# Appendix A Quick Reference



SAMPLE FIRST AID F	LEPORT Unit ID CALL NUMBE
Patient :	
Surname: Given Na	nes: Date of Birth: Sex: M F
Contact Information:	Telephone:
Details of the Illness/Injury	
Date: and Time:	am/pm Location:
Patient found: Ambulatory: Sitting: Prone: Supin	e: Side: Left Right
Patient brought in by: Self: Staff: Co-worker: Oth	er: Name:
LOC: Alert: Verbal: Pain: Unresponsive:	Alloraico
Chief Complaint::	Allergies Medications Previous Hx
Symptoms (OPQRST)	Last Oral Intake Events Prior
Vital Signs Record Time Time Time	Assessment
Blood Pressure	
Pulse	Abrasion
Breathing	Burn
Skin	Contusion
Pupils	Deformity
SpO2	Fracture
Blood Glucose	Haemorrhage
Treatment Provided:	Laceration
Oxygen:	Pain
	Rigidity
	Swelling   \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
	Tenderness
Follow Up/Referral - None D Nurse D Doctor Ambulan	ce Hospital Other
Refusal of Care: I do have been advised that I need medical/first aid care and have decagency responsible for any negative consequences that I may sur	not wish to receive medical/first aid care from these First Responders. I ided to refuse it. I do not hold the first responders and their parent fer from this refusal.
Signature of patient:	Signature of witness:
First Aid Attendant (Print):	Time:
Signature:	Date:
First Aid Attendant (Print):	Time:
Signature:	Date:



## Quick first aid reference

Send for an ambulance as soon as there is indication of a lifethreatening emergency:

- loss of consciousness
- breathing emergency (difficult or stopped breathing)
- circulatory emergency (severe bleeding, heart attack, stroke)

#### Signs and symptoms

## Allergic reaction

Itchy, flushed skin Sneezing, runny nose Swelling of the airway Nausea, vomiting

#### First aid

Position casualty at rest
If casualty has medication, help
them to take it
Monitor the ABCs
Get medical help

## **Angina**

Denial, sense of impending doom Heaviness, tightness in chest Indigestion, aching jaw Pale skin, sweating Position casualty at rest
If casualty has medication, help them to take it
Monitor the ABCs
Get medical help



#### **Asthma**

Shortness of breath
with coughing or wheezing
Sitting upright, trying to
breathe
Blue colour to face (cyanosis)
Anxiety, tightness in ches
t

Position casualty for comfort sitting or semi-sitting Assist with medication Monitor the ABCs Get medical help

## Bites and stings

Pain at site

Heat and swelling at site

Redness, itching

Rash or bumps on skin

#### First aid

Position casualty at rest

Remove stinger if appropriate

Clean affected area Monitor the ABCs

## **Bleeding (external)**

Obvious wound

External blood

Cold, clammy skin

Restlessness, apprehension

Faintness, dizziness

Apply pressure

Position casualty at

rest

Apply dressings and bandages

Check circulation before and

after bandaging

## **Bleeding (internal)**

No obvious wound

Blood from ears, nose, in urine/

stool

Bloodshot or black eye(s)

Blood coughed up or in

vomitus

Shock position, if injuries permit

If thirsty, moisten lips

Monitor the ABCs

Get medical help



#### **Burns**

Skin red to pearly white or

charred

Pain in mild cases, no pain if

severe

Blisters

Moist skin, dry leathery if severe

Position casualty at rest Cool the affected area

Apply dressings and bandages

Check circulation

#### First aid

## Choking

#### Mild obstruction

Able to speak
Signs of distress
Red face

#### Severe obstruction

Not able to speak Weak or no coughing Grey face, blue lips, ears Stay with casualty

Encourage casualty to cough If obstruction not cleared, get medical help

Position yourself supporting the casualty

Give 5 back blows, 5 abdominal thrusts

Be prepared for loss of consciousness

#### Concussion

Partial or complete loss of consciousness Shallow breathing, nausea Pale, sweating, headache If you suspect head/spinal injury, do not move
Monitor the ABCs
Get medical help

## **Diabetic emergency**

## Hypoglycemia (needs sugar)

Sweaty, pale, cold Headache, trembling Confusion, irritable, aggressive

## Position casualty at rest

Give sugar Monitor the ABCs

If no improvement, get medical help

## Hyperglycemia (needs insulin)

Flushed, dry, warm
Drowsy, becoming unconscious
Thirsty, breath smells like nail
polish

## Position casualty at rest

If unsure, whether hyper or hypo, give sugar Monitor the ABCs Get medical help



## **Embedded object**

Obvious wound
Object visible in wound
Bleeding at wound site

#### First aid

Do not remove embedded object
Build up dressings around object
Apply dressings without pressure on object

Bandage get medical help

## **Emergency childbirth**

Longer and stronger contractions

Mother tells you the baby is coming

Straining, bearing down

Feeling she has to have bowel movement

Position casualty at rest
Keep casualty warm
Place sanitary napkin or clean
pad for bleeding
Get medical help

## **Fainting**



Pale, sweaty
Dizzy and nauseous
Position casualty at rest
Unsteady, may collapse

Loosen tight clothing, get fresh air Stay with casualty until fully recovered

#### **Frostbite**

White waxy skin
Skin firm but soft underneath
Skin becomes cold and hard
Painful at first, then numb

Get casualty out of cold
Position casualty
If frostbite is superficial, rewarm
the area
Give first aid for wounds

## Head/spinal injury

Confused, lightheaded Mechanism of injury to suggest Pale, cold, clammy

#### First aid

Tell casualty not to move Monitor the ABCs Get medical help

#### Heart attack (see Angina)

Denial, sense of impending doom
Heaviness, tightness in chest
Indigestion, aching jaw
Pale skin, sweating
Unconsciousness
Stopped breathing

**If conscious**, position casualty at rest

If casualty has medication, help them to take it Monitor the ABCs Get medical help

If unresponsive and not breathing, get medical help, and send for AED Begin CPR

## **Hypothermia**

Shivering gets worse, then stops Breathing slows, and may stop Confused, sleepy, irrational May lose consciousnes Get casualty out of cold Position casualty at rest Only rewarm a casualty with mild hypothermia Get medical help



#### Heat exhaustion

Excessive sweating, dilated pupils
Dizziness, blurred vision, headache, cramps
Cold, clammy skin, shallow breathing
Possible loss of consciousness

Get casualty out of heat Give as much to drink as they will take Remove excessive clothing Monitor the ABCs

#### Heatstroke

Body temperature hot to touch Skin flushed, hot and may be wet or dry Restless, headache, dizziness Vomiting, convulsions, unconsciousness

#### First aid

Cool the casualty
Remove excess clothing
Immersion in cold water
Get medical help

#### **Poisoning**

#### **Swallowed**

nausea, vomiting discolouration at lips, burns

## Position casualty

Conscious casualty - call Poison Control

Unconscious casualty - get medical help

If powder, brush off

Flush area with large amounts of water

Monitor consciousness and breathing

Monitor the ABCs

Ensure safety of yourself and others

Get medical help.

