



**FIRST AID PROGRAM
FOR THE
CITY OF BURLINGTON**

January 14, 2013

REVISION 8

**ADOPTED BY THE
CITY OF BURLINGTON
CENTRAL SAFETY COMMITTEE**

DATE: OCTOBER 8, 2002

FIRST AID PROGRAM

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CITY OF BURLINGTON FIRST AID PROGRAM

I. PURPOSE

The City of Burlington is dedicated to the protection of its employees from on-the-job injuries and illnesses. However, when injuries or illnesses do occur, we are prepared to immediately respond to the needs of the injured or ill.

II. SCOPE AND AUTHORIZATION

The City of Burlington has conducted a comprehensive job hazard assessment which identifies potential hazards associated with certain job classifications, as well as tasks performed by city employees. Additionally and in accordance with OSHA, the City of Burlington strives to provide a safe and healthy workplace that is reasonably free of occupational hazards. However, it is unrealistic to expect accidents not to happen; therefore, procedures have been established to provide first aid personnel and supplies commensurate with the hazards of the workplace. This document establishes written procedures in regard to the designation and training of authorized employees, as well as the requirement and availability of first aid supplies to ensure that all authorized employees are capable of safely providing first aid treatment, if necessary. This written First Aid Program is intended to ensure that The City of Burlington meets the requirements of 29 CFR 1910.151 First Aid and will be available in the Occupational Health Clinic, located in Burlington at 244 W. Davis Street, 2nd floor for review by any interested employee or available on our website, [Burlington NC Safety Policies](#).

III. ADMINISTRATIVE DUTIES

The Certified Occupational Health Nurse (COHN) and Safety Director are the First Aid Program Administrators for the City of Burlington and are responsible for establishing and implementing the written First Aid Program. These persons have full authority to make necessary decisions to ensure the success of this program. If after reading this program, you find that improvements can be made, please contact the Certified Occupational Health Nurse or Safety Director. We encourage all suggestions. We are committed to the success of this written program.

IV. FIRST AID PERSONNEL

The COHN is readily available for advice and consultation on matters of workplace health and injury.

V. OCCUPATIONAL HEALTH SERVICES

The Occupational Health Clinic is located at 244 W. Davis Street, 2nd floor, Burlington, North Carolina 27215. Phone 336-229-3584 or 336-516-6593.

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The Occupational Health Clinic is considered in near proximity to most worksites because it is within 5-15 minutes away. Employees should make every effort to report to the Occupational Health Clinic first. Listed on Page 3 are alternate medical facilities in cases where the Occupational Health Clinic is closed. Follow-up is required at Occupational Health.

Any emergency requiring immediate medical assistance should go to the nearest hospital, clinic, or call EMS.

Kernodle Clinic West Acute Care 1234 Huffman Mill Road Burlington, NC 27215 Telephone: 336-538-2358	NextCare 1713 South Church Street Burlington, NC 27215 Telephone: 336-222-8888
Kernodle Clinic East Town 316 N. Graham-Hopedale Road Burlington, NC Telephone: 336-226-7384	Alamance Regional Medical Center (ARMC) 1240 Huffman Mill Road Burlington, NC 27215 Telephone: 336-538-7000 Emergency Room Telephone: 336-538-7050
Kernodle Clinic – Elon 908 Williamson Ave. Elon, NC 336-538-2314	Scott Community Health Center 5270 Union Ridge Road Burlington, NC 336-421-3247
Kernodle Clinic – Mebane 101 Medical Park Drive Mebane, NC 919-563-2500	Yanceyville Primary Care 1499 Main St. Yanceyville, NC 800-579-3580

VI. FIRST AID SUPPLIES AND EQUIPMENT

It is important that our first aid supplies and equipment meet the specific needs of our workplace. The COHN/responsible designee have ensured that adequate first aid supplies are readily available. **Items other than approved first aid materials shall not be stored in the first aid kit.**

A. FIRST AID KIT CONTENTS – See Appendix C

The City of Burlington provides these supplies in sanitary plastic/metal containers. Such containers shall be so designed and so constructed as to be impervious to any existing conditions of weather, dust, dirt, or other foreign matter. Contents shall be checked monthly by the responsible designee. Requests for supplies are sent using the Audit form in Appendix C to the Occupational Health Clinic. Supplies will be replaced promptly.

