up their airway.



6 Cover the unconscious with a rescue blanket.

7 Constantly check the unconscious person's breathing and make sure their head remains in a balanced position.



**112 or 999**

Dial the emergency number, stay with the unconscious, and continuously monitor their breathing until medical help arrives.

# Chest compressions and rescue breaths

CPR is a life-saving measure used for people in cardiac arrest.

➔ IF BREATHING IS ABSENT OR ABNORMAL



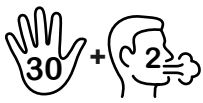
- 1 Make sure the airway is clear and there are no foreign objects blocking it.
- 2 Lay the person on their back on the floor and open their mouth.



- 3 Place a hand on their forehead and gently push their head back to open up their airway.
- 4 Bare the victim's chest and place the heel of your hand in the center of the lower half of the breastbone.



- 5 Place the heel of your second hand over it and push down on the chest vertically for about 5 cm.



**Perform these chest compressions 30 times (at a frequency of 100–120 times per minute), and then alternate with 2 rescue breaths.**

*\*If you have a defibrillator (AED), use it and follow the device's instructions.*

*\*Do this until breathing begins or help arrives.*



## MOUTH-TO-MOUTH RESUSCITATION

- 1 Pinch the victim's nose. Alternatively, use a resuscitator mask for mouth-to-mouth resuscitation.
- 2 Take a deep breath and slowly and forcefully blow air into the unconscious person's mouth until the chest visibly rises.
- 3 Wait a few seconds and let their chest drop again.



## MOUTH-TO-NOSE RESUSCITATION

- 1 Cover the victim's mouth.
- 2 Take a deep breath and slowly and forcefully blow air into the unconscious person's nose until the chest visibly rises.
- 3 Wait a few seconds and let their chest drop again.

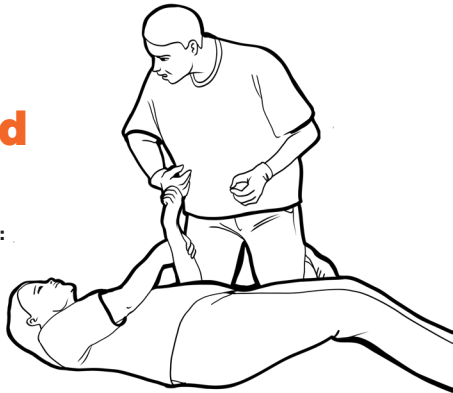


**Continue with 30 chest compressions and 2 rescue breaths until breathing restarts or help arrives.**

# Pressure bandage and wound care



**PROTECT YOURSELF:**  
put on disposable gloves!



## HEAVY BLEEDING

1. Lay the person down.
2. Immediately press a clean cloth over the wound and make an emergency call.
3. Then apply a pressure bandage with two bandage packets:



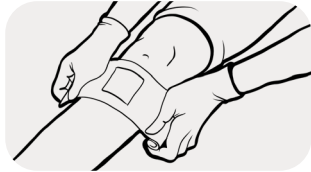
*Place the wound dressing of the bandage packet on the wound and fix it with two layers.*



*Position the second packet's dressing tightly on top to apply pressure and fix it with circular layers until the bleeding stops.*

## OTHER INJURIES AND BLEEDING

1. Lay the person down.
2. Use a sterile wound dressing to treat the wound aseptically.
3. Fasten the wound dressing with fixation bandages or adhesive plasters.



# Patient Positioning



**PROTECT THE INJURED**  
against heat loss by wrapping them in a rescue blanket.

→ **IN THE CASE  
OF ABDOMINAL  
INJURIES:**

position them with  
bent legs to relieve  
the abdominal wall.



→ **IN THE EVENT  
OF A HEART ATTACK  
OR SHORTNESS OF  
BREATH**

**(conscious person):**  
position them with  
their upper body  
elevated.





## EMERGENCY PROCEDURES:

*Serious injury or accident*

# Shock

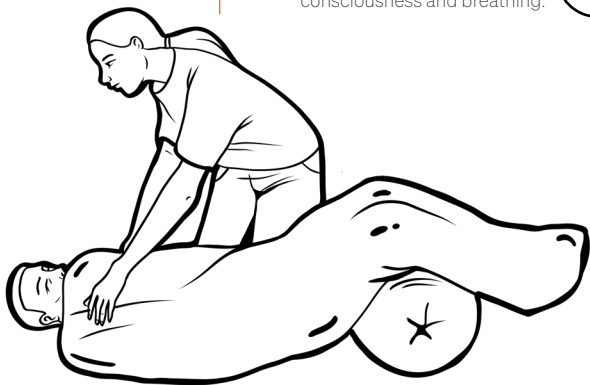
Possible triggers: pain, extreme mental stress, blood loss.

## SIGNS:

- Cold, pale skin
- Sweat on the forehead
- Freezing and trembling
- Weak pulse

## MEASURES:

1. Provide a calm environment.
2. Cover them with a rescue blanket.
3. Stop any bleeding (if necessary).
4. Bring them into a shock position: raise their legs.
5. Constantly monitor their consciousness and breathing.



Dial the emergency number and take good care of the affected until emergency services arrive.

# Bone fractures

## SIGNS:

- Often severe pain
- Swelling and bruising
- Taking a protective stance
- Loss of function of the affected body part
- Limited mobility or abnormal position

## MEASURES:

1. Immobilize the injured in their current position.
2. Do not move the fractured area.
3. If you suspect a spinal injury, do not change their position (if possible).
4. Cover open wounds with sterile bandages.
5. Cool joints.