#### **Absorbed**

Red skin, blisters, swelling, burns

#### Injected

Irritation at point of entry

# Α

#### Inhaled

Trouble breathing, chest pain

#### Seizure

Sudden cry
Stiffening of body
Loss of consciousness, causing casualty to fall
Breathing irregular or stopped
Loss of bladder or bowel control

Do not interfere during seizure Protect casualty from injury When the seizure has ended, place the unconscious casualty into the recovery position Monitor the ABCs Get medical help

Signs and symptoms	First aid
Stroke	
F.A.S.T.  Complains of sudden weakness  Symptoms related to affected area  Dizziness, headache	Position conscious casualty at rest Give nothing by mouth Monitor the ABCs Get medical help
Unconsciousness	

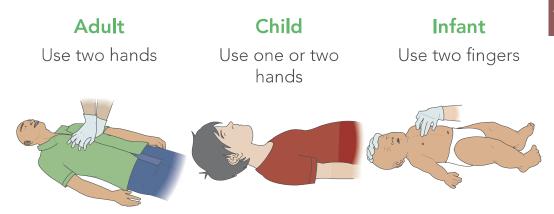
Eyes do not open	Get medical help
Does not respond to instructions	Give first aid for injuries or illness
Does not respond to touch	Position casualty in recovery position
	Monitor the ABCs

## **Cardiopulmonary resuscitation**

## **Assess responsiveness**

If unresponsive, send someone to call for medical help and get an AED. Check breathing for at least 5 and not more than 10 seconds. If not breathing:

## Begin compressions



## Push hard, push fast

- Compress at a rate of 100-120 per minute
- Give 30 compressions

- Open airway and give two breaths
- Continue CPR at ratio of 30 compressions to two breaths until:
  - medical help arrives
  - someone else takes over, or
  - you are to exhausted to continue

#### Additional rescue carries

The most common carries are presented in Chapter 2 in the section on Lifting and Carrying. In some cases, these carries may not be appropriate. Additional carries are presented here. Always be aware of the risk to both the first aider and the casualty, and the increased danger if a casualty suddenly loses consciousness.

#### Pick-a-back

This carry is used for a conscious casualty with lower limb injuries, provided he can use his arms. The casualty must be able to help get into position on your back or be already seated at chair or table height.

- 1. Crouch with your back between the casualty's knees.
- 2. Have the casualty hold on around your neck.
- Support the casualty's legs and lift. Use your leg muscles to stand up, keeping your back straight.

If the casualty is to be carried pick-a-back for a long distance, make a carrying seat.

Make a large adjustable loop from a strap or belts. Put your arm through the loop, arranging it behind your neck and down the front of your shoulders. Leave the bottom half of the loop free at the back about the level of your buttocks

Pass the casualty's legs through the bottom of the loop; one on each side. Position the loop under the casualty's buttocks, adjusting it for a good carrying position and proper weight distribution.





## **Cradle carry**

Use the cradle carry to lift children and lightweight adults.

- 1. Kneel on one knee at the casualty's side.
- 2. Place the casualty's arm around your neck as you support the back and shoulders.
- 3. Pass your other arm under the knees to grasp the thighs.
- 4. Ensure a solid footing and place the feet apart for good balance.
- 5. Lift using your legs, keep your back straight, and your abdominal muscles tense.



A

## Fire fighter's carry

The fire fighter's carry is used for casualties who are helpless and are not too heavy for the rescuer.

- 1. With the casualty lying face up in front of you, stand with your toes against the casualty's toes. Grasp her wrists and pull her upward and forward.
- 2. Maintain a grip on one wrist as you turn and bend to catch the casualty's upper body across your shoulder. The lifting manoeuvre is a continuous, smooth motion to bring the casualty through a sitting position to an upright position, finishing with the casualty draped over your shoulder.
- 3. Adjust the weight across your shoulders, with the casualty's legs straddling your shoulder.
- 4. Pass your arm between the casualty's legs and grasp her wrist. This will stabilize the casualty on your shoulders and leave your other hand free.





#### Two-hand seat

A casualty, who is unable to support his upper body, can be carried by two rescuers, using the two-hand seat.

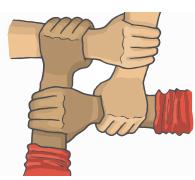
- 1. The rescuers crouch on either side of the casualty.
- 2. Each rescuer reaches across the casualty's back to grasp his clothing at the waist on the opposite side.
- 3. Each rescuer passes his other hand under the thighs, keeping his fingers bent and holding padding to protect against the fingernails. Hook the bent fingers together to form a rigid seat. Alternatively, the rescuers can hold each other's wrists.
- 4. The rescuers lift with their legs, keeping their backs straight. Once in the standing position, the rescuers adjust their hands and arms for comfort. When the casualty is securely positioned, the bearers step off together, each using the inside foot.

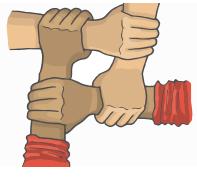


#### Four-hand seat

A conscious casualty who can use his hands and arms can be carried on a four-hand seat by two rescuers.

- 1. Each rescuer grasps his own left wrist with his right hand, then grasps the right wrist of the other rescuer with his left hand to form a square.
- 2. Tell the casualty to put his arms around the rescuers' shoulders and hoist himself up to permit the bearers to pass their hands under the buttocks to position them under the thighs at a point of balance.
- 3. Instruct the casualty to hold onto the rescuers' shoulders to keep his balance and support his upper body.
- The bearers step off together, each using the inside foot.



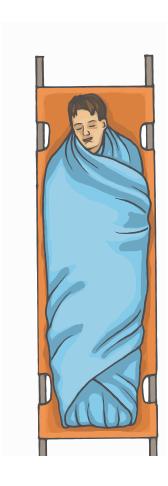




## Using a blanket with a stretcher

A casualty can be wrapped on a stretcher so that a blanket provides maximum warmth with minimum weight on the casualty. It will also allow easy access to the casualty's wounds if that is necessary during transportation.

- 1. Place a blanket on the stretcher under the casualty with diagonally opposite corners at the head and feet.
- 2. Place padding at appropriate places on the blanket to fill the natural hollows at the casualty's neck and back. Centre the casualty on the blanket.
- 3. Cover the feet with the bottom corner and bring the corner at the head around the neck to the chest. Wrap the legs and lower body with one side.
- 4. Tuck in the last corner on the opposite side.



