

Unit-01

Practice Occupational Safety and Health (OSH) Procedures

Occupational Safety and Health (OSH):

Occupational safety and health (OSH) relate to health, safety, and welfare issues in the workplace. OHS includes the laws, standards, and programs that are aimed at making the workplace better for workers, along with co-workers, family members, customers, and other stakeholders.

The purpose of the safety and health policies and procedures is to guide and direct all employees to work safely and prevent injury, to themselves and others. Our goal is to eliminate or minimize hazards that can cause accidents.

OSH Policies of Bangladesh:

The current regulatory framework of the country on occupational health and safety refers mainly to the workers of industries but does not cover all occupations of the country. The main laws related to occupational health and safety in this country is the Bangladesh Labor Act **2006**. The Bangladesh Labor Act 2006 is the most important labor legislation of the country. It has been amended three times since its formulation, and the latest amendment was done in **2013**.

Health and Safety Procedures:

Your Company is committed to the goal of providing and maintaining a healthy and safe working environment, with a view to continuous improvement. This goal is only achievable by adherence to established objectives striving to exceed all obligations under applicable legislation, and by fostering an enthusiastic commitment to health, safety and the environment within Your Company personnel, contractors and visitors.

- Management, working in cooperation with the Joint Health and Safety Committee, will strive to take all reasonable steps to reduce workplace hazards to as low as reasonably achievable.
- Supervisors and managers are held accountable for the health and safety of all employees under their supervision. This includes responsibility for applicable training and instruction, appropriate follow-up on reported health and safety concerns, and implementation of recommended corrective action. This accountability is integrated into the performance appraisal system.
- Supervisors, workers and visitors are expected to perform their duties and responsibilities in a safe and healthful manner, and are accountable for the Health and Safety of themselves and others.
- Your Company is committed to providing all necessary training and instruction to ensure that appropriate work practices are followed on the job, and to promote their use off the job.
- If necessary, Your Company will take disciplinary action where individuals fail to work in a healthy and safe manner, or do not comply with applicable legislation or corporate policies and procedures.

The main four types of signs you will come across are;



[Image: Sign of Awareness]

Red- PROHIBITED

Examples:

No Smoking, No Entry, Strictly No Admittance

Yellow – WARNING/DANGER

Examples:

Danger High Voltage, Danger Forklift Trucks, Hazardous Area

Blue – MANDATORY/SITE SAFETY

Examples:

Keep Out, Protect Your Hands, Fire Door Keep Shut

Green – HEALTH AND SAFETY (Fire Exit/First Aid)

Examples:

Emergency Eye Wash, Push Bar to Open, Fire Exit

Category	Color	Information/ Instruction	Features	Examples
Prohibition	Red	• Dangerous behavior • Stop • Shutdown • Emergency cut-out devices • Evacuate	• Round shape • Black pictogram on white background • Red edging with a red diagonal line	• Do not touch • No access for unauthorized persons • Do not enter 

Warning	Yellow	• Be careful • Take precautions • Hazard nearby	• Triangular shape • Black pictogram on yellow background • Black edging	• Electric shock • Magnetic field • Biological hazard • General warning
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Mandatory	Blue	• Specific behavior or action	• Round shape • White pictogram on blue background	• Wear safety glasses • Wash hands • Use safety harness
Emergency	Green	• Doors • Exits • Escape routes • Equipment and facilities	• Rectangular or square shape • White pictogram on green background	• Emergency exit/escape route • Eyewash station • First aid kit

<https://www.youtube.com/watch?v=w2bhngAHLVo>

Personal health and hygiene:

Personal hygiene refers to the appearance, habits, and cleanliness of employees. This includes grooming, showering, and hand washing.

Hygiene is important in the workplace because it contributes to a healthy workforce. A healthy workforce is happier and more productive. Personal Protective Equipment (PPE) should be worn correctly where necessary and stored after use.

OSH Equipment:

OSH equipment should be maintained to keep them operational and compliant with OSH regulations. This equipment includes:

1. PPE (Procedure, How to wear PPE and etc.)
2. Bin (Disposable Box) Photo with description
3. Fire Extinguisher
4. Fire Alarm
5. First Aid Box
6. Cleaning Equipment

PASS Rules for Using a Fire Extinguisher-



[Image: Fire Safety Rules and Regulations]

It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for **Pull, Aim, Squeeze, and Sweep**. Pull the pin. This will allow you to discharge the extinguisher.

Identify and report OSH hazards and risks:

Every workplace has hazards. As an employer, you have a legal responsibility to look after your employees' safety and protect them against health and safety hazards at work. In order to manage workplace health and safety and help prevent accidents and sickness absence, it's important to identify, monitor and reduce the risk associated with workplace hazards.

Hazards and risks are identified:

Hazards: The meaning of the word hazard can be confusing. Often dictionaries do not give specific definitions or combine it with the term "risk". A hazard is any source of potential damage, harm or adverse health effects on something or someone.

Risk: Risk is the chance or probability that a person will be harmed or experience an adverse health effect if exposed to a hazard. It may also apply to situations with property or equipment loss, or harmful effects on the environment.

For example: the risk of developing cancer from smoking cigarettes could be expressed as:

- "Cigarette smokers are 12 times (for example) more likely to die of lung cancer than non-smokers", or
- "The number per 100,000 smokers who will develop lung cancer" (actual number depends on factors such as their age and how many years they have been smoking).

Workplace hazards:

Simply put, workplace hazards are any aspect of work that cause health and safety risks and have the potential to harm. Some hazards are more likely to be present in some workplaces than others, and depending on the work that you do; there will be hazards that are more or less relevant to your business.

The most common workplace hazards:

There are many types of workplace hazards, which tend to come under four main categories:

- **Physical hazards** – the most common workplace hazards, including vibration, noise and slips, trips and falls;
- **Ergonomic hazards** – physical factors that harm the musculoskeletal system, such as repetitive movement and poor body positioning;
- **Chemical hazards** – any hazardous substance that can cause harm to your employees;
- **Biological hazards** – bacteria and viruses that can cause health effects, such as hepatitis, HIV/AIDS and Legionnaire's disease.

Disposable box:

Yellow: Any kind of infected agent (Used Bandage, dressing, plasters, used needle, infected secretion etc.)

Blue: Glass materials (ampoule, vial).