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B. LOCATIONS OF FIRST AID KITS

See Appendix A

C. MAINTENANCE OF FIRST AID KITS

Designated personnel/Supervisors shall be responsible for the maintenance and restocking of assigned first aid kits. A monthly visual inspection of each first aid kit shall be conducted by the Supervisor or their designee. Inspections shall be documented using Appendix C. A copy of this audit shall be sent to Burlington Occupational Health as supplies are needed to maintain the integrity of your assigned kit.

D. Transportation to Medical Facilities

The City of Burlington does not make it a policy to rely on city vehicles for transporting injured employees; however, this policy shall be evaluated on an individual basis. The mode of transportation should be determined based on the most efficient means of obtaining medical assistance for the injured/ill employee. An ambulance/EMT service is available to handle any emergency. City employees should call 911 if an ambulance is needed.

E. Emergency Eye Wash/Shower Stations

City of Burlington has injurious corrosive materials, drenching and flushing facilities are provided that meet the specifications of ANSI Z358.1, *Emergency Eyewash and Shower Equipment*. These stations shall be flushed weekly until flow is clear of any visible staining if any. All protective covers are to be re-installed to prevent contamination. These weekly flushes of eyewashes and showers are to be documented either on a tag at the station or by other reliable means. A listing of these eyewash stations is listed under Appendix B; an ANSI inspection poster is included under Appendix D.

VII. PERSONAL PROTECTIVE EQUIPMENT

It is reasonably anticipated that some employees have a greater potential to be exposed to blood or other potentially infectious materials while rendering first aid, the following additional personal protective equipment is often utilized by trained Fire and Police staff:

Face Shields, Surgical Masks, Splash Goggles, Gowns, Lab Coats and Shoe Covers.

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All authorized employees that are trained in first aid shall also comply with the City of Burlington's written Blood Borne Pathogens Exposure Control Program. All authorized employees will be required to review Blood Borne Pathogens Exposure Control Plan and a copy of the OSHA BBP standard (1910.1030) during training for further details or updates.

VIII. TRAINING

Training is the heart of our First Aid Program. Employees shall NOT attempt to rescue or treat an injured or ill employee unless they are adequately trained and qualified.

Employees who are qualified to render first aid have completed the City of Burlington's First Aid/CPR/AED and Bloodborne Pathogens training programs. The COHN or qualified designee is responsible for conducting this training.

General Training Requirements

Our training ensures that trainees are knowledgeable in the following topics.

1. Principles of Responding to an Emergency
 - a) Injury and acute illness.
 - b) Interactions with local emergency medical services system.
2. The Principles of Triage.
3. The legal aspects of providing first aid services.
4. Methods of Surveying the Scene and the Victim(s)
 - a) The assessment of scenes that require first aid services:
 - i. General scene safety.
 - ii. Likely event sequence.
 - iii. Rapid estimate of the number of persons injured.
 - iv. Identification of others able to help at the scene.
 - b) Performing a primary survey of each victim including circulation airway, and breathing assessments, as well as the presence of any bleeding.
5. The techniques and principles of taking a victim's history at the scene of an emergency.

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6. Performing a secondary survey of the victim, including skin appearance, head and neck, eye, chest, abdomen, back, extremities, and medical alert symbols.
7. Basic Adult Cardio Pulmonary Resuscitation (CPR)
 - a) Basic Adult CPR training shall be included in the general first aid training program. Designated personnel shall receive CPR training. For designated personnel, initial CPR/First Aid training will be conducted and refresher training shall occur every two years thereafter.
8. Basic First Aid Intervention

Employees shall receive instruction in the principles and performance of **“What to do in the first few minutes”**. To view the subject outline, please see Appendix E.
9. Universal Precautions
 - a) Employees shall be provided with adequate instruction on the need for and use of universal precautions. This includes:
 - i. The meaning of universal precautions.
 - ii. The value of universal precautions for infectious diseases such as AIDS, hepatitis B, and hepatitis C.
 - iii. The necessity for keeping gloves and other protective equipment readily available and the appropriate use of them.
 - iv. The appropriate tagging and disposal of any sharp item or instrument requiring special disposal measures such as broken glass or other blood soaked material.
 - v. The appropriate management and decontamination of blood spills.
10. First Aid Supplies

The Occupational Health Nurse or designee shall be responsible for the type and amount of first aid supplies needed for issued first aid kits. Designated authorized personnel shall be responsible for the audit, maintenance and restocking of their assigned kit. First aid supplies need to be stored in a clean readily accessible area.
Remember: ALL first aid supplies must be issued through the City of Burlington Occupational Health Clinic.

