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APPROVED

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of Rector of Rīga Stradiņš University

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Labour Protection Instruction for Providing First Aid

No. 3 (DAI-3)

1. **First aid** – assistance provided to the victim (ill person) in life or health threatening condition by person with or without medical training within the scope of his/her knowledge and possibilities regardless of the level of training and availability of equipment.
2. If you happen to be in an accident or witness it, mind ethical responsibility: **help others and you will be helped.**
3. Everyone should be able to provide first aid and everyone can find him/herself in emergency situation. Accidents may happen not only under special circumstances, but also on a daily basis – at home, in the school or on the road. The aim of the first aid instruction is to ensure that everyone fully comprehends the significance of first aid measures and is able to provide them without delay at accident site.
4. **It is essential:**
 - 4.1. TO SEE – what happened;
 - 4.2. TO EVALUATE – what kind of danger is involved;
 - 4.3. TO ACT – according to the situation.
5. **Action at accident site:**
 - 5.1. To provide first aid in a proper way and save the injured, observe the order of some of the actions. Act following knock-on principle that consists of five stages.
6. Stage 1 – **Immediate measures:**
 - 6.1. evaluate your own and victim's safety;
 - 6.2. eliminate life-threatening factors;
 - 6.3. extinguish the flames;
 - 6.4. switch off electricity;
 - 6.5. switch off gas;
 - 6.6. save the victim from the dangerous area;
 - 6.7. place warning signs to mark off the accident site;
7. Stage 2 – **Call emergency** – Always remember phone numbers 113 and 112 (Calls to these numbers are free of charge);
8. Be ready to answer the following questions:
 - 8.1. WHERE? – specify precise address;
 - 8.2. WHAT HAPPENED?
 - 8.3. HOW MANY VICTIMS ARE THERE? a.o. questions.
9. Stage 3 – **First aid** – Skilful first aid until the moment of arrival of emergency services.
10. Stage 4 – **Emergency services.**
11. Stage 5 – **Hospital.**
12. Your task is to act during the first three stages, in exceptional cases – first four stages.
13. **First aid in case of a road traffic accident**
 - 13.1. Assess the situation and check the victim for injuries. Be careful in case air bags remain unopened.
 - 13.2. Leave the victim in the car, except the following cases:
 - 13.2.1. the victim's life is endangered;
 - 13.2.2. the victim is unconscious;
 - 13.2.3. the victim has heavy bleeding that cannot be stopped in the vehicle.
 - 13.3. In case of motorcycle accident, take off the victim's helmet in the following cases:
 - 13.3.1. the victim is unconscious;
 - 13.3.2. you notice bleeding from the bottom of the helmet;
 - 13.3.3. in case of vomiting;

- 13.3.4. if the victim him/herself insists on taking the helmet off;
- 13.3.5. Be very careful while taking the helmet off, protect the victim's neck.

14. First aid in case of shock

- 14.1. Insufficient oxygen supply causes permanent damage to vital organs – brain or heart. The victim may experience shock as a result of any accident. Shock may result from the loss of blood or severe pain.
- 14.2. Shock can lead to death.
 - 14.2.1. Do not let the victim experience shock. Help the victim.
 - 14.2.2. Eliminate the cause of the shock (stop the bleeding, avoid causing pain).
 - 14.2.3. Lay the victim down, elevate the victim's feet unless you suspect broken leg bones.
 - 14.2.4. Call emergency.
 - 14.2.5. Keep the victim warm.
 - 14.2.6. Reassure the victim.

15. First aid in case of life-threatening bleeding

The wound sprays or gushes blood, you may notice the puddle of blood or clothes are wet in blood.

15.1. In case of arm or leg injury:

- 15.1.1. Put direct pressure on the wound with your fingers, palm or fist,
- 15.1.2. elevate the victim's arm or leg;
- 15.1.3. lay the victim down;
- 15.1.4. put the pressure on the artery;



- 15.1.5. place a bandage and press it firmly and then release the artery;
- 15.1.6. make sure that the bleeding has stopped. If the bleeding seeps through the bandage on the wound, add another bandage on top of it.

15.2. In case of body, neck or head injury:

- 15.2.1. Put direct pressure on the wound with your fingers, palm or fist and wait for emergency services to arrive;
- 15.2.2. if available, use gauze or clean cloth to press the wound.
- 15.2.3. A tourniquet is a radical measure to be used in case of failure to stop life-threatening bleeding by using other methods; in case of traumatic amputations, foreign body in the wound or open fracture.

16. First aid in case of thermal damage

16.1. Overheating

- 16.1.1. lay the victim down in the shadow with the head slightly raised;
- 16.1.2. remove the victim's outer clothing;
- 16.1.3. place damp and cool towels on the forehead, neck, chest.
- 16.1.4. let the victim drink cool drinks;
- 16.1.5. ventilate and cool the room.