Red: Rubber Items (IV set, syringes without needle, saline bottle, catheters, NG tube), used gloves & specimen container etc.

White (Puncture proof container): Sharp equipment waste (syringes needle, unused needle, metals, blades, scalpels (BP knife) etc.

Black: Food waste, Paper waste, Water bottles & general hospital waste etc.

Common health risks:

Some of the most common health risks associated with workplace hazards include:

- Breathing problems;
- Skin irritation;
- Damage to muscles, bones and joints;
- Hearing damage;
- Reduced wellbeing;

The prevention of workplace hazards:

Corrective actions have to be taken to mitigate hazards and risks within the level of responsibilities. The best way to protect yourself and your employees from workplace hazards is to identify and manage them and take reasonable steps to prevent their potential to harm. In order to control workplace hazards and eliminate or reduce the risk, you should take the following steps:

- Identify the hazard by carrying out a workplace risk assessment;
 - Determine how employees might be at risk;
 - Record and review hazards at least annually, or earlier if something changes. •
- Danger signs should be used accordingly.
- Injurious agents should be kept in proper place.
 - Maintain proper lighting and temperature.

Workplace emergency:

A workplace emergency is an unforeseen situation that threatens your employees, customers, or the public; disrupts or shuts down your operations; or causes physical or environmental damage. Emergencies may be natural or manmade and include the following:

1. Floods
2. Tornadoes
3. Fires
4. Toxic gas releases
5. Chemical spills
6. Radiological accidents

7. Explosions
8. Earthquake
9. Civil disturbances, and workplace violence resulting in bodily harm and trauma
10. Slip
11. Falls

Maintain and improve safety and health and safety hygiene in the workplace:

To effectively control and prevent hazards, employers should:

- Involve workers, who often have the best understanding of the conditions that create hazards and insights into how they can be controlled.
- Identify and evaluate options for controlling hazards, using a "hierarchy of controls."
- Use a hazard control plan to guide the selection and implementation of controls, and implement controls according to the plan.
- Develop plans with measures to protect workers during emergencies and nonroutine activities.
- Evaluate the effectiveness of existing controls to determine whether they continue to provide protection, or whether different controls may be more effective. Review new technologies for their potential to be more protective, more reliable, or less costly.

Maintain personal Well-being

Unit: 02

Apply Basic IT Skills

Define computer:

A computer is an electronic device that accepts raw data as input and processes it with a set of instructions to produce the result as output. It has the ability to store, retrieve, and process data. The term "computer" is derived from the Latin word "computer" which means to calculate.

Basic Computer Hardware:

Monitor: A computer monitor is an electronic device that displays what programs are running on your computer, so a user can see.

Mouse: A computer mouse can have a wire or is wireless and is an input device used to control a cursor on the computer monitor.

Keyboard: It is the most important input device of a computer. It is designed to allow you input text, characters and other commands into a computer, desktop, tablet, etc. It comes with different sets of keys to enter numbers, characters and perform various other functions like copy, paste, delete, enter, etc.

Printer: A printer is an output device that transfers data from the computer in a printed format by using text or images on paper. There are both colored and black & white printers.

Speakers: It is a very common output device and it gives sound as an output. It is generally used to play music or anything having sound.

Random Access Memory (RAM): RAM is where data lives temporarily while it's being actively used by programs, such as when a user launches a computer application.

Hard drive: Hard drives are data storage devices used to store files, programs or other information on a computer system. They use magnetically coated discs called hard disks that store digital representations of information.

Central processing unit (CPU): The CPU controls the computer processes and communicates with the other components of a personal computer. A computer's CPU may be one of the most complicated parts of the computer because of its intricacies.

Motherboard: The motherboard provides the structure for all other components and connects them, while also providing a way to distribute power, deliver information and connect to devices such as a printer or mouse. It controls how data transfers and what type of monitor or screen device to use, for example. It houses the CPU, memory and secondary storage devices such as hard drives.

Computer input & output device:

Input Devices: The devices which are used to give data and instructions to the computer are called Input Devices. Some input devices are: keyboard, mouse, joystick etc.

Output Devices: The devices which are used to display the results or information are called Output Devices. Some output devices are: Monitor, Printer, Speaker, projector etc.

Explain the uses of computers in different fields:

Education: Computers are used in the education sector through online classes, online examinations, online tutorial, presentation making, assignment making etc. They help in increased use of audio-visual aids in the education field.

Home: Computers are used at homes for several purposes like online bill payment, watching movies or shows at home, social media access, playing games, internet access etc. They provide communication through electronic mail. They help to avail work from home facilities for corporate employees.

Medical Field: Computers are used in hospitals to maintain a database of patients' history, diagnosis, X-rays, live monitoring of patients, etc. Surgeons nowadays use robotic surgical devices to perform delicate operations.

Industry: Computers are used to perform several tasks in industries like managing inventory, designing purpose, creating virtual sample products, interior designing, video conferencing etc.

Government: In government sectors, computers are used in data processing, maintaining a database of citizens and supporting a paperless environment.

Banking: In the banking sector, computers are used to store details of customers and conduct transactions, such as withdrawal and deposit of money. Banks have reduced manual errors and expenses to a great extent through extensive use of computers.

Business: Nowadays, computers are totally integrated into business. The main objective of business is transaction processing, which involves transactions with suppliers, employees or customers. Computers can make these transactions easy and accurate. People can analyze investments, sales, expenses, markets and other aspects of business using computers.

Science and Engineering: Computers with high performance are used to stimulate dynamic process in Science and Engineering. Supercomputers have numerous applications in area of Research and Development (R&D).

Define Internet?

The Internet is a global network that connects computers all over the world. Through the Internet, people can share information and communicate from anywhere with an Internet connection.

Uses of internet:

- Online Booking
- Online Banking & Trading
- Cashless Transactions
- Education
- Research
- Communication
- Social Networking
- Entertainment
- Job Search
- Real time update
- Blogging
- Shopping

Pros and Cons of Using the Internet:

The Internet has made lives easy and comfortable, but at the same time made human being dependable for the smallest or biggest of information. Discussed below are the uses of the internet, along with a few cons that it brings along.