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11. Trainee Assessments

Assessment of successful completion of the first aid training program shall include instructor observation and written performance assessments. Refresher training in first aid skills and knowledge shall be conducted every two years.

12. Program Update

This training program will be periodically reviewed by the Occupational Health Nurse for effectiveness and current first aid techniques.

IX. TRAINING CERTIFICATION

After an employee has completed the City of Burlington training program, the trainer will determine whether the employee can safely perform first aid. The Safety Director/Supervisor is responsible for keeping records verifying certification of each employee who has successfully completed training.

X. ACCIDENT REPORTING

After the immediate needs of an injury or illness emergency have been met, the City of Burlington requires employees to report the event to their Supervisor, the COHN, and Safety Director using COB accident forms. (Employee & Supervisor)

XI. RECORDKEEPING

The COHN/Safety Director is responsible for maintaining all records relating to first aid, injuries, illnesses and accidents.

XII. PROGRAM EVALUATION

The COHN/Safety Director will thoroughly evaluate and revise this program as necessary to ensure effectiveness.

XIII. DISCIPLINARY ACTION

Employees failing to follow established safety procedures will be subjected to the progressive discipline process outlined in Sections 2-398, 2-399 and 2-400 of the City's Personnel Ordinance.



FIRST AID KIT LOCATIONS

1-14-13

DEPARTMENT/DIV	# OF KITS	KIT LOCATION(S)	PERSON(S) RESPONSIBLE FOR MAINTAINING KIT(S)
ANIMAL CONTROL	2	1 IN OFFICE ASSISTANT'S DESK AT SHELTER 1 IN MAIN OFFICE AT ADOPTION CENTER	TINA MEEKS DARLINE COX
ATHLETIC MAINTENANCE	4	1 IN SHOP 1 IN F-150 1 IN F-250 1 IN F-550	MIKE JOHNSON
BUILDING MAINTENANCE	1	ON ASSISTANT'S OFFICE WALL	SHAWN SIMPSON
CEMETERY	1	CEMETERY OFFICE	JEFF PAGE
COMPOST	1	OFFICE	MARK KING
ELMIRA	1	OFFICE	JANE SMITH
EQUIPMENT SERVICES	1	OFFICE	TOD GILLIAM
FAIRCHILD COMM. CENTR	1	COMMUNITY CENTER OFFICE	RICK HALL
FIRE, HQ	1	KITCHEN AREA	TODD BRADLEY
FOREST HILLS	1	OFFICE	JANE SMITH
GUILFORD- MACKINTOSH MARINA	4	1 IN FRONT MARINA OFFICE; 1 IN PATROL TRUCK	WES PENNINGTON
KERNODLE SENIOR CENTR	1	CLOSET ACROSS FROM DIRECTOR'S OFFICE	JUDY WHITFIELD
LAKE CAMMACK	5	1 IN MARINA OFFICE; 1 IN SHOP; 1 IN CIVITAN SHELTER (GREENLEAVES) 1 IN PATROL BOAT 1 IN PATROL TRUCK	BRIAN CRAWFORD
LAKE MACKINTOSH	2	1 IN OFFICE. 1 IN MAINTENANCE SHED	BRIAN CRAWFORD
LEGAL	1	IT'S A "SOFTSIDE", KEPT IN A DRAWER	JUDY BLAKE
MACKINTOSH WTP	4	1 ON LAB WALL; 1 ON SHOP WALL; 1 OPERATOR ROOM; 1 IN TRUCK	CHRIS APPLE and/or ROLLIN RIERSON
MAYCO BIGELOW COMM. CENTER	1	OFFICE, WOODEN CABINET	WILLIAM GATTIS
PARAMOUNT THEATER	1	TICKET BOOTH	DAVE WRIGHT
POLICE	1	POLICE, Identification	LORI OXENDINE