A

Appendix B The Body and How it Works

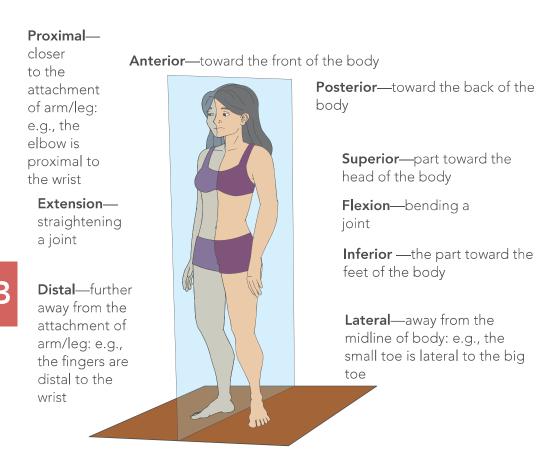


## Introduction to anatomy and physiology

As a first aider, you don't need a full knowledge of anatomy and physiology. However, you should know the basic structure of the human body and how it functions normally. This chapter describes the terms used in anatomy so that you can be more precise when giving information about a person's condition. It gives a short description of the major organs and functions of the skin, musculoskeletal system, nervous system including the eye, digestive and urinary, circulatory and respiratory systems.

## **Anatomical terms**

These are the words used to describe where things are on the body and how they relate to each other.



**Medial**—nearer to midline: e.g., the big toe is medial to the small toe

## The skin

The skin is an important organ of the body. Its primary functions are to protect the body from environmental hazards and infection, eliminate waste in the form of sweat, help maintain normal body temperature and tell the brain of environmental temperature changes.

#### **Environmental control**

A rich supply of nerves in the skin keeps the brain aware of environmental changes. These nerves are sensitive to heat, cold, pain and touch, and they transmit these sensations to the brain. The skin helps the body adjust to its environment and protects it from extreme temperatures. In cold temperatures, blood vessels constrict to reduce blood flow near the surface of the skin. This helps prevent loss of heat from the body core. The fatty layers under the skin insulate the body to keep in body heat. In hot temperatures, the blood vessels near the skin surface dilate (get larger), allowing more blood flow near the skin. This cools the body by moving heat from the core to the surface, where it either radiates from the body, or is used to evaporate perspiration, having a cooling effect.

#### Functions of the skin

- To protect the body from bacterial invasion
- To help control body temperature
- To retain body fluids

 To help eliminate waste products through perspiration

To insulate the body

epidermis

dermis

subcutaneous tissue

muscle

B

## Musculoskeletal system

The musculoskeletal system is the framework of the body within which organs and body systems function. This framework includes bones, muscles, tendons and ligaments. Bones act as levers for muscle action; muscles shorten to produce movement; tendons attach muscles to bones; ligaments attach bones to bones at the joints. The musculoskeletal system protects organs, supports the body, and provides for its movement.

#### Muscles

Muscles are made of a special kind of tissue that contracts (shortens) when stimulated by nerve impulses. Generally, body movement is caused by several muscles working in combination—as some are contracting, others are relaxing. The nerves in the muscles carry impulses to and from the brain.

Muscles are classified as either voluntary or involuntary. Voluntary muscles are consciously controlled by the person, meaning they can be contracted or relaxed as the individual wishes. The muscles that move the skeleton are voluntary.

Involuntary muscles contract and relax rhythmically without any conscious effort on the part of the person. The heart, which has its own regulating system, is a good example of an involuntary muscle.

The diaphragm, a large dome-shaped muscle that separates the chest and abdominal cavities and is used in breathing, has characteristics of both voluntary and involuntary muscles. The contraction of this muscle, and thus the rate of breathing, can be changed at will for short periods of time.

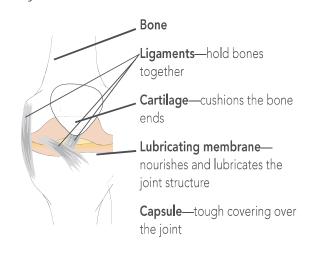
В

## **Skeleton**

The skeleton, made up of bones, forms the supporting structure that gives the body its shape. It also protects many of the organs—for example, the brain is protected by the skull, the heart and lungs by the ribs, and the spinal cord by the vertebrae.

#### The joints

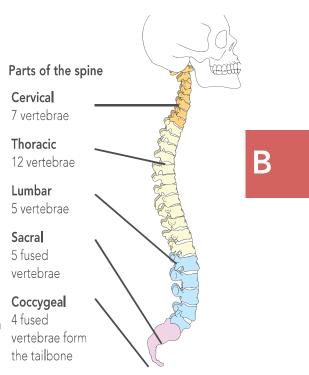
The bones allow body movement by serving as rigid levers for tendons and muscles. The joints are formed where two or more bones come together. Immovable joints allow no movement, as in the bones of the adult skull. Slightly movable joints allow only



limited movement and are found between the vertebrae and between the pelvis and the spine. Freely moving joints are covered with smooth **cartilage** to minimize friction, and are held together by bands of strong tissue called **ligaments**.

## **Spine**

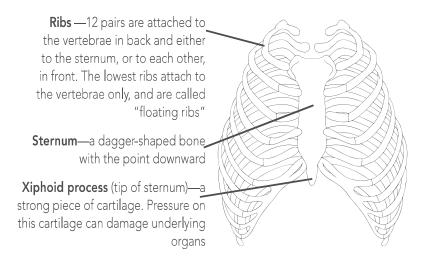
The spine is divided into five parts as shown in the diagram. There are 33 bones in the spine, called vertebrae. The vertebrae stack on top of each other with discs between them. The discs are made of a tough flexible material and serve as shock absorbers in the spine. All the discs and vertebrae have an opening in the centre such that, when they stack together, there is a long channel that runs from the top to the bottom of the spine. The spinal cord, which carries all nerve impulses to and from the brain, runs through this channel. The spine protects the spinal cord, but if the spine is fractured, broken



bones, displaced tissue and swelling can damage the spinal cord, possibly causing lifelong disability.

#### **Thorax**

The thorax is made up of the ribs, the 12 thoracic vertebrae and the sternum (breastbone). The thorax protects the organs in the

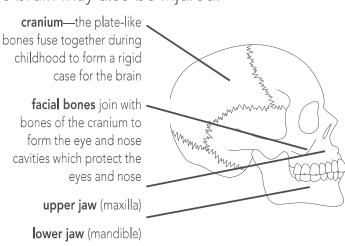


chest, mainly the heart and lungs. It also provides some protection for the upper abdominal organs, including the liver at the front and the kidneys at the back. Injuries to the bones of the thorax threaten the organs they protect, and can therefore be life-threatening.