Pros of Internet:

- **Easy Access to Information** – Information on anything and everything are available online. The Internet makes it convenient to learn about new things at any point in time and get details on various subjects, irrespective of time and place
- **Platform for Online Education** – With the advanced technology, even students and adults wish to learn new things and gaining knowledge at various online portals has become more accessible
- **Job Hunting** – Employers can look for employees on the internet and the job seekers can apply online for jobs using the Internet
- **Platform to become an Entrepreneur** – Today, thousands of people have started their own websites and getting good business and users/customers by making their own websites and selling products or services. This has become accessible due to Internet connectivity
- **Visual and Graphical Representation of Things** – Various researches have shown that a person tends to get more engaged with a graphical representation of things. Internet has made this facility also convenient for both user and creator
- **Reduced the parameter of Distance** – Social media has reduced the distance between people as communication has become much easier because of Internet connection

With the Internet being an extremely essential part of daily life, it is important that a person is well aware of the disadvantages of the Internet and its excess usage.

Cons of Internet:

- **Dependency** – The dependency of people for looking things and information online has increased massively since the introduction of Internet and its easy access
- **Cyber Crime** – People do not just use internet for learning purposes, cybercrime has also been at a distinctive high because of effortless availability of resources
- **Distraction** – People can easily find online games, interesting information, etc. online which may be a cause of distraction for may
- **Bullying and Trolls** – Online platforms are being used for unethical practices like bullying people and trolling them

What do you mean by web/internet browser & Write few names?

A software application used to access information on the World Wide Web is called a Web Browser.
OR

A web browser takes you anywhere on the internet, letting you see text, images and video from anywhere in the world.

Few browser names:

- Google Chrome
- Firefox
- Microsoft Edge
- Opera
- Safari

Define Email? Write down the use & importance of email:

Email stands for **Electronic Mail**. It is a method to send messages from one computer to another computer through the internet. It is mostly used in business, education, technical communication, document interactions etc.

Uses of Email, which are given below:

- Share text, photos, videos, links etc.
- Stay connected with friends and family
- Professional communication
- Create and share lists
- Schedule Meetings
- Learn the Latest News
- Get coupons, discounts, and more
- Promotion
- Track packages and deliveries

Importance of email:

- Save your money
- Save your time
- Easy to communicate
- Professional way to communicate
- Boost your brand identity and awareness

Write down the process for writing an email:

Professional Email Simple Steps:

- Type a valid email address on “To field”, whom you want to send message
- Keep the subject line simple
- Open with a proper greeting
- Introduce yourself if required
- Write the purpose of your email shortly.
- Add attachments or link if required
- Say thank you & add your signature with contact information

Double check everything before sending

Define software:

Software is a set of instructions, data or programs that allows the user to operate a computer and execute specific tasks.

Define hardware:

Computer Hardware refers to the physical components of a computer that help to set up a computer system and execute instructions. Examples of hardware in a computer are the Processor, Memory Devices, Monitor, Printer, Keyboard, Mouse and the Central Processing Unit.

Difference between hardware & software:

Hardware	Software
Computer Hardware refers to the physical components of a computer that help to set up a computer system and execute instructions.	Software is a set of instructions, data or programs that allows the user to operate a computer and execute specific tasks.
It has four main categories: input devices, output devices, storage, and internal components.	It is mainly divided into System software and Application software.
Developed using electronic and other materials	Developed writing using instructions using a programming language
Hardware can be replaced with a new one if it is damaged.	The software is reinstalled if it gets damaged.
Hardware cannot perform any task without software.	The software can not be executed without hardware.
Failure of Hardware is random.	Software failure is systematic.
Hardware cannot be infected by Viruses	The software can be infected by Viruses
Hardware is physical in nature.	Software is logical in nature.
Example of Hardware is hard drives, monitors, CPU, speaker, keyboard etc.	Example of software is Windows 10, Adobe Photoshop, WinRAR, Google Chrome etc.

Microsoft Word:

Microsoft Word is a word processing program that is used to create & store documents. Microsoft Word developed by Microsoft.

Features of MS Word:

Now let us read more about the features and components of an MS Word doc file in detail.

The image given below shows the different elements and categories which are available in MS Word doc:

Home: This has options like font color, font size, font style, alignment, bullets, line spacing, etc. All the basic elements which one may need to edit their document is available under the Home option.

Insert: Tables, shapes, images, charts, graphs, header, footer, page number, etc. can all be entered in the document. They are included in the “Insert” category.

Design: The template or the design in which you want your document to be created can be selected under the Design tab. choosing an appropriate tab will enhance the appearance of your document.

Page Layout: Under the Page Layout tab comes options like margins, orientation, columns, lines, indentation, spacing, etc.

References: This tab is the most useful for those who are creating a thesis or writing books or lengthy documents. Options like citation, footnote, table of contents, caption, bibliography, etc. can be found under this tab.

Review: Spell check, grammar, Thesaurus, word count, language, translation, comments, etc. can all be tracked under the review tab. This acts as an advantage for those who get their documents reviewed on MS Word.

Uses of MS Word:

Given below are the different fields in which MS Word is used and simplifies the work of an individual:

- **In Education:** It is considered as one of the simplest tools which can be used by both teachers and students. Creating notes is easier using MS Word as they can be made more interactive by adding shapes and images. It is also convenient to make assignments on MS Word and submitting them online
- **In Workplace:** Submitting letters, bills, creating reports, letterheads, sample documents, can all easily be done using MS Word
- **Creating & Updating Resume:** One of the best tools to create your resumes and is easy to edit and make changes in it as per your experience
- **For Authors:** Since separate options are available for bibliography, table of contents, etc., it is the best tool which can be used by authors for writing books and adjusting it as per the layout and alignment of your choice

What is MS PowerPoint?

PowerPoint (PPT) is a powerful, easy-to-use presentation graphics software program that allows you to create professional-looking electronic slide shows.

What is a PowerPoint presentation or PPT?

A combination of various slides depicting a graphical and visual interpretation of data, to present information in a more creative and interactive manner is called a PowerPoint presentation or PPT.

What all elements can be added to a slide?

The following elements can be added to a PowerPoint slide:

1. Clip Art
2. Graphs
3. Tables
4. Photographs
5. Charts
6. Media Clips
7. Videos

Features of MS PowerPoint:

There are multiple features that are available in MS PowerPoint which can customize and optimize a presentation. The same have been discussed below.

