

First Aid Team Planning Guide



First Aid Depot

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Why do I need a First Aid Team?

Congratulations, you have invested in CPR/AED, First Aid, and/or Blood Borne Pathogen training of your staff or organization. The next step is to establish or reenergize your First Aid Team.

First Aid Teams are a great way to boost morale, they offer peace of mind at home or in the work place, they also help ensure that the organization is providing appropriate emergency first aid response and care.

The purpose of the First Aid Team is to properly organize your resources in the event that a medical emergency occurs. First Aid Teams allow you to plan ahead.

How many First Aid Team members are needed and what do you prepare for?

1. Assess the number of souls in the building and how many are on each shift/event. If your organization operates in multi-locations or multi-buildings that must also be considered. Ideally, all facilities should be trained and properly resourced to ensure that equal response and care is provided. There should be 1 First Aid Team member for every 10 souls.
2. Human resources and/or long term personnel should be consulted, they may be able to provide information on the potential sudden illnesses and injuries to anticipate based on past events and/or the associates' medical history (assuming medical history is recorded).
3. Closely review the work place processes, facilities, and grounds. For example, if your organization is a manufacturing facility, review what types of injuries have occurred in the past and/or what accidents may likely occur? If your organization is a packager or distributor, is there dangerous moving or storage equipment? Examine what hazards exist in the work place, facilities, and grounds and anticipate what accidents may likely occur? Although Service organizations are mostly free of hazards, their associates are not free from sudden illness.
4. Review past incident reports, this will give you a good idea of what accidents will likely occur. If you don't use incident reports, consider downloading on-line samples and implementing their use by your First Aid Team: <http://templatelab.com/incident-report/>. If you have a Security or Medical department, review those records as well. Your insurance agent might be helpful if they can provide an overview of Workmen's Comprehensive claims and/or other data such as law suits from work place injuries or illnesses.
5. You could also consult with the local 911 services, they may have insight on how to best prepare for workplace injuries and illnesses based on prior 911 response and observations.

How do you prepare the First Aid Team?

There are multiple factors to consider when you establish a First Aid Team because every location, group, and emergency is unique.

Once established, the First Aid Team needs to meet and review “what ifs”. Conduct table top or actual drills to properly prepare for “what accidents may likely occur”. You’d be surprised what can be learned in an uncontrolled environment outside of classroom practice.

Is the first aid kit(s) properly stocked for your unique work place/group emergencies and environment? Check the list of supplies and refresh them on a regular basis. First Aid Kit supplies can be found in this document.

Consider these factors when implementing a First Aid Team response plan based on your environment:

- How does the victim or someone calling for help access the First Aid Team?
- How is the First Aid Team contacted once help has been requested? Phone, directly, radio, etc. and is this communication mechanism available to all First Aid Team members.
- Who calls 911 (or the local emergency number) and who directs 911 personnel to the victim(s)? Consider that multiple pieces of 911 apparatus may respond at different times.
- Who holds the elevator if applicable? Who unlocks doors to controlled environments if applicable?
- Which First Aid Team members respond once called?
- Who retrieves the first aid kit/AED, etc.?
- Recognize that you work as a team and that team members may want to alternate responsibilities during the current emergency and future emergencies.
- After the victim is treated and transported by 911, the team needs to ready its resources for the next emergency.
- Assisting a victim of an illness or injury is rewarding, not every First Aid Team member will respond to that psychological event in the same way. The team should discuss their collective response and adjust for the next emergency. For team members who would benefit from a deeper debriefing, there are many local resources available.
- At a minimum, the First Aid Team should meet quarterly to review resources, personnel, facilities, and past emergency response.

The First Aid Team Basics

The organization/facility management needs to be committed to the First Aid Team.

Ensure that the appropriate training is scheduled; CPR/AED, First Aid, Blood Borne Pathogens, etc. Certain work place environments will dictate what type of training is necessary. For example, where victims may experience bleeding, fractures, or sudden illness a First Aid and Blood Borne Pathogens course is needed. If your environment includes the possibility for heart attacks, choking, or breathing emergencies a CPR/AED course is needed.