- 16.2. **Burns**
 - 16.2.1. smother the flames on clothes;
 - 16.2.2. immediately run cool water over the burn for at least 10 minutes;
 - 16.2.3. move the victim to a warm place, do not let the victim's body cool off;
 - 16.2.4. carefully remove the victim's clothing, if clothing is stuck to the burn, do not remove it. If possible, take the shoes off, remove rings.
 - 16.2.5. do not break blisters;
 - 16.2.6. damaged areas of the skin cover with clean material, preferably, foil blanket so that the bandage would not stick to the wound.
- 16.3. **Cooling**
 - 16.3.1. move the victim to a warm place or behind the shelter;
 - 16.3.2. remove damp clothing;
 - 16.3.3. cover the victim with warm and dry clothes;
 - 16.3.4. let the victim drink warm and sweet drinks, alcohol is prohibited;
 - 16.3.5. do not rub the victim, do not let the victim sit or stand.
- 16.4. **Frostbites:**
 - 16.4.1. remove the victim's tight clothing,;
 - 16.4.2. wrap the frostbitten areas by using dry clothing;
 - 16.4.3. do not rub or warm the affected areas up;
 - 16.4.4. let the victim drink warm and sweet drinks, alcohol is prohibited;
17. **First aid in case of chemical burns**
 - 17.1. **Affected skin**
 - 17.1.1. For dry chemicals, brush off any remaining material;
 - 17.1.2. rinse the burn under running water
 - 17.1.3. apply a clean bandage.
 - 17.2. **Eyes**
 - 17.2.1. flush the eye under running water for 20 minutes;
 - 17.2.2. make sure that the water does not run over the unaffected eye;
 - 17.2.3. apply a dry bandage over both eyes.
18. **Digestive tract.** Damage might be caused by acids, alkalis, detergents, benzene, solvents. Do not make the victim vomit, let the victim drink solely cool water – no more than 200 ml.
19. **Respiratory tract:**
 - 19.1. move the victim to another room;
 - 19.2. move the victim to fresh air.
20. **First aid in case of poisoning**
21. **For poisoning by swallowing:**
 - 21.1. let the victim drink warm water 0.5 – 1.0 l and make the victim vomit, repeat 10 times;
 - 21.2. collect the drugs or other evidence found nearby that would be useful in detecting the source of poisoning.
22. **For inhalation poisoning:**
 - 22.1. prior to providing first aid, cause draught in the room;
 - 22.2. enter the room by fastening a cord or under the guidance of other person staying in a fresh air.

Beware of explosion in case of fuel gas – do not switch on or off electricity, do not burn open fire.

23. **First aid in case of electrical injury** – Be careful. Power off the electric current. Call emergency.
24. **First aid in case of drowning** – Before saving the victim evaluate your own swimming ability. Call emergency.
25. **First aid in case of traumas:**
 - 25.1. Do not try to detect the type of trauma.
 - 25.2. Always bear in mind that the victim might have a fracture.
 - 25.3. In case of waiting for emergency services to arrive, do not move the victim unless there are threats to life.
 - 25.4. If the victim should be moved to a safe place, maintain the deformity caused by trauma. Immobilize joints above and below the injured area.
26. **First aid in case of amputations**
 - 26.1. Stop the bleeding (place a tight bandage, a tourniquet is a radical measure to be used in case of failure to stop life-threatening bleeding).
 - 26.2. Take care of the severed body part – do not wash it, wrap it in a clean cloth and place in a plastic bag. Then place this bag in another plastic bag filled with ice and cold water.
27. **First aid in case of accidents caused by animals.**
 - 27.1. **Animal bites** – wash the wound with water and soap, apply a dry bandage. Vaccination against rabies is compulsory.
 - 27.2. **Snake bites** - try not to move the bitten extremity. Do not apply tourniquet, do not suck out the venom, do not cut or burn the wound.
 - 27.3. **Tick bites** – if possible, remove the tick by looping a piece of thread around the tick. Do not use any substances (oil, alcohol, aether).
 - 27.4. **Insect bites inside the mouth** – dangerous, immediately call emergency. Let the victim suck a piece of ice or take small sips of cool water.
28. **First aid in case of foreign bodies**
 - 28.1. **Inhaled** – dangerous, it may cause choking. Tap several times between the shoulder blades with the heel of your hand. Give the Heimlich maneuver – stand behind the victim and wrap your arms around the waist, make fists with your hands, position one hand between the victim's navel and another – below the ribcage. Make 6 – 10 upward and inward thrusts.
 - 28.2. **In the wound** – do not remove the foreign body. Apply a loose bandage over the wound with a foreign body. Do not let the foreign body press into the wound.
29. **Victim transportation**

Never transport a victim by using an inappropriate means of transportation.