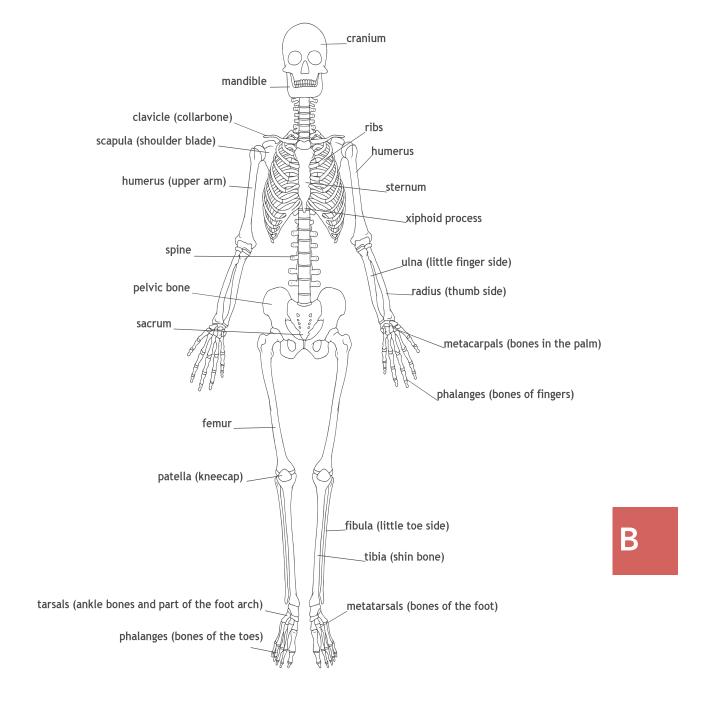
#### Skull

All the bones of the head make up the skull. The skull gives the head its shape and also protects the brain. When the skull is fractured, the brain may also be injured.

B



#### Main bones of the skeleton



## **Nervous system**

The nervous system is composed of the brain, spinal cord and nerves. The brain and spinal cord together are called the **central nervous system**. The nerves that spread out to all parts of the body are called **peripheral nerves**. The nervous system is sub divided into the **voluntary nervous system** and the **autonomic nervous system**. The voluntary nervous system controls functions at the will of the individual. The autonomic nervous system controls functions without the conscious effort of the individual—e.g. heartbeat, breathing, blood pressure, digestion and glandular secretions such as hormones.

The peripheral nerves that extend from the spinal cord to all parts of the body are of two kinds—motor nerves and sensory nerves. Motor nerves control movement. Sensory nerves transmit sensations of touch, taste, heat, cold and pain to the brain.

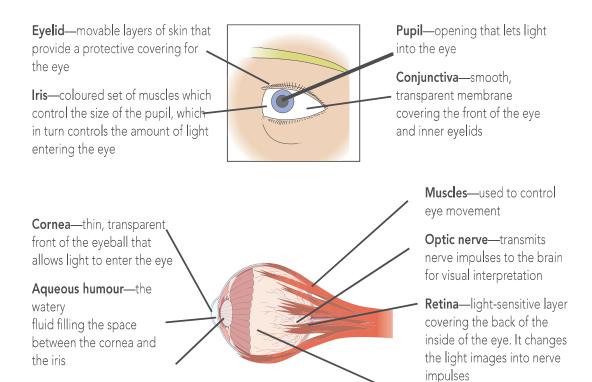
#### **Brain**

The brain, the controlling organ of the body, occupies almost all the space in the cranium. It is the centre of consciousness, memory and thought. It receives information and transmits impulses to all parts of the body for voluntary and involuntary activities.

## Eyes

The eye is the organ of sight. Any injury to the eye is potentially serious and may result in impaired vision or blindness. The quick response of the first aider and the correct first aid may help prevent permanent damage to the eye.

B



## Digestive and urinary systems

Lens—changes shape to

focus light rays upon the

retina

The digestive and urinary systems convert food and drink into nutrients for the cells and collect and dispose of solid and fluid waste. The organs of these systems are classified as hollow or solid. The hollow, tubular organs carry digestive and urinary materials. The solid organs are tissue masses with a rich blood supply.

Injury to hollow organs may allow the contents to spill out into the abdominal or pelvic cavities, causing infection. Injury to the solid organs can result in severe internal bleeding.

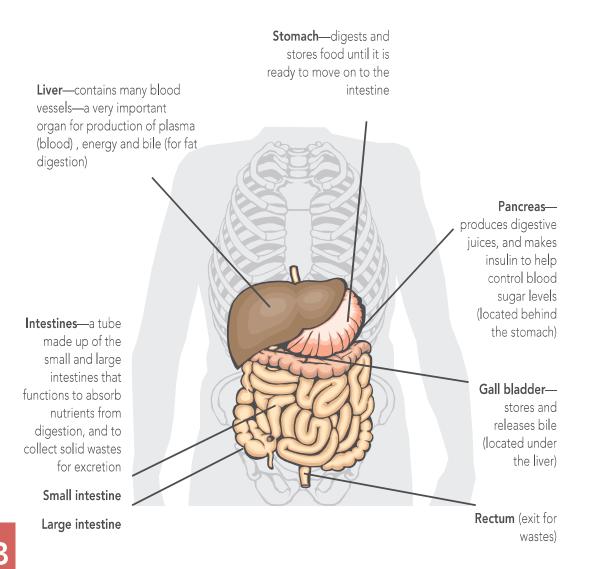
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Vitreous humour —the

cavity behind the lens

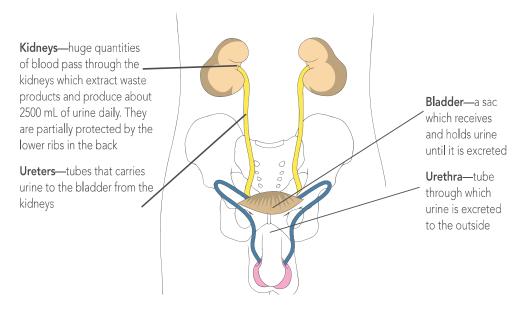
clear, jelly-like fluid filling the

## **Digestive system**



#### **Urinary system**

The urinary system removes and collects waste products from the blood and eliminates them from the body in the form of urine. It is made up of the kidneys, ureters, bladder and urethra.

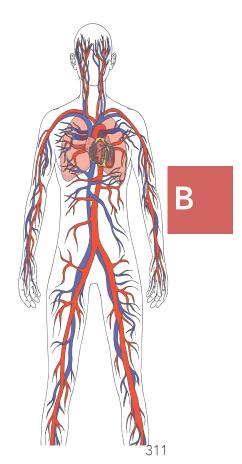


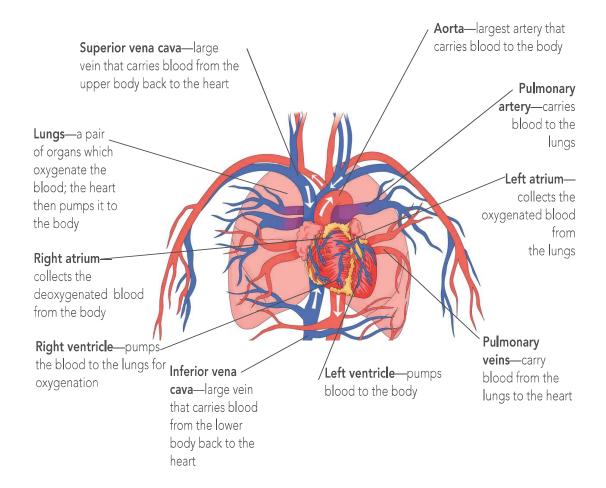
## Circulatory system

The circulatory system is a complex closed circuit consisting of the heart and blood vessels that circulates blood throughout the body. Blood circulation is essential for distributing oxygen and nutrients to cells, and for collecting waste products from cells for excretion from the body.