Schedule refresher training on an annual basis (even if recertification is every 2-years).

The First Aid Team should meet quarterly and after every emergency response.

Add new First Aid Team members as the organization grows or team members leave the organization or show a lack of commitment.

Ensure that there is at least 1 First Aid Team member to every 10 souls. This ratio allows for vacation schedules, sick time, etc. while still maintaining proper first aid coverage.

First Aid Team members need to recognize that they will be expected to assist another associate, visitor, guest, etc. in the event of an emergency.

Don't be afraid to remove First Aid Team members who are not committed and/or who will not attend recertification classes and/or team meetings.

Treatment and transport is provided by the local 911 service, discourage a coworker and the victim from driving themselves to treatment.

Document each response, however big or small, on an incident report which is kept on file.

Recognize and thank the First Aid Team members for their commitment and after they assist a victim which experienced an illness or injury.

What's inside a First Aid Kit?

The first aid items outlined below should be considered for the home as well as the work place/facility. In most cases these items are inexpensive to acquire and can be found in most commercially available first aid kits.

The first aid kit(s) should be restocked and refreshed on a semi-annual basis. Schedule this restock and refresh at the same time Smoke Detector/CO2 batteries are changed or with daylight savings time.

- 20-40 adhesive strip bandages of various sizes and styles
- 3-6 Triangular Bandages for stabilizing broken bones or securing bulky dressings
- 2 sterile eye pads
- Eye wash
- 6-24 sterile gauze pads of various sizes and styles
- 6 non-stick burns dressings
- 2-4 trauma pads approximately 5" X 9" for heavy bleeding control
- 3-6 rolls of gauze of various widths, 2-4", to secure trauma/gauze pads to the victim
- Rolls of medical tape of various sizes
- Several pairs of non-latex gloves in various sizes
- 1 pocket face-mask for providing mouth-to-mouth breathing
- 2-4 disposable *instant activating* cold/heat packs
- An emergency blanket for shock victims
- Bandage shears for cutting roller gauze and clothes
- Plastic tweezers for tick removal
- Expired bank/credit card to scrap away bug "stingers"
- Glucose or sugar packs to treat suspected diabetic emergencies
- A list of local emergency phone numbers, i.e. 911 Police/Fire/EMS (not the local departments direct line), Regional Poison Control, etc.
- First Aid/CPR/AED manual
- AED (Automated External Defibrillator)



First Aid Depot Program and Service Offerings

Expert Witness

Expert Witness Service now available for the legal profession. Areas of expertise include; Work Place First Aid Team response and preparedness; Citizen Response, CPR, AED and First Aid. Pre-Hospital Emergency Medicine as it relates to Ambulance Response and Treatment.

CPR with AED (Automated External Defibrillation)

\$60.00 per person/3 Hours (depending on class size)

Ideally suited for business people, day care workers, new or expecting parents, first aid teams and those responsible for responding to work place emergencies and/or those who may have access to an Automated External Defibrillator (AED); topics include: Adult - Child - Infant CPR, Heart Disease Prevention, Rescue Breathing, Choking Emergencies, use and application of an Automated External Defibrillator, and much more.



First Aid

\$60.00 per person/3 Hours (depending on class size)

Ideally suited for business people, child and adult care workers, first aid teams, social clubs, child and adult care workers; topics include: Assessing the Conscious and Unconscious Victims, Choking Emergencies, Bleeding Control, Burns, Splinting, Sudden Illness, Shock, Environmental Emergencies, and much more.

Defensive Driving

\$45.00 per person/6 Hours

Review proper driving techniques, driver safety, common driving errors, road safety, and much more. This course offers a 3 year certification. NYS DMV reduces 4 points from the students driving record (where appropriate) in addition to a 10% discount on the liability and collision portion of the students automobile insurance (from your insurance carrier).