**112 or 999**

**Seek immediate  
medical attention.**

# Chemical burns

## SIGNS:

- Skin discoloration, for example whitish or gray patches
- Pain in the affected area
- Swelling or blistering
- Destruction or dissolution of tissue
- Burning or itching

## IMPORTANT:

**Act quickly and provide first aid.**

**Pay attention and protect yourself by wearing protective gloves and a face mask.**

**Inform the operator during the emergency call.**

**Do not induce vomiting.**

## MEASURES:

### Skin

1. Remove corroded clothing.
2. Rinse skin with plenty of water.
3. Treat wounds sterily.

### Eyes

1. Rinse thoroughly with plenty of water.
2. Remove solids mechanically.  
If necessary, use a damp cloth.
3. Put on a sterile protective bandage.

### If swallowed

1. Rinse mouth thoroughly several times.
2. Give water in small sips.



# Burns



- 1 Immediately** extinguish any fire or burning on the person!



- 2** Remove hot clothing immediately.



- 3** Cool affected areas with running water until the pain subsides.



- 4** Cover wounds sterily with burn dressings.



- 5** Protect the injured person against heat loss using a rescue blanket.

# Electrical injuries

## SIGNS:

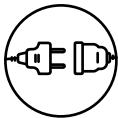
- Loss of consciousness or drowsiness
- Respiratory and cardiac arrest
- Burns at the entry and exit points of the current
- Muscle cramps or paralysis
- Burnt smell or burn marks



**PROTECT YOURSELF**

**Before any rescue attempts, ensure that there is no longer any electrical voltage!**

## MEASURES:



### For low voltages (maximum of 1000 volts):

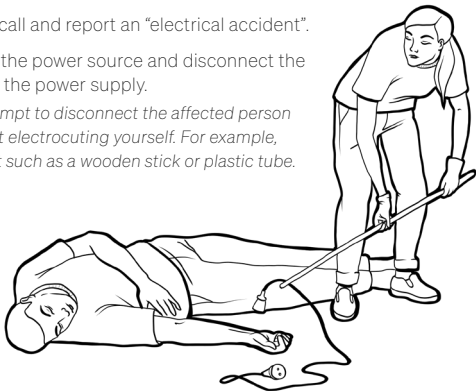
1. Interrupt the power source, e.g. switch off the device or pull out the plug.
2. Make an emergency call and report an “electrical accident”.

### For high (over 1000 volts) or unknown voltages:

1. Stay safe and keep a distance of 5 m from the victim.
2. Make an emergency call and report an “electrical accident”.
3. If possible, switch off the power source and disconnect the affected person from the power supply.

*If it is not possible, attempt to disconnect the affected person from the circuit without electrocuting yourself. For example, use an insulated object such as a wooden stick or plastic tube.*

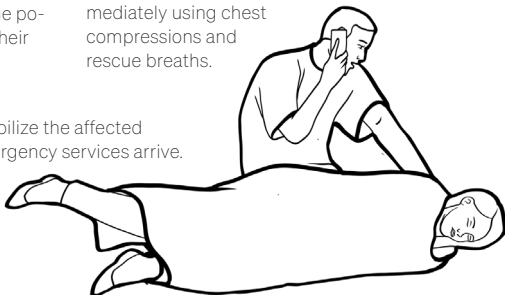
4. Request help from qualified personnel.



**FIRST AID MEASURES FOR EVERY ELECTRICAL ACCIDENT:**  
(Only to be used after the electric current has been interrupted)



- 1 Check for consciousness and breathing. Put an unconscious person in a rescue position and keep their airway clear.
- 2 In the event of respiratory and cardiac arrest, start CPR immediately using chest compressions and rescue breaths.
- 3 Treat injuries and burns.
- 4 Observe and stabilize the affected person until emergency services arrive.



# Documentation of first aid applications

The documentation of first aid services should be kept for at least five years and contain the following information.

## REPORT ON THE CAUSE OF THE ACCIDENT AND THE INJURED PERSON



1. Name of the injured person \_\_\_\_\_
2. Date and time \_\_\_\_\_
3. Department and work area \_\_\_\_\_
4. Name of witness \_\_\_\_\_
5. Nature and extent of the injury \_\_\_\_\_
6. Nature and extent of disease \_\_\_\_\_
7. Course of events \_\_\_\_\_

## FIRST AID MEASURES



1. Name of first responder \_\_\_\_\_
2. Date and time \_\_\_\_\_
3. Type and manner of the measure \_\_\_\_\_
4. First aid material used / removed \_\_\_\_\_

# List of content of the first aid kit according to ONORM Type 1 – BOX



**2× Triangle bandages**



**6× Wound compresses**



**1× First Aid dressing**



**1× Adhesive tape**



**20× Plaster strips**



**6× Adhesive bandages elastic**



**2× First Aid packages-M**



**2× First Aid packages-G**



**2× Elastic bandage-FB 6**



**2× Elastic bandage-FB 8**



**2× Elastic bandage-FB 10**



**1× Cohesive bandage**



**2× Finger tape dressing**



**2× Leather finger cot**



**1× Emergency blanket**



**1× Scissors**



**6× Vinyl gloves**



**1× Help for resuscitation**



**1× Forceps**



**1× First aid kit manual**

This content is intended to enable professional first aid at the scene of an accident and is designed for businesses and workplaces up to 5 people.

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**WERKSTEIN**



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