#### Heart

The heart is a hollow, muscular organ about the size of a fist. It is located in the chest cavity behind the sternum. The heart functions as a two-sided pump, continuously pumping blood to the lungs and throughout the body. It pumps by first relaxing and filling up with blood, then contracting to squeeze or pump the blood out





into the blood vessels. To make the heart beat effectively, it has a complex system of nerves. These nerves carry electrical impulses that control the beating of the heart.

## **B**lood vessels

The blood travels through blood vessels. There are three main types of blood vessels: arteries, capillaries and veins. The arteries are the strongest blood vessels. They carry blood, under pressure, from the heart to all parts of the body. The arteries expand according to the volume of blood being forced through them by the pumping action of the heart, and return to normal size as the heart refills for the next contraction. This pressure wave can be felt as a pulse.

The largest artery, the aorta, emerges from the top of the heart. The coronary arteries branch off from the top of the aorta to supply the heart with blood. The smallest arteries are called arterioles and @ventually form capillaries.

Capillaries are the tiny blood vessels that reach every living cell to deliver oxygen, food, etc. and collect waste products. They have very thin walls to allow for the exchange of fluids and gases. Capillaries eventually join to form tiny venules, which in turn form veins. The **veins** take the blood back to the heart. Veins have thinner walls than arteries and most have cuplike valves that allow blood to flow only toward the heart.

#### Blood

Blood is the fluid that circulates through the heart and blood vessels. It transports oxygen and nutrients to the cells and carries away carbon dioxide and other waste products. Blood is composed of plasma, red cells, white cells and platelets—see sidebar.

#### **Blood** circulation

The blood circulation system is a closed loop beginning and ending at the heart. It consists of:

**Pulmonary circulation**—starting at the right side of the heart, blood is pumped to the lungs, where it drops off carbon dioxide and picks up oxygen, and then moves it back to the left side of the heart

**Systemic circulation**—starting at the left side of the heart, blood is pumped to the body, where it delivers oxygen and picks up carbon dioxide, and then moves it back to the right side of the heart

#### **Blood components**

- Plasma—pale yellow liquid that carries cells, platelets, nutrients and hormones
- Red blood cells—carry oxygen
- White blood cells—protect the body against microbes
- Platelets—help form blood clots to stop bleeding

#### **Blood pressure**

Blood pressure is the pressure of the blood pushing against the inside walls of the blood vessels. With each heartbeat, there is a wave of pressure that travels throughout the circulatory system. The pressure wave is strong enough to be felt as a pulse at various points in the body, including the wrist (radial pulse), the neck (carotid pulse), and the upper arm

B

(brachial pulse). Three factors control blood pressure:

- Blood volume (how much blood is in the body)
- The capacity and elasticity of the blood vessels
- The strength of the heartbeat

If blood pressure is too low, the body's tissues don't get enough oxygen. This results in shock. Severe bleeding reduces the blood volume, which affects blood pressure. The body tries to compensate for blood loss by constricting the blood vessels and reducing the capacity of the circulatory system. With continued blood loss, however, the body cannot compensate and blood pressure drops.

В

## В

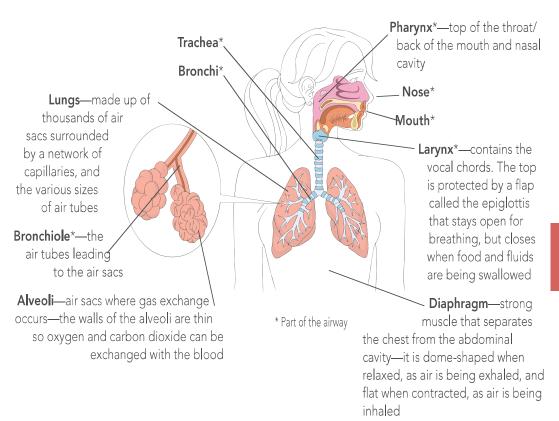
## **Respiratory system**

The respiratory system causes air to be drawn in and out of the lungs. The fresh air we breathe contains about 21% oxygen. In the lungs, blood picks up some of the oxygen and releases carbon dioxide. The air we breathe out has less oxygen (about 16%) and more carbon dioxide.

The respiratory system has three main parts: the airway, the lungs and the diaphragm. The airway is the passage which air follows to get from the nose and mouth to the lungs. In the lungs, blood drops off carbon dioxide and picks up oxygen. This process is called **gas exchange**. The diaphragm, a smooth, flat muscle just below the lungs, is used in breathing.

## **Respiratory control**

Breathing is controlled by the respiratory centre in the brain,



located near the base of the neck. It monitors the amount of oxygen and carbon dioxide in the blood. As the levels of oxygen and carbon dioxide change, the respiratory centre responds by changing the rate and depth of breathing.

How much oxygen is used, and how much carbon dioxide is given off, is related to the level of physical activity of the person. As physical activity goes up, more oxygen is used and more carbon dioxide is given off, so the respiratory centre increases the rate and depth of breathing to compensate (the heart rate also goes up). Breathing slows down when less oxygen is needed and less carbon dioxide is being produced.

## Mechanism of breathing

The lungs have no way of drawing air into themselves. Instead, the diaphragm and the muscles between the ribs work together to expand the chest, which in turn expands the lungs. This causes air to be pulled into the lungs. As the breathing muscles relax, the chest returns to its smaller size and air is forced out of the lungs.

The lungs are covered with a smooth, slippery tissue called the pleural membrane. It is a continuous, double-layered tissue, one layer attached to the lungs and the other to the inside of the chest wall. The **pleura** acts as a lubricating layer to allow easy movement between the chest wall and the lungs, and to ensure that the lungs expand with the action of the chest wall.

В

В

## Glossary

A

**Abandonment**: a first aider leaves the casualty without consent and without the care of a responsible person.

**Abdominal thrust**: the Heimlich manoeuvre; the manual thrusts to create pressure to expel an airway obstruction.

**ABCs**: Acronym meaning A= airway; B = breathing; C= circulation.

**Abortion**: the premature expulsion from the uterus of the products of conception.

**Abrasion**: a scraped or scratched skin wound.

**Acute**: a condition that comes on quickly, has severe symptoms and lasts a relatively short time.

Adam's apple: the bump on the front surface of the neck formed by part of the larynx (voice-box).

**AED**: automated external defibrillator- a device used to deliver a shock to help restart a stopped heart.

AIDS.: Acquired immunodeficiency syndrome; a fatal disease spread through the HIV (human immunodeficiency virus).

**Airway**: the route for air in and out of the lungs.

**Allergens**: substances which trigger an allergic reaction in the body.

**Allergic reaction**: a hypersensitive response of the body's immune system to a particular allergen

Alveoli: air sacs of the lungs.