FIRST AID KIT LOCATIONS (Continued)

1-14-13

DEPARTMENT/DIV	# OF KITS	KIT LOCATION(S)	PERSON(S) RESPONSIBLE FOR MAINTAINING KIT(S)
AQUATICS	3	1 IN AQUATICS CENTER, FRONT DESK 2 AT NORTH PARK POOL, PLASTIC CABINET	BO SLOTT BO SLOTT
CAMP RELATED	1	CAMP GREENLEAVES IN SHELTER (inspected by Brian Crawford)	ELIZABETH HILL /TRACEY JOHNSON (UNDER SUPERVISION OF JIM SELF)
	1	1 IN BUS #638 (LARGE BUS/PORTABLE)	SAME AS ABOVE
	1	1 IN BUS #1010 (SMALL BUS/PORTABLE)	SAME AS ABOVE
RECREATION / ADMIN.	2	1 ABOVE SAFE R&P ADMINISTRATIVE OFFICE; 1 IN SAFETY OFFICE	DEIDRE BROCKWELL BILL ENGLISH
SANITATION	2	SANITATION OFFICE	KATHY MURRAY
SOUTH BURLINGTON WWTP	1	INSIDE FRONT ENTRANCE OF BUILDING "A"	MARK ANDREWS/ TARA BRANSCUM
STREET DEPARTMENT	3	1 IN STREET DIVISION OFFICE; 1 IN TRUCK #1323; 1 IN TRUCK #818	BLAIR THOMPSON MIC BROOKS (TRUCK #1323) GARY SMITH (TRUCK #818)
STONEY CREEK MARINA	1	1 IN MARINA STONEY CREEK	BRIAN CRAWFORD
THATAWAYS	2	1 MAIN OFFICE, FILING CABINET 1 FRONT CLOSET, AFTERSCHOOL	MEGAN SIERNOS
TRAFFIC SIGNS	3	1 OUTSIDE SUPERVISOR'S OFFICE IN TRAFFIC SIGNS DIVISION; 1 IN TRUCK #776; 1 IN TRUCK #815	DWIGHT HENSLEY
WR ADMIN & LABORATORY	1	MAILROOM OF BELMONT ST. LAB	GLENN McGIRT
TOTAL	53		



EYEWASH STATION LOCATIONS

1-14-13

DEPARTMENT/DIV	# OF UNITS	LOCATION(S)	PERSON(S) RESPONSIBLE FOR INSPECTIONS
ANIMAL CONTROL	1	SHELTER – BAY AREA	TINA MEEKS DARLINE COX
	1	ADOPTION CENTER – RT. SIDE OF DOG KENNEL AREA	
ATHLETIC MAINTENANCE	1	WORK STATION	MIKE JOHNSON
CEMETERY & GROUNDS	1	BESIDE RESTROOM	JEFF PAGE
COMPOST	1	PRESS RM	MARK KING
EAST BURLINGTON WWTP	1	LAB	MIKE GARNER
	1	ZIMPRO – POLYMER SYSTEM	
	1	CHLORINE AREA INFRONT OF SO ₂ AREA	
	1	SUDGE BLDG – DAY TANK RM	
	1	BULK STORAGE TANKS	
	2	<i>PORTABLES</i> 1 IN SO ₂ CYLINDER RM 1 IN CHLORINE CYLINDER RM	
ED THOMAS WP	1	LAB	HANK TRENT
	1	ACID FEED RM	
	1	BLEACH FEED RM	
	1	BLEACH CONTAINMENT	
	1	NH ₃ FEED BLDG	
	1	MAIN TANK FARM	
	1	CHEMICAL FEED RM	
	1	3 RD FLOOR DAY TANK RM	
	3	<i>PORTABLES</i> 1 IN NH ₃ AREA 2 IN KNO ₃ FEED RM AT STONY CREEK	
	1	BESIDE OFFICE	
IVGC		CHARGING STATION, OUTSIDE CART BARN	DERRICK COBB
MAKINTOSH WP	1	NH ₃ BLDG	TOM MURR
	1	CHEMICAL TRANSFER BUILDING	
	1	CHEMICAL DIKE/TANK FARM	
	1	LAB	
	1	CHEMICAL FEED RM	
	1	CARBON SILO	
	2	<i>PORTABLES</i> 1 IN RAW WATER PUMP STATION 1 IN CHLORINE CYLINDER RM	
POLICE	1	SECURED AREA	ELLEN SMITH