Slide Layout: Multiple options and layouts are available based on which a presentation can be created. This option is available under the “Home” section and one can select from the multiple layout options provided.

Insert: Under the “Insert” category, multiple options are available where one can choose what feature they want to insert in their presentation. This may include images, audio, video, header, footer, symbols, shapes, etc.

Slide Design: MS PowerPoint has various themes using which background colour and designs or textures can be added to a slide. This makes the presentation more colorful and attracts the attention of the people looking at it.

Animations: During the slide show, the slides appear on the screen one after the other. In case, one wants to add some animations to the way in which a slide presents itself, they can refer to the “Animations” category.

Uses of PowerPoint Presentation:

PowerPoint presentations are useful for both personal and professional usage. Given below are a few of the major fields where PPT is extremely useful:

- **Education** – With e-learning and smart classes being chosen as a common mode of education today, PowerPoint presentations can help in making education more interactive and attract students towards the modified version of studying
- **Marketing** – In the field of marketing, PowerPoint presentations can be extremely important. Using graphs and charts, numbers can be shown more evidently and clearly which may be ignored by the viewer if being read
- **Business** – To invite investors or to show the increase or decrease in profits, MS PowerPoint can be used
- **Creating Resumes** – Digital resumes can be formed using MS PowerPoint. Different patterns, photograph, etc. can be added to the resume
- **Depicting Growth** – Since both graphics and text can be added in a presentation, depicting the growth of a company, business, student’s marks, etc. is easier using PPT

Unit:03

Interpret the ground rules of caregiving

Caregiver

A caregiver is a person who provides service to others who need extra help. Caregiver can also be defined a paid or unpaid member of a social network who helps them with activities of daily living.

Duties and responsibilities of caregiver:

1. Care planning
2. Medical advocacy
3. Help in mobility
4. Help in personal hygiene
5. Help in meals and nutrition
6. Help in transportation
7. Prescription medication management
8. Home maintenance and housekeeping

Types of Caregivers:

1. Family caregiver
2. Professional caregiver
3. Independent caregiver
4. Private Duty caregiver
5. Informal caregiver
6. Volunteer caregiver

Rights and dignity of clients are ensured:

1. Respect his privacy, physically and emotionally.
2. Respect his right to make choices.
3. Treat him with dignity.

Principles of Caregiving:

Caregivers follow a group of five principles, or values. These five principles are:

1. Safety
2. Dignity
3. Independence
4. Privacy
5. Communication

Caregivers should keep in mind these five principles while performing all of their duties and actions for the patients in their care.

Safety: The first principle is safety. Caregivers must keep patients free from injuries such as burns and bruises. They need to make sure that patients do not hurt themselves, such as by walking away from the care facility and causing harm to themselves or others. Caregivers also keep patients safe by always washing their hands thoroughly and taking measures to prevent infections.

Dignity: The second principle is dignity. All patients should be treated with respect. Caregivers can help to maintain their patients' dignity, or self-respect, when they interact with their patients every day. Caregivers can improve patients' self-esteem by treating them as adults and talking with their patients about their care. They can also ensure their patients' dignity by making sure to keep their patients' bodies covered when providing care.

Independence: The third principle is independence. Patients may start to feel helpless when caregivers and other health care members are caring for their daily needs. Caregivers can encourage patients' independence when they have patients do as much as possible for themselves. Patients should try to stay as physically and mentally healthy as their individual conditions allow in order to prevent further decline of their health.

Privacy: The fourth principle is privacy. In health care facilities, many people are living in shared quarters. Caregivers should take care not to discuss patients' private matters with others.

Communication: The fifth principle is communication. Talking and listening to patients is a large part of a Caregivers' job. Caregivers must communicate daily with their patients and involve the patients in their own health care decisions.

1. Interpret basic knowledge of caregiving: with subtopic
2. Interpret the roles and responsibilities of a caregiver:
3. Explain caregiving rules and ethics:
4. Ensure a safe working environment:

Caregivers Code of Ethics:

1. I will always treat my clients with kindness and respect.
2. I will always arrive at the client's home on time, preferably 5 minutes before the start of my scheduled hours. If I might be late, I will immediately call.
3. I will follow the Plan of Care each day for my client.
4. I will maintain a clean and organized home for my client.
5. I will never leave my client unattended. If the relief caregiver is late. I will immediately call the Care Manager.
6. I will address my client by their last name unless they invite me to use their first name.
7. I will honor the client's right to privacy and confidentiality, including their identity, address, and telephone number.
8. I will keep my religious beliefs, political choices, or personal issues private and likewise respect my client's beliefs.
9. I will call 999 immediately when there is a medical emergency and then call my senior care company office or Care Manager.
10. I will not engage in financial transactions nor intimate relationships with a client or family member.
11. I will never use alcohol or illegal drugs as a professional caregiver.
12. I will only use my personal mobile phone for calls and texts during rest or break periods.

Basic rights of care giver are explained:

1. To take care of myself. This is not an act of selfishness. It will give me the capability of taking better care of my relative.

2. To seek help from others even though my relative may object. I recognize the limits of my own endurance and strength.
3. To maintain facets of my own life that do not include the person I care for, just as I would if he or she were healthy. I know that I do everything that I reasonably can for this person, and I have the right to do some things just for myself.
4. To get angry, be depressed, and express other difficult feelings occasionally.
5. To reject any attempts by my relative (either conscious or unconscious) to manipulate me through guilt and/or depression.