**Amniotic sac**: a sac holding fluid surrounding a fetus in the uterus.

**Amputation**: complete removal of an appendage (leg, arm, finger, etc.).

**Anaphylaxis**: serious, potentially lifethreatening allergic reaction.

**Anatomy**: the structure of the body.

**Angina (pectoris)**: a spasmodic pain in the chest due to a lack of blood supply to the heart.

**Aorta**: the largest artery in the body; originates at the left ventricle.

Aqueous humour: the watery fluid produced in the eye and located between the lens and the cornea.

**Arteries**: blood vessels that carry blood away from the heart.

**Arteriosclerosis**: a name for several conditions that cause the walls of the arteries to become thick, hard and inelastic.

**ASA**: acetylsalicylic acid—a medication available without prescription used to relieve pain, reduce swelling, reduce fever, etc.

**Asthma**: attacks of difficult breathing with wheezing/coughing, often due to allergens.

**Atherosclerosis**: a form of arteriosclerosis caused by fat deposits in the arterial walls.

**Aura**: a sensation of an impending seizure; may be a smell, taste, etc.

**Autonomic nervous system:** part of the nervous system that regulates involuntary functions (not controlled by conscious thought), such as pulse, breathing, digestion, hormone secretion, etc.

**Avulsion**: an injury where a piece of tissue is partially or completely torn away.

B

**Back blows**: sharp blows to the back, done to relieve an airway obstruction.

**Bacteria**: germs which can cause disease.

**Bandage**: material which holds a dressing in place.

G

**Basic life support (BLS)**: maintaining the ABCs without equipment (excluding barrier devices)

**Blood clot**: a semi-solid mass of blood products used by the body to stop bleeding.

**Blood pressure:** the pressure of blood against the walls of arterial blood vessels.

**Blood volume**: the total amount of blood in the heart and the blood vessels.

**Bloody show**: the mucous and bloody discharge signalling the beginning of labour.

**Brachial pulse**: pulse felt on the inner upper arm, normally taken on infants.

**Breech birth**: the delivery of a baby's buttocks or a foot first, instead of the head.

**Bronchi**: the main branches of the trachea carrying air into the lungs. Smaller branches called bronchioles.

**Bronchospasm**: severe tightening of the bronchi/bronchioles.

**Bruise**: broken blood vessels under the skin.

#### C

**Capillaries**: very small blood vessels that link the arteries and the veins; allow gases and nutrients to move into and out of the tissues.

Carbon dioxide (CO<sub>2</sub>): a waste gas produced by the cells; an important stimulant for control of breathing.

**Carbon monoxide (CO)**: a dangerous, colourless, odourless gas which displaces the carrying of oxygen by the red blood cells.

**Cardiovascular disease**: refers to disorders of the heart and blood vessels; e.g. high blood pressure and arteriosclerosis.

**Cardiac arrest**: the sudden stopping of cardiac function with no pulse, and unresponsiveness.

**Carotid artery**: the main artery of the neck; used to assess the carotid pulse.

Carpals: small bones of the wrist.

**Cartilage**: a tough, elastic tissue covering the surfaces where bones meet, also forms part of the nose, and ears

**Central nervous system**: part of the nervous system consisting of the brain and the spinal cord.

**Cerebrovascular accident (CVA)**: stroke; sudden stopping of circulation to a part of the brain.

**Cervical collar**: a device used to immobilize and support the neck.

**Cervix**: the lowest portion, or neck, of the uterus.

**Chest thrusts**: a series of manual thrusts to the chest to relieve an airway obstruction.

**Cholesterol**: a fatty substance found in animal tissue or products; also produced by the body; thought to contribute to arteriosclerosis.

**Chronic**: a condition with a long and/or frequent occurrence.

Chronic obstructive pulmonary disease (COPD): a term describing a group of lung diseases that cause obstructive problems in the airways: usually consists of chronic bronchitis, emphysema.

**Circulatory system**: the heart and blood vessels.

Clavicles: the collarbones.

**Clonic phase**: describes a convulsion where tightness and relaxation follow one another.

**Closed wound**: wound where the skin is intact.

G

**Compression**: is a condition of excess pressure on some part of the brain, usually caused by a buildup of fluids inside the skull.

Concussion: a temporary disturbance of brain function usually caused by a blow to the head or neck.

Congestive heart failure: failure of the heart to pump effectively, causing a back-up of fluid in the lungs and body tissues.

Conjunctiva: the transparent membrane covering the front of the eyeball (cornea) and the inner eyelids.

Contamination: contact with dirt, microbes, etc.

**Contract**: to shorten; usually refers to a muscle which exerts a pull when it shortens.

**Convection**: the loss of heat caused by the movement of air over the body.

**COPD**: Chronic obstructive pulmonary disease (see above).

**Cornea**: the transparent front part of the eyeball.

Coronary artery: vessel which feeds the heart muscle.

Cranium: the part of the skull covering the brain.

**Crepitus**: the grating noise made when fractured bone ends rub together.

**Croup**: a group of viral infections that cause swelling of the inner throat.

Cyanosis: a bluish or grey colour of the skin due to insufficient oxygen in the blood.

**Decapitation**: the traumatic removal of the head.

**Defibrillation**: applying an electrical shock to a fibrillating heart.

Deoxygenated blood: blood containing a low level of oxygen. **Dermis**: the inner layer of the skin containing hair germinating cells, sweat glands, nerves and blood vessels.

**Diabetes**: a disease caused by insufficient insulin in the blood; causes excessive blood sugar.

Diaphragm: a large dome-shaped muscle separating the chest and abdominal cavities.

Diarrhea: excessive watery bowel movements.

**Direct pressure**: force applied directly on a wound to help stop bleeding.

**Dislocation**: when the bone surfaces at a joint are no longer in proper contact.

**Distal**: refers to a part that is farther away from the attachment of a leg/arm/ finger/toe.

Dressing: a covering over a wound, used to stop bleeding and prevent contamination of the wound.

Embedded object: an object stuck onto the surface (usually on the eye) or impaled into tissues.

Embolus: any foreign matter such as a blood clot, fat clump or air bubble carried in the blood stream.

Emetic: a substance used to cause vomiting.

**EMS.**: Emergency medical services system—a community's group of services which respond to emergencies including police, fire fighters, paramedics.

Emphysema: a chronic lung disease characterized by overstretched alveolar walls. See COPD.

**Epidermis**: The outermost layer of the skin.

**Epiglottis**: a lid-like piece of tissue which protects the entrance to the larynx (voice-box).

**Epiglottitis**: an infection usually in children resulting in a swelling of the epiglottis —may cause an airway obstruction.

**Epilepsy**: a chronic brain disorder characterized by recurrent convulsions.

**ESM.**: Emergency scene management—the sequence of actions a first aider should follow to give safe and appropriate first aid.

Exhalation: expiration; breathing out.

**Extrication**: freeing from being trapped (usually a car collision).

#### F

Femur: the thigh bone.

**Fibrillation**: uncoordinated contractions of the heart muscle, so that the blood out-flow is almost nil.

**Fibula**: the bone of the lower leg on the little toe side.

**Flail chest**: a condition in which several ribs are broken in at least two places, allowing a free-floating segment.

Flexion: bending a joint.