 - 29.1. Transport the victim to the nearest hospital by yourself in the following cases:
 - 29.1.1. you are unable to call emergency;
 - 29.1.2. in case of bad weather conditions.
 - 29.2. **Multiple victims** – You are the only one who can help. Act.
30. **Diseases:**
 - 30.1. **Seizure** – do not immobilize the patient, do not attempt to open the jaw, do not put anything in the patient's mouth. Clean the patient's mouth after the seizure.

- 30.2. **Pain, choking feeling in the chest** – help the patient to take the most comfortable position. Give drugs known to the patient.
- 30.3. **Abdominal pain** – help the patient to take the most comfortable position. Do not give the patient food, drinks or drugs.
- 30.4. **Shortness of breath** – let the patient rest and ensure fresh air. Give drugs known to the patient.
- 30.5. **Psychic agitation**– remain calm, interfere solely then if the victim or other persons are endangered.
- 30.6. **Diabetes mellitus** – If the patient is conscious, give the patient sweetened drinks or food.

31. Final provision

- 31.1. RSU Labour Protection Instruction No. 3 (FSI-3) Labour Protection Instruction for Providing First Aid approved at RSU on 1 March 2010 shall be considered invalid as of the moment of entry into force of these Regulations.

FIRST AID KIT CONTENTS AND INSTRUCTIONS FOR USE

No.	Name of items and materials	Minimum number
1.	Instructions for use of medical materials in the official language	1
2.	Disposable gloves in a packaging	1
3.	Safety pins	1
4.	Scissors (10–14 cm) with rounded edges	1
5.	Artificial respiration mask in a packaging	1
6.	Triangular bandage (96 x 96 x 136 cm) in a packaging	2
7.	Medical adhesive tape (2–3 cm) on a roll	1
8.	Wound plasters (various sizes) in a sterile packaging	15
9.	Net bandage no. 3 (40 cm)	3
10.	Gauze (4 x 0,1 m) in a sterile packaging	4
11.	Gauze (4 x 0,05 m) in a sterile packaging	2
12.	Wound dressing packets in a sterile packaging	2
13.	Gauze set (600 x 800 mm) in a sterile packaging	1
14.	Gauze compress (400 x 600 mm) in a sterile packaging	1
15.	Gauze compress (100 x 100 mm) in a sterile packaging	5
16.	Foil blanket (one side metallized, the other – bright coloured) in a packaging	1

- Scissors** - used for cutting the injured person's clothing in order to access the injured body part – burn or bleeding wound, and for cutting the wound dressing material.
- Net bandages** - used for fixing a dressing compress on a wound: the wound is covered with a compress and the net bandage is pulled on the damaged body part, pressing the compress onto the wound. These bandages are most convenient for dressing an arm, leg or head.
- Medical adhesive tape on a roll** - used for fixing a bandage. A wound is covered with a sterile compress, fixing the edges of the compress to the skin with adhesive tape. The end of gauze can be fixed in a similar way. Attention! Medical adhesive tape doesn't adhere to wet (bloody) skin or bandages. Using of adhesive tape is allowed only on undamaged skin
- Safety pins** - used for fixing of large-size bandages.
- Wound plasters** - used for dressing of small wounds. Only the pad of the plaster can be placed on the wound, not the adhesive part of the plaster. Remember! During storage,

- adhesive tape quickly loses its adhesion qualities; therefore, wound plasters and medical adhesive tape shall be regularly replaced in the first aid kit.
6. **Triangular bandage** - used for fixing an arm, applying a compression bandage or dressing of wounds. Fixation of arm – the injured arm is hanged in one bandage with its edges tied on the back of the neck; the other bandage is used for making a scarf which is used for tying the hanged arm to the chest of the injured person. Application of a compression bandage on a severely bleeding wound – a scarf is made from one bandage, and is tightened over a material roll (unopened dressing packet, gauze roll, full pack of cigarettes etc.), putting it on the wound strong enough to stop the bleeding.
 7. **Gauze** – used for dressing of wounds.
 8. **Compression dressing packet** - used for applying a compression bandage and for dressing of large wounds. The packet consists of a strip of gauze with a dressing compress attached at the end of it. Applying of a compression bandage on a severely bleeding wound – the compress is put onto the wound, fixing it with several windings of gauze, and then a roll of tight material is placed onto the wound (preferably – another dressing packet without unpacking) and is tightly fastened on the wound. Wound dressing – the compress is placed onto the wound and fastened by using gauze.
 9. **Disposable gloves** – used in order to protect oneself from infecting with AIDS and other pathogens. Obligatory use in the cases of external bleeding.
 10. **Artificial respiration mask** - “mouth-to-mouth” respiration is made through the mask valve. The valve releases the air only in one direction – be sure to check it!

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