Common Medical Terminologies:

1. **Benign:** Not cancerous
2. **Malignant:** Cancerous
3. **Body Mass Index (BMI):** Body fat measurement based on height and weight
4. **Biopsy:** A tissue sample for testing purposes
5. **Hypotension:** Low blood pressure
6. **Hypertension:** High blood pressure
7. **Bedsore/ Pressure Sore/ Pressure Ulcer**
8. **Outpatient:** Check in and check out the same day
9. **Inpatient:** Plan to stay overnight for one or more days

10. **Acute:** Sudden but usually short (e.g., acute illness)
11. **Chronic:** Long period of time, old disease
12. **Angina:** Pain in the chest related to the heart that comes and goes
13. **Epidermis:** Outermost layer of skin
14. **Edema:** Swelling
15. **Sutures:** Stitches
16. **ICU:** Intensive care unit
17. **I/V:** Intravenous
18. **I/M:** Intramuscular
19. **C/C:** Chief Complaint
20. **O/E:** On Examination
21. **HTN:** Hypertension
22. **Tachycardia:** Heart rate over 100 beats a minute
23. **Bradycardia:** Heart beats fewer than 60 times a minute
24. **ECG:** electrocardiogram
25. **CBC:** Complete blood count
26. **OD:** Once a day
27. **BD:** Twice a day
28. **TD:** Three times daily
29. **QD:** Four times daily

Common medical equipment:

- | | |
|-------------------------------------|------------------------|
| 1. Thermometer | 6. Wound dressing set |
| 2. Catheter | 7. Nebulizer |
| 3. Syringe (50 cc, 20 cc, 6cc, 3cc) | 8. Crutches |
| 4. Dressing equipment/ trolley | 9. Blood glucose meter |
| 5. Cotton ball | 10. Walker |
| | 11. Pulse Oximeter |

- | | |
|---------------------|---------------------------|
| 12. Feeding tube | 19. Bandages |
| 13. Surgical suture | 20. First Aid Kits |
| 14. Assistive cane | 21. Compression stockings |
| 15. Speculum | 22. Urinal |
| 16. Scalpel | 23. Bed pan |
| 17. Scissors | 24. Apron |
| 18. Forceps | 25. Stethoscope |
| | 26. Sphygmomanometer |

Component of patient's file:

1. Medical history
2. Physician's prescription
3. Care plan
4. Different charts (Temperature/Pulse/Diet/Medication chart)
5. Pathological reports
6. Blood pressure chart
7. Intake output
8. Diabetic chart

Communicable & non-communicable diseases are identified and differentiated.

Communicable disease: A communicable disease is a disease that spreads from one person or animal to another. Pathogens such as viruses, bacteria, and fungi cause these diseases. A communicable disease is any disease that passes between people or animals.

<https://www.youtube.com/watch?v=-KpQSPgsFmw>

1. Chikungunya: Chikungunya is a viral disease transmitted to humans by infected female mosquitoes. It is caused by the bite of female Aedes mosquitoes. Chikungunya virus infection causes fever and severe joint pain.

2. Dengue: It is a mosquito-borne viral infection. Dengue is an acute infectious disease transmitted by the bite of female Aedes Aegyptus.

3. Diphtheria: Diphtheria is a serious infection caused by strains of bacteria called *Corynebacterium diphtheriae* that make toxin (poison). It can lead to difficulty breathing, heart failure, paralysis, and even death. Agent: *Corynebacterium diphtheria*

4. Guillain-Barre' Syndrome: Guillain-Barré syndrome (GBS) is a rare neurological disorder in which the body's immune system mistakenly attacks part of its peripheral nervous system—the network of nerves located outside of the brain and spinal cord. Symptoms: Muscle weakness.

5. STDs (Gonorrhea, Syphilis, HIV/AIDS):

Gonorrhea: Gonorrhea is a sexually transmitted infection (STI) caused by bacteria. Infection may involve the genitals, mouth, and/or rectum.

Syphilis: Syphilis is a bacterial infection usually spread by sexual contact. The disease starts as a painless sore — typically on your genitals, rectum or mouth. Syphilis spreads from person to

person via skin or mucous membrane contact with these sores.

Aids: Acquired immunodeficiency syndrome (AIDS) is a chronic, potentially life-threatening condition caused by the human immunodeficiency virus (HIV).

6. Hepatitis A: Hepatitis A is a viral liver disease that can cause mild to severe illness. The *hepatitis A virus* (HAV) is transmitted through ingestion of contaminated food and water or through direct contact with an infectious person. Almost everyone recovers fully from *hepatitis A* with a lifelong immunity.

7. Hepatitis B: Hepatitis B is a vaccine-preventable liver infection caused by the hepatitis B virus (HBV). Hepatitis B is spread when blood, semen, or other body fluids from a person infected with the virus enters the body of someone who is not infected.

8. Hepatitis C: Hepatitis C is a viral infection that causes liver inflammation, sometimes leading to serious liver damage. The hepatitis C virus (HCV) spreads through contaminated blood.

9. Leprosy: Leprosy is a chronic, progressive bacterial infection caused by the bacterium *Mycobacterium leprae*. It primarily affects the nerves of the extremities, the skin, the lining of the nose, and the upper respiratory tract. Leprosy is also known as Hansen's disease.

10. Malaria: Malaria is a mosquito-borne infectious disease that affects humans and other animals. Malaria is transmitted by the bite of female anopheles mosquitoes.

11. Measles: Measles is a highly contagious illness caused by a virus that replicates in the nose and throat of an infected child or adult. Then, when someone with measles coughs, sneezes or talks, infected droplets spray into the air, where other people can inhale them. It is caused by rubeola.

12. Mumps: Mumps is a viral disease caused by the *mumps virus*. Initial symptoms are non-specific and include fever, headache, malaise, muscle pain, and loss of appetite. These symptoms are usually followed by painful swelling of the parotid glands, called parotitis, which is the most common symptom of infection. It is caused by Mumps virus.

13: Pertussis (whooping cough): Whooping cough (pertussis) is a highly contagious respiratory tract infection. In many people, it's marked by a severe hacking cough followed by a high pitched intake of breath that sounds like "whoop."

14. Plague (human): Plague is a disease that affects humans and other mammals. It is caused by the bacterium, *Yersinia pestis*. Humans usually get plague after being bitten by a rodent flea that is carrying the plague bacterium or by handling an animal infected with plague. **15. Poliovirus:** Poliomyelitis (polio) is a highly infectious viral disease that largely affects children under 5 years of age. The virus is transmitted by person-to-person spread mainly through the fecal-oral route or, less frequently, by a common vehicle (e.g. contaminated water or food) and multiplies in the intestine, from where it can invade the nervous system and cause paralysis.

16. Tetanus: Tetanus is a serious infection caused by *Clostridium tetani*. This bacterium produces a toxin that affects the brain and nervous system, leading to stiffness in the muscles. If *Clostridium*

tetani spores are deposited in a wound, the neurotoxin interferes with nerves that control muscle movement.

17. Tuberculosis: Tuberculosis(TB) is caused by a bacterium called Mycobacterium tuberculosis. The bacteria usually attack the lungs, but TB bacteria can attack any part of the body such as the kidney, spine, and brain.