EYEWASH STATION LOCATIONS (Continued)

1-14-13

DEPARTMENT/DIV	# OF UNITS	LOCATION(S)	PERSON(S) RESPONSIBLE FOR INSPECTIONS
AQUATICS	2	1 IN MAYNARD AQUATICS CENTER, BASEMENT, RT. SIDE	BO SLOTT
		1 AT NORTH PARK POOL, CHEM STORAGE RM, LT SIDE	BO SLOTT
CAMP GREENLEAVES AT LAKE CAMMACK	1	POOL PUMP HOUSE	BRIAN CRAWFORD
SOUTH BURLINGTON WWTP	1	LAB	MARK ANDREWS/ TARA BRANSCUM
	1	ZIMPRO – ALUM TANK	
	1	ZIMPRO – TRUCK FILL AREA (OUTSIDE)	
	1	LIME SILO	
TRAFFIC SIGNS	1	EQUIPMENT BAY	DWIGHT HENSLEY
WR ADMIN & LABORATORY	1	METALS PRECIPITATION RM	GLENN MCGIRT
	1	RM 211 AT SINK	
	1	RM 211	
	1	RECEIVING RM	
	1	PORTABLE BOD RM	
TOTAL	46		



FIRST AID KIT CONTENT AUDIT

ITEM	REQUIRED QUANTITY	AUDIT QUANTITY	Restock Date
CPR Microshield	1		
Bio-hazard Clean-up Kit	1		
Gloves - Disposable	2 Pr.		
Band-Aids - Knuckle	5		
Band-Aids - Fingertip	5		
Band-Aids - 1"x 3" Strip	1 box		
Band-Aids - Lg (2"x4")	5		
Band-Aids - Sm (2"x3")	5		
Gauze - 3"x4" Non-adherent	5		
Gauze - 2"x3" Non-adherent	5		
Gauze Pads - 4"x4" Sterile	2		
Gauze Pads - 3"x3" Sterile	2		
Sterile Combine ABD Pad	1		
Gauze - 2" Roll (Sterile)	2 rolls		
Gauze - 2" Roll (Non-sterile)	2 rolls		
Adhesive Tape	1 roll		
Scissors	1		
Tweezers (single use)	1		
Ice Pack	1		
Eye Wash 4oz. (single use)	1 bottle		
Alcohol Pads	10		
Please Note that any additional items stored inside your kit(s) are considered unauthorized. This practice is strictly forbidden. This listing has been approved by the City's physician and is considered final.			

Note:

Check your First Aid Kit each month.

If you need supplies replaced, submit a request to Occupational Health.

Contact Ann at 222-5107 or Sheila at 229-3584.

