# FIRST AID

## Emergency Contact Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Security</td>
<td>46666</td>
</tr>
<tr>
<td>Emergency Services (Ambulance, Police, Fire Brigade)</td>
<td>0 000</td>
</tr>
<tr>
<td>If calling from a mobile phone</td>
<td>000/112</td>
</tr>
<tr>
<td>Student Health (8:45am-5:00pm, 138-146 Cardigan St)</td>
<td>46904/46905</td>
</tr>
<tr>
<td>Royal Melbourne Hospital (Switchboard)</td>
<td>0 9342 7000</td>
</tr>
<tr>
<td>Eye and Ear Hospital (Emergency)</td>
<td>0 9929 8666</td>
</tr>
<tr>
<td>Dental Hospital (Switchboard)</td>
<td>0 9341 1000</td>
</tr>
<tr>
<td>Poisons Information Line</td>
<td>0 131 126</td>
</tr>
</tbody>
</table>

The following staff members hold a current St John Level 2 First Aid Certificate.

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Extension</th>
<th>Expiry</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa MIFSUD</td>
<td>47887</td>
<td>July 2006</td>
<td>General Office, G30</td>
</tr>
<tr>
<td>Andrew RECHNITZER</td>
<td>49731</td>
<td>July 2007</td>
<td>Room 198, First Floor</td>
</tr>
<tr>
<td>Dolla BOUTROS</td>
<td>48195</td>
<td>November 2007</td>
<td>General Office, G30</td>
</tr>
<tr>
<td>Russell JENKINS</td>
<td>45546</td>
<td>November 2007</td>
<td>Room G47, Ground Floor</td>
</tr>
</tbody>
</table>
First Aid Information

Section 8.4.2 of the University's Environment Health and Safety Manual outlines the University's requirements for the provision of First Aid facilities.

First Aid Information sheet *

All treatment given by First Aiders must be recorded in the First Aid Treatment Register, located in First Aid Kits. All incidents/accidents/near misses should be recorded on a University of Melbourne Incident Report form S3 *. Completed forms are to be forwarded to the General Manager's Office.

First aid is the first assistance given to an injured person. You will be of the greatest assistance if you stay calm. Get help by contacting a person trained in first aid (see EHS Personnel) and, for serious injuries, call for an AMBULANCE (Tel. 0-000). The General Office, Staff Tea Room and the Library (located on the Ground Floor) each have a first aid kit; you should familiarise yourself with the contents. Wash your hands before treating burns, wounds or eye injuries.

Collapse -

1. Check for danger (to yourself, bystanders and the casualty). If electric shock is the cause, either turn off the power or remove the casualty using an insulating material, such as wood. Take care not to become a casualty yourself.

2. Check for response. Gently tap shoulders and ask Can you hear me?, What is your name?.

3. If there is no response, call for help.

4. If the casualty is unconscious turn on side, open mouth and check for obstructions. If required clear the mouth with your fingers. If the casualty is conscious check and manage for bleeding and other injuries.

5. If unconscious, look, listen and feel for breathing signs. If the casualty is not breathing, turn onto back, tilt head back, seal nose and give 2 effective breaths.

6. Check for pulse at the carotid artery (neck). If pulse is present continue Expired Air Resuscitation (EAR) giving 1 breath every 5 seconds until breathing is restored.

7. If pulse is not present give Cardio-Pulmonary Resuscitation at 80 compressions per minute. EAR at 2 breaths per 15 compressions.

8. Seek medical aid.

Serious Bleeding -

1. First check for danger, then determine if the casualty is conscious and breathing.

2. Reassure and calm the casualty.

3. Apply direct pressure to the point of bleeding. Use gloves if possible.

4. Elevate the source of bleeding, if possible, and support.

5. Apply the pad of a sterile dressing and bandage firmly.

**Extensive Burns**

1. First check for danger, then determine if the casualty is conscious and breathing.
2. Flush the burn with copious amounts of water.
3. Cover injuries with sterile gauze, towel or sheet. Do not try to remove clothing sticking to the burn. Leave the neck and head uncovered.
4. Seek medical aid.

**Minor Burns**

1. Cool the burnt area under running cold water.
2. Cover with Meolite burns dressing (First Aid Kit Burns Module).
3. Seek medical aid.

**Eye Injuries - Foreign fluid splashed in the eye**

1. Gently flush the eye with water. The first aid kit has sterile saline solution for eye irrigation.
2. Cover the eye with a sterile eye pad.
3. Take the casualty to the EYE AND EAR HOSPITAL.

   **Splinters of glass or metal in the eye**

1. Reassure and calm the casualty.
2. Cover both eyes to prevent eye movement. Use a shield to ensure no pressure is placed on the injured eye.
3. Seek medical aid.

**Clothing on Fire**

1. Put the casualty on the floor and roll to smother the flames. Use the fire blanket or a laboratory coat or douse flames with a safety shower but DO NOT allow the casualty to stand (to prevent rising flames from reaching the head). DO NOT use any type of chemical fire extinguisher on a person. If your own clothes are on fire, drop to the floor and smother the flames with a rolling action.
2. Treat for burns and seek medical aid.
Shock -
   1. Reassure the casualty suffering from shock (pale, sweaty). Lie the casualty down on their side and keep warm and comfortable.
   2. Seek medical help.

Concussion -
   • If a person has suffered a blow to the head (and especially if there has been some interference to consciousness) they should be examined by a doctor.

Fractures -
   1. Do not move a casualty with broken bones or injured joints unless absolutely necessary.
   2. Get medical help.