18. Covid 19: This disease is caused by a virus called Corona which attached on lungs. Cough, fever, muscle pain, difficulties of breath are the common symptoms of it.

Prevention of Communicable Disease:

1. Wash your hands frequently.
2. Don't share personal items.
3. Cover your mouth when you cough or sneeze. .
4. Get vaccinated.
5. Use safe cooking practices.
6. Be a smart traveler
7. Practice safe sex.
8. Don't pick your nose (or your mouth or eyes either).
9. Exercise caution with animals.
10. Watch the news.

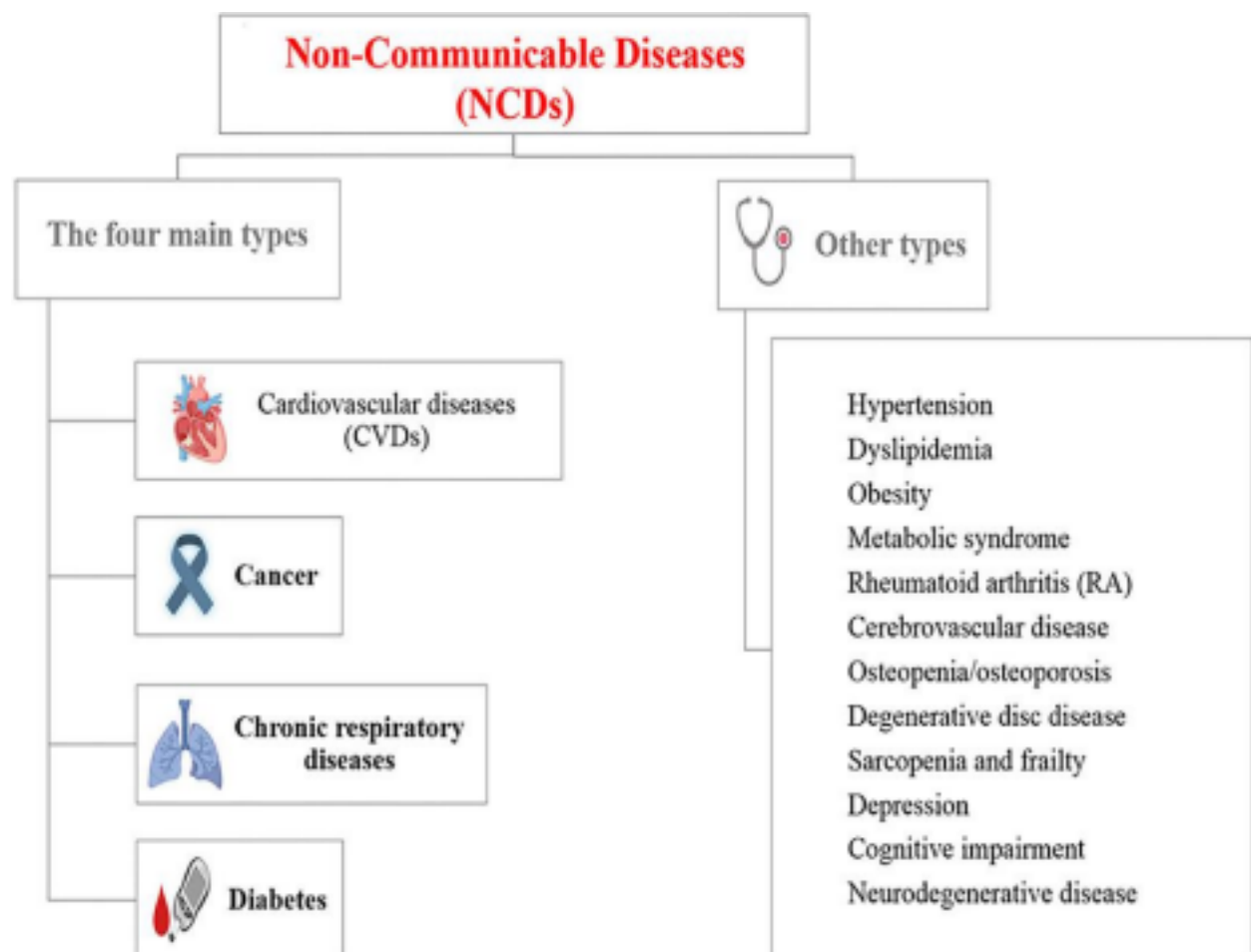
Non-communicable diseases: Anon-communicable disease is a noninfectious health condition that cannot be spread from person to person. It also lasts for a long period of time. This is also known as a chronic disease. A combination of genetic, physiological, lifestyle, and environmental factors can cause these diseases.

The Four main type of NCDs are cardiovascular diseases, Cancers, Chronic respiratory diseases & Diabetes.

1. **Alzheimer's disease:** Alzheimer's disease is an irreversible, progressive brain disorder that slowly destroys memory and thinking skills and, eventually, the ability to carry out the simplest tasks. In most people with the disease—those with the late-onset type—symptoms first appear in their mid-60s.
2. **Asthma:** Asthma is a condition in which your airways narrow and swell and may produce extra mucus. This can make breathing difficult and trigger coughing, a whistling sound (wheezing) when you breathe out and shortness of breath. For some people, asthma is a minor nuisance.
3. **Cataracts:** A cataract is an opacification of the lens of the eye which leads to a decrease in vision. Cataracts often develop slowly and can affect one or both eyes. Symptoms may include faded colors, blurry or double vision, halos around light, trouble with bright lights, and trouble seeing at night.
4. **Chronic kidney disease:** chronic kidney disease, also called chronic kidney failure, describes

the gradual loss of kidney function. Your kidneys filter wastes and excess fluids from your blood, which are then excreted in your urine.