**First aid**: the help given to an injured or suddenly ill person using readily available materials.

**First aider**: someone who takes charge of an emergency scene and gives first aid

Fracture: a broken or cracked bone.

**Frostbite**: tissue damage due to exposure to cold.

## G

**Gallbladder**: a sac under the liver that concentrates and stores bile; used for fat digestion.

**Gastric distention**: a swelling of the stomach usually with air, due to ventilating with excessive volume or force during artificial respiration.

Gauze: an open mesh material used for

dressings.

**Guarding**: a tightening of the abdominal muscles when the casualty has abdominal pain and is touched there.

#### Н

**Head-tilt chin-lift manoeuvre**: opening the casualty's airway by tilting the head backward and lifting the chin forward.

**Heart attack**: the damaging or death of an area of the heart muscle caused by loss of blood supply.

**Heart failure**: a weakened heart muscle that is unable to push blood forward

**Heat cramps**: painful muscle spasms due to excessive loss of fluid and salts by sweating.

**Heat exhaustion**: excessive sweating causing a loss of water and salts.

**Heat stroke**: a life-threatening emergency where the temperature regulation mechanism cannot cool the body and the temperature is far above normal

**Heimlich manoeuvre**: abdominal thrusts done to remove an airway obstruction.

**History**: information about the casualty's problem: symptoms, events leading up to the problem, applicable illnesses or medications, etc.

**Hyperglycemia**: abnormally elevated blood sugar.

**Hypertension**: high blood pressure.

**Hyperthermia**: too high body temperature.

**Hyperventilation**: too deep and rapid respirations.

**Hypoglycemia**: too low blood sugar levels.

**Hypothermia**: too low body temperature.

**Hypoxia**: too low levels of oxygen in the body tissues.

G

**Impaled object**: an object which remains embedded in a wound.

**Immobilization**: placing some type of restraint along a body part to prevent movement.

**Incontinence**: loss of bladder and bowel control

**Infarction**: an area of tissue death due to lack of blood flow.

**Infection**: inflammation due to microbes.

**Inflammation**: a tissue reaction to irritation, illness or injury; shows as redness, heat, swelling, and pain.

**Inhalation**: breathing in; inspiration.

**Insulin**: hormone produced by the pancreas; important in the regulation of blood sugar levels.

Insulin coma/reaction/shock:

hypoglycemia (too low blood sugar levels) due to excessive insulin.

**Intra-pleural space**: a tiny space containing a negative pressure (vacuum) between the two pleural layers.

**Involuntary muscle**: muscles not under conscious control; heart, intestines etc.

**Iris**: coloured part of the eye; made of muscles which control light entering the eye.

**Ischemic**: lacking sufficient oxygen; as in ischemic heart disease.

G

**Joint**: a place where two or more bones meet.

**Joint capsule**: a tough covering over a joint.

K

**Kidneys**: a pair of organs which filter blood and produce urine.

L

**Labour**: the muscular contractions of the uterus which expel the fetus.

**Laceration**: a jagged wound from a rip or a tear.

**Laryngectomy**: removal of the larynx (voice-box); results in a neck-breather.

**Lens**: a part of the eye which focuses light rays on the retina.

**Ligament**: a tough cord of tissue which connects bone to bone.

**Lipoproteins**: substances floating in the blood; made of proteins and fats.

**Lymph**: a fluid similar to plasma that circulates in the lymphatic system.

**Lymphatic system**: a system of vessels, nodes and organs which collects strayed proteins leaked from blood vessels and cleanses the body of microbes and other foreign matter.

#### M

**Mandible**: the bone of the lower jaw.

**Mechanism of injury**: the force that causes an injury and the way it is applied to the body.

**Medical alert**: a means of identifying casualties (usually a bracelet, necklace) who have a condition that may alter first aid treatment.

**Medical help**: the treatment given by or under the supervision of a medical doctor.

Mental Health Continuum: The Mental Health Continuum shows the range of mental health. Those with mental health illness or mental health problems can move through this range of healthy, reacting, injured and ill.

Mental Health Problem: A mental health problem is a broad term that includes both mental disorders and symptoms of mental disorders which may not be severe enough to warrant a diagnosis of a mental disorder.

Metacarpals: bones of the palm of the

hand

**Metatarsals**: bones of the arch of the foot; between the ankle and toes.

**Micro-organisms**: germs which can cause illness.

**Miscarriage**: the lay term for an abortion; the loss of the products of conception.

**Mouth-to-mouth ventilation**: artificial respiration by blowing air into the mouth of the casualty.

**Mucous membrane**: thin, slick, transparent lining, covering tubes and cavities that open to the outside; the inner surface of the mouth, nose, eye, ear, rectum, etc.

**Musculoskeletal system**: all of the bones, muscles, and connecting tissues which allow locomotion (movement of the body).

**Myocardial infarction**: death of part of the cardiac (heart) muscle; heart attack.

#### N

**Nail bed test**: a method of assessing the adequacy of circulation to the extremities; gentle pressure is exerted on the nail bed until the tissue whitens; the return of colour to the area is assessed upon pressure release.

**Negligence**: failure to perform first aid at the level expected of someone with similar training and experience.

**Nerve**: a cord made up of fibres which carry nerve impulses to and from the brain.

**Nervous system**: the brain, spinal cord and nerves which control the body's activities.

**Nitroglycerin**: a drug used to ease the workload on the heart; often carried as a pill or spray by casualties with angina.

## 0

O<sub>2</sub>: the chemical symbol for oxygen.

Obstructed airway: a blockage in the

air passageway to the lungs.

**Oxygen**: an odourless, colourless gas essential to life.

#### P

**Pancreas**: an organ located under the stomach; produces digestive enzymes and hormones which regulate blood sugar.

**Paralysis**: the loss of muscle function in part of the body.

Patella: the bone of the knee cap.

**Phalanges**: bones of the fingers and toes

**Pharynx**: the back of the mouth and above the voice box (larynx); a passageway for both air and food.

**Physiology**: the study of functions of the body.

**Placenta**: an organ attached to the uterus which provides a fetus with nourishment.

**Plasma**: a pale yellow fluid containing blood cells, nutrients, gases and hormones.

**Platelet**: a small, cell-like blood element important in blood clotting.

**Pleural membrane**: a slick membrane covering the outside surface of the lungs and the inside surface of the chest cavity (thorax).

Pneumonia: inflammation of the lungs.

**Pneumothorax**: an accumulation of air in the pleural space. Normally the pleural space contains a negative pressure or a vacuum; the air mass (instead of a vacuum) collapses the lung under it.

G

**Position of function**: refers to the position an injured hand is placed in when bandaged and/or splinted; i.e. fingers are gently curved with palm slightly downwards.

**Primary survey**: a step of ESM—

assessing the casualty for lifethreatening injuries and giving appropriate first aid.