Fax forms to the Medical Dept. at 570-6449

Designated Department

Representative: _____

Date of Audit and/or Submission to Medical

Dept: _____

Department: _____

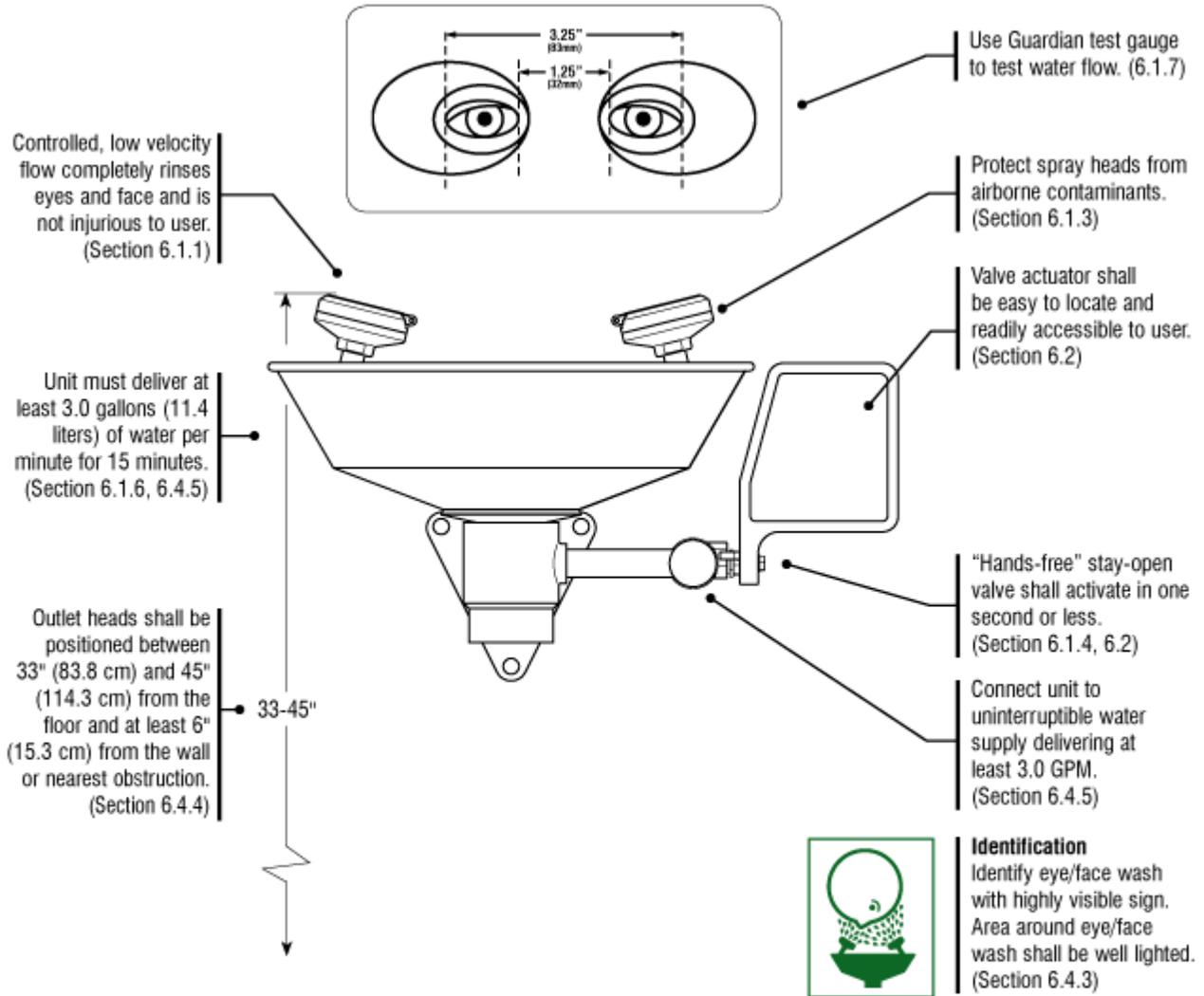
Account Number: _____

Appendix C

ANSI Z358.1 - 2004 **eye/face washes**

This checklist is a summary of the provisions of ANSI Z358.1-2004 relating to emergency eye/face washes. Please refer to the standard for a complete listing of these provisions.

All Guardian eye/face wash units (except units with self-closing valves) are third-party certified to meet or exceed the provisions of ANSI Z358.1-2004.



Location

Install eye/face wash unit within 10 seconds of hazard, on the same level as hazard and with unobstructed travel path. (Section 6.4.2)

Water Temperature

Water delivered by eye/face wash shall be tepid (lukewarm). (Section 6.4.6)

Training

Instruct all employees in the location and proper use of eye/face washes. (Section 6.5.4)

Maintenance/Inspection

Activate eye/face wash at least weekly. (Section 6.5.2)
Inspect annually for compliance with standard. (Section 6.5.5)

FIRST AID IN THE WORKPLACE

“WHAT TO DO IN THE FIRST FIVE MINUTES”

This outline covers the basic first aid steps addressing the principles for responding to medical emergencies.

Note: Please utilize universal precautions, specifically Personal Protective Equipment (PPE) that is designed to provide a barrier between you and human blood or other potentially infectious body fluids. Visibly contaminated PPE must be disposed of in biohazard bags or labeled and bagged accordingly and sent to laundry if not a disposable item.