5. **Arthritis:** Arthritis is the swelling and tenderness of one or more of your joints. The main symptoms of arthritis are joint pain and stiffness, which typically worsen with age. The most common types of arthritis are osteoarthritis and rheumatoid arthritis. It includes Osteoarthritis & Rheumatoid arthritis.
6. **Autism spectrum disorder (ASD):**Autism spectrum disorder (ASD) is a neurological and developmental disorder that begins early in childhood and lasts throughout a person's life. It affects how a person acts and interacts with others, communicates, and learns.
7. **Bipolar disorder:** Bipolar disorder is a mental illness marked by extreme shifts in mood. Symptoms can include an extremely elevated mood called mania. They can also include episodes of depression. Bipolar disorder is also known as bipolar disease or manic depression.
8. **Birth defects:** A birth defect, also known as a congenital disorder, is a condition present at birth regardless of its cause. Birth defects may result in disabilities that may be physical, intellectual, or developmental.
9. **Cerebral palsy:** Cerebral palsy (CP) is a group of permanent movement disorders that appear in early childhood. Signs and symptoms vary among people and over time. Often, symptoms include poor coordination, stiff muscles, weak muscles, and tremors. There may be problems with sensation, vision, hearing, swallowing, and speaking.
10. **Down's syndrome:** Down syndrome or Down's syndrome, also known as trisomy 21, is a genetic disorder caused by the presence of all or part of a third copy of chromosome 21. It is usually associated with physical growth delays, mild to moderate intellectual disability, and characteristic facial features. It is caused by third copy of chromosome 21.
11. **Hemophilia:** Hemophilia is a rare disorder in which your blood doesn't clot normally because it lacks sufficient blood-clotting proteins (clotting factors). If you have hemophilia, you may bleed for a longer time after an injury than you would if your blood clotted normally.
12. **Psoriasis:** Psoriasis is a skin disorder that causes skin cells to multiply up to 10 times faster than normal. This makes the skin build up into bumpy red patches covered with white scales. They can grow anywhere, but most appear on the scalp, elbows, knees, and lower back. Psoriasis can't be passed from person to person.
13. **Vision impairment:** Visual impairment, also known as vision impairment or vision loss, is a decreased ability to see to a degree that causes problems not fixable by usual means, such as glasses. Some also include those who have a decreased ability to see because they do not have access to glasses or contact lenses.



[Image: Non-communicable Disease]

Risk factors of noncommunicable diseases (NCDs)

Genetic factors	Environmental factors	Sociodemographic factors	Factors of self-management	Factors of medical conditions
• Family diseases history • Genetic inheritance • Epigenetic changes • Environment exposure-based (e. g. radiation) • toxic material-based mutations	• Air pollution • Weather changes • Sunlight (UV radiation)	• Age • Gender • Race • Ethnicity • Education • Income	• Tobacco use • Alcohol use • Physical activity • Person's weight • Food choice • Dental health care	• Medications • Blood pressure • Lipids • Glucose • Viruses • Obesity • Stress

[Image: Risk factors of Non-communicable Disease]

Prevention of Non-Communicable Disease:

1. Avoid Alcohol
2. Doing Physical Exercise
3. Control Blood Sugar
4. Avoid Tobacco
5. Control Blood Pressure
6. Control Overweight
7. Maintain Healthy Diet

Unit-04

Comply with legal and ethical issues in caregiving

Legal terms and definitions:

1. **Patient consent** means a person must give permission before they receive any type of medical treatment, test or examination.
2. **Abandonment** is when a family or agency leaves an individual without care or support.
3. **Assault** takes place when an individual intentionally attempts or threatens to touch another individual in a harmful or offensive manner without their consent.
4. **Battery** takes place when an individual harmfully or offensively touches another individual without their consent.
5. **False imprisonment** takes place when you intentionally restrict an individual's freedom to leave a space.
6. **Fraud** means that a person intentionally gives false information in order to make money or gain an advantage.
7. **Invasion of privacy** is revealing personal or private information without an individual's consent.
8. **Liability** refers to the degree to which you or your employer will be held financially responsible for damages resulting from your negligence.
9. **Malpractice** is a failure to use reasonable judgment when applying your professional knowledge.
10. **Negligence** is when a personal injury or property damage is caused by your act or your failure to act when you have a duty to act.
11. **Autonomy** refers to the state of being self-governing



The rights of the caregivers:

1. Respect for their individual human worth and dignity.
2. Respect for their privacy.
3. Respect for their confidentiality.
4. Comprehensive information, education, training and support to facilitate their care and support roles.

Distinction between law and ethics:

- **Law:** rules written by the legislature or a government agency.
- **Ethics:** a system of moral values; a set of principles of conscientious conduct.

Some laws are also ethical (for example, abuse laws), some are not (speeding). But not all ethical principles are laws (for example, being honest).

Ethical principles and actions:

1. Keep personal information confidential.
2. Only perform work assigned
3. Do not do less work than assigned
4. Avoid doing careless or low-quality work
5. Report abuse
6. Honesty
7. Respect
8. Reliability
9. Code of conducts

Avoiding legal action:

- **Keep personal information confidential.** Do not discuss confidential information with others except your supervisor or other colleagues who are directly involved with the client's care. Confidential information may include medical, financial, or family issues.
- **Only perform work assigned.** If you perform a task that was not assigned by your supervisor, you become liable for those actions. A plan is developed for each client that describes exactly what services should be provided. This is called a care plan or support plan. It lists the tasks you should do for this individual.
- **Do not do less work than assigned.** When you fail or forget to do all the tasks assigned, you may put your client at risk. As a result of your failure to act, you might be found negligent. Again, it is important that you understand the care or support plan for the client. You must do all the tasks assigned to you as described in the plan—not more and not less.
- **Avoid doing careless or low-quality work.** Performing tasks carelessly might make you liable for the damages or injuries that result.
- **Report abuse** and make sure your actions are not considered abusive.

! Your primary legal responsibility is to avoid legal

action for you and the company you work for.

Ethical principles:

- **Honesty:** Do not be afraid to politely say “no” to a task you are not assigned to do. Also, do not be afraid to admit that you do not know the answer to a question or how to do a task. Never steal, take a client's possessions, or falsify documents or reports.

- **Respect:** An individual's religious or personal beliefs and values may differ from yours. You should respect those differences.

- **Reliability:** Arrive for assignments on time. Always finish your shift, even if a client is being difficult or the workload is difficult. You can address those problems with the supervisor after you have finished your shift.

- You should not take gifts or tips.
- Follow the client's service plan unless you consult with your supervisor.
- Take pride in doing your job well.

Why are privacy and confidentiality important?

Our clients need to trust us before they will feel comfortable enough to share any personal information with us. In order for us to provide quality care, we must have this information. They must know that whatever they tell us will be kept private and limited to those who need the information for treatment, payment, and health care operations.

What are the client's rights?

1. Right to Ask Questions
2. Right to Have Special Needs Addressed
3. Right to Know Caregivers
4. Right to Choose & refuse Treatment
5. Right to Informed Consent
6. Right to Receive Quality Care
7. Right to Respect
8. Right to Privacy and Confidentiality
9. Right to Access Medical Records & lab reports
10. Right to refuse treatment.

The right of the care givers:

1. Freedom from Discrimination & Intimidation
2. Equal Pay for Equal Work
3. Freedom from Sexual Harassment
4. Right to Family Medical Leave
5. Safe Environment
6. Privacy rights

What are ways to protect confidentiality?

a. Spoken communications

- Watch what you say, where you say it, and to whom.
- Speak in a quiet voice when you share information.
- Close doors when discussing private information.
- Do not talk about health information matters in front of others.
- If someone asks you a question involving personal information, make sure that person



has a *need to know* before answering

b. Telephone communications

- Never leave personal health information on an answering machine regarding a consumer's conditions, test results, etc.
- If you are leaving a message on an answering machine/voice mail, only leave the name of the person calling and the agency's telephone number with your contact phone number, and request a call back.
- Do not leave messages with anyone other than the client or a responsible party.

c. Medical records

- Make sure medical records are viewed only by those who need to see them.
- Store them in an area not easily accessible to non-essential staff and others.
- Do not leave medical records lying around unattended or in an area where others can see them. Don't leave files on car seats; lock them in the trunk.
- Return the medical record to its appropriate location when you are finished viewing it.



d. Trash

- Shred all papers containing personal health information.
- Put trash cans and shredders as close as possible to fax machines and desks where personal health information is used.
- If you see un-shredded paper discarded in a trash can, remove it and bring it to your supervisor.

e. Computers

- Develop a personal password which is not a guessable name and change it as instructed.
- Never share your password or write down your password.
- Position your monitor so it is not facing where someone could view identifiable health information.
- Never leave a computer unattended without logging off.
- All e-mails sent, which contain identifiable health information, should be encrypted and the sender/receiver should be authenticated.
- Double-check the address before sending any e-mail.
- Never remove or discard computer equipment, disks, or software without your supervisor's permission.

**! If you notice a breach of confidentiality, inform
your supervisor or privacy officer.**

Different kinds of Abuse:

Abuse is defined as any action that intentionally harms or injures another person.

1. Consequence of Abuse: The immediate emotional effects of abuse and neglect— isolation, fear, and an inability to trust—can translate into lifelong consequences, including poor mental health and behavioral health outcomes and increased risk for substance use disorder.

2. **Detecting Abuse:** Physical abuse is intentional bodily injury, sexual abuse is nonconsensual sexual contact, mental mistreatment or emotional abuse is deliberately causing mental or emotional pain.
3. **Mental & Emotional Abuse:** Psychological abuse such as name-calling, insults, threats, and intimidation.
4. **Physical abuse:** Physical abuse is any intentional act causing injury or trauma to another person or animal by way of bodily contact.
5. **Sexual Abuse:** Sexual contact with any person incapable of giving consent or through force or coercion, which means by force or threatening.
6. **Neglect:** Failing to provide a person food, water, clothing, medicine, medical services, shelter, cooling, heating or other services necessary to maintain minimum physical or mental health. Shelter refers to housing but also the environment.
7. **Financial abuse:** The improper or unauthorized use of a person's funds, property, or assets. This includes forgery, stealing money or possessions, or tricking a person into signing documents that transfer funds, property, or assets.
8. **Discriminatory abuse:** Discrimination is abuse that focuses on a difference or perceived difference. This may involve race, gender, disability, or any of the protected characteristics of the Equality Act.

Prevention:

- Community awareness.
- Public and professional education.
- Caregiver support groups.
- Stress management training.
- Respite care or in-home services.
- The Parent Assistance Program

Reporting Requirements:

- All persons responsible for the care of an incapacitated or vulnerable adult or child **have a duty to report** suspected abuse and neglect. This is called *mandatory reporting*.
- Reports must be made immediately (by phone or in person) to Adult Protective Services or Child Protective Services (depending on the person's age) or to the police. **Failure to report is a misdemeanor.**
- If the individual is in immediate danger, call 999.
- If the abuse is not life-threatening, report it to your supervisor who will assist you in making the report.

Unit-05

Carry Out Basic First Aid

First Aid

First aid is emergency care given immediately to an injured person. The purpose of first aid is to minimize injury and future disability. In serious cases, first aid may be necessary to keep the victim alive.

The importance of first aid:

1. Helps to save lives
2. Provide the victim comfort
3. Prevent the situation from becoming worse
4. It encourages healthy and safe living
5. Protect your employees or people you care about
6. Cost savings

The objectives of first aid:

1. Preserve life
 - Airway
 - Breathing
 - Circulation
2. Prevent deterioration
 - Stop bleeding
 - Treat shock
 - Treat other injury
3. Promote recovery
 - Reassure
 - Relief pain
 - Handle with care

Principles of First Aid (4 C's) –

1. Call for Help
2. Calmly Take Charge
3. Check the scene & the casualty
4. Carefully apply FIRST AID

Survey the scene:

1. Is the scene safe?
2. What happened?
3. How many people are injured?
4. Are there bystanders who can help?
5. Is there available equipment to be used?
6. Identify yourself as First aider with your PPEs on
7. Wear mask and gloves
8. Get consent to give care

Physical Hazards:

Quick assessment of the surroundings to identify physical hazards like

1. Falls
2. Slips
3. Working from heights
4. Collapsed of building
5. Fire
6. Presence of toxic chemicals, etc.

First aid management:

The role of the first aid officer is to initiate: the emergency treatment of injuries and illness; arranging prompt and appropriate referral of casualties to medial aid if required; coordinate emergency services response if required, recording treatments and reporting incidents.

How to do first aid management:

1. Check the immediate area for signs of danger and remove or control it (if safe to do so) to avoid further risk to the casualty and yourself.
2. Do not move a casualty unless they are exposed to a life-threatening situation. 3. If required contact the ambulance service by dialing 999. If you are unsure if an ambulance is required, call 999 and they will advise you.
4. Remain with the casualty and administer first aid (if trained to do so) until assistance arrives.
5. Follow the instructions of relevant Emergency Services personnel or First Aid personnel.