**Proximal**: refers to a part that is closest to the attachment of a leg/arm/finger/toe/intestine.

**Pulmonary artery**: the major artery emerging from the right ventricle; carries deoxygenated blood to the lungs.

**Pulse**: the rhythmic expansion and relaxation of the arteries caused by the contractile force of the heart; usually felt where the vessels cross a bone near the surface.

#### R

**Radiate**: to diverge or spread from a common point; the pain of a heart attack in the chest radiates to the left arm

**Radius**: the bone on the thumb side of the lower arm.

**Red blood cells**: the most numerous type of blood cells; carry oxygen.

**Respiratory arrest**: stopped breathing.

**Retina**: the covering at the back of the eyeball; changes light rays into nerve impulses.

Reye's Syndrome: A rare but serious disease in children and adolescents that is reported to be associated with taking ASA for a viral infection. Reye's Syndrome affects the brain, liver and blood. It can cause permanent brain damage or death.

**RICE.**: R=rest; I= Immobilize; C= Cold; E= elevation. First aid for certain bone and joint injuries.

**Rule of nines**: a system of estimating the amount of skin surface burned.

#### S

**Sacrum**: a bone formed from five fused vertebra; forms the back of the pelvis.

Scapula: shoulder blade.

Scene survey: the initial step of ESM (emergency scene management ) where the first aider takes control, assesses any hazards and makes the area safe, finds out what has happened, identifies self as a first aider, gains consent from the casualty, calls for help from bystanders and starts organizing them to get help for the casualty.

**Sclera**: the white of the eye; the tough, opaque layer of the eyeball.

**Secondary survey**: a step of ESM; assessing the casualty for non-life-threatening injuries and giving appropriate first aid.

**Sign**: objective evidence of disease or injury.

**Sling**: a support for an arm or shoulder, usually brought around the neck.

**Spleen**: an organ of the lymphatic system; functions to cleanse foreign matter from the blood; blood reservoir.

**Spontaneous pneumothorax**: air in the pleural space due to an unexplained rupture of the underlying lung.

**Splint**: is a rigid and padded support used to prevent movement in a bone or joint injury.

**Sprain**: supporting tissues about a joint (such as ligaments) are stretched, partly or completely torn.

**Sternum**: the breastbone.

**Stoma**: an opening in the neck through which the person breathes.

**Strain**: a stretched or torn muscle.

**Sucking chest wound**: a wound in which air is pulled into the chest cavity through the chest wall; it can cause a collapse of the lung beneath.

**Superficial**: on the surface of the body; as opposed to deep.

**Superior vena cava**: one of the two largest veins; it drains the arms and head of deoxygenated blood and

empties into the right atrium.

**Symptom**: an indication of illness or injury experienced by a casualty; cannot be detected by an observer without asking.

**Syrup of ipecac**: an emetic; used to cause vomiting.

#### Т

**Tendon**: a tough cord of tissue that attaches muscles to bones or other tissues.

**Tension pneumothorax**: air in the pleural space presses on the heart and blood vessels and affects their function.

**Tetanus**: a type of bacteria in a wound; can cause severe muscle spasms.

**TIA**: **transient ischemic attack:** a ministroke.

**Tibia**: the bone in the lower leg; on the large toe side; the shin bone.

**Tonic phase**: first stage of a convulsion where the muscles are rigid.

**Tourniquet**: a constricting band used to stop severe bleeding.

**Trachea**: a tube for air, kept open with cartilage rings; is located between the larynx (voice-box) and the bronchi.

**Traction**: gently but firmly pulling below a fracture to bring the limb into alignment.

#### Transient ischemic attack (TIA):

temporary signs and symptoms of a stroke due to a lack of sufficient oxygen to the brain.

**Trauma**: any physical or psychological injury.

**Triage**: a system of placing priorities for first aid and/or transportation for multiple casualties.

## U

**Ulna**: bone in the lower arm; on the little finger side.

**Urethra**: a tube which carries urine from the bladder to the outside.

**Uterus**: the muscular sac which holds, protects a fetus.

#### V

**Vein**: a blood vessel; carries blood to the heart.

**Ventilation**: supplying air to the lungs.

**Ventricles**: the muscular lower chambers of the heart which pump blood into the arteries.

**Ventricular fibrillation**: a quivering action of the heart muscles so that little blood is pumped.

**Vital signs**: the four signs that show the basic condition of the casualty: level of consciousness; breathing; pulse; skin condition and temperature (sources vary as to the components of vital signs).

#### W

White blood cells: blood cells which are involved in immunity and control of microbes.

## X

**Xiphoid process**: the cartilage tip at the lower end of the breastbone.

G

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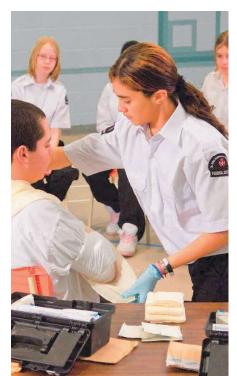
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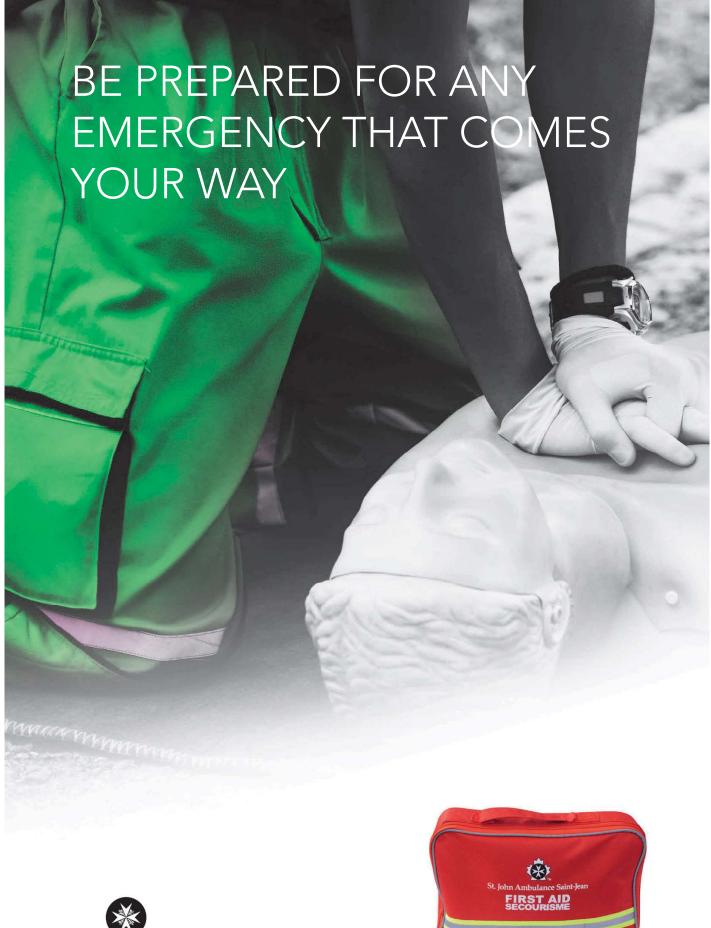
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