1. Type of Injury
 - a) Shock, including instruction in the principles and first aid intervention in:
 - i. Shock due to injury
 - ii. Shock due to allergic reactions.
 - iii. The appropriate assessment and first aid treatment of a victim who has fainted.
 - b) Bleeding
 - i. The types of bleeding including arterial, venous, external, and internal.
 - ii. The principles and performance of bleeding control interventions including direct pressure, elevation, and pressure bandaging.
 - iii. The assessment and approach to wounds including abrasions, incisions, lacerations,
 - iv. Punctures, avulsions, amputations, and crush injuries.
 - v. The principles of wound care including infection precautions, wounds requiring medical attention, and the need for tetanus prophylaxis.
 - c) Poisoning, including instruction in the principles and first aid intervention of:
 - i. All trainees should know how and when to contact the local Poison Control Center, Moses Cone Hospital Triad Poison Center 800-953-4001.
 - ii. Inhaled poisons including carbon monoxide, carbon dioxide, smoke, and chemical fumes, vapors and gases as well as the importance of assessing the toxic potential of the environment to the rescuer and the need for respirators, or no entry at all into a toxic environment. Trainees should be instructed in the acute effect or hazards of chemicals utilized

in their facilities, the location of chemical inventories, safety data sheets (SDS's), and chemical emergency information.

- iii. Topical poisons including poison ivy, poison sumac, poison oak, pesticides or other chemicals.
- d) Burns/scalds, including instruction in the principles and first aid intervention of:
 - i. Assessing the severity of the burn including first degree, second degree, and third degree burns.
 - ii. Differentiate between types of third degree burns (thermal, electrical, and chemical) and their specific interventions. Particular attention should be focused upon chemical burns, and the use of specific chemicals in the workplace which may cause them.
- e) Temperature Extremes, including instruction in the principles and first aid intervention of:
 - i. Exposure to cold including frost bite and hypothermia.
 - ii. Exposure to heat including heat cramps, heat exhaustion, heat stroke, and hyperthermia.
- f) Musculoskeletal Injuries, including instruction in the principles and first aid intervention in:
 - i. Open fractures and closed fractures.
 - ii. Joint sprains.
 - iii. Muscle strains, contusions, and cramps.
 - iv. Head, neck, back, and spinal injuries.
- g) Bites and Stings, including instruction in the principles and first aid intervention in:
 - i. Human and animal (especially dog and snake, treatment/911) bites.
 - ii. Bites and stings from insects (spiders, ticks, and bees, proper removal).
 - iii. Interventions should include response to anaphylactic shock; other allergic manifestations; rabies and tetanus prophylaxis.
- h) Medical Emergencies, including instruction in the principles and first aid intervention of:
 - i. Heart attacks
 - ii. Strokes

- iii. Asthma attacks
- iv. Diabetic emergencies including diabetic coma, hyperglycemia, and hypoglycemia.
- v. Seizures
- vi. Pregnancy including the appropriate care of any abdominal injury.
- vii. Confined spaces: Personnel trained in first aid are NOT considered confined space entry trained and are strictly prohibited from entering confined spaces unless they are also trained in confined space entry.

2. Site of Injury

Instruction in the principles and first aid intervention of injuries to the following sites:

a) Head and Neck

- i. Skull fractures, concussions, and mental status assessments with particular attention to temporary loss of consciousness.
- ii. The appropriate approach to the management of the individual who has suffered a potential neck injury or fracture.

b) Eye

- i. Foreign bodies, corneal abrasions and lacerations.
- ii. Chemical burns and the importance of flushing out the eye.

c) Nose - nose injuries and nose bleeds.

d) Chest - Rib fractures and penetrating wounds.

e) Abdomen - Blunt injuries, penetrating injuries, and protruding organs.

f) Hand, Finger, and Foot Injuries

- i. Finger/toe nail hematoma, lacerations, splinters, ring removal, and foreign bodies.
- ii. The importance of identifying amputation care hospitals in the area. When an amputation occurs, appropriate handling of amputated fingers, hands, and feet during the immediate transportation of the victim and body part to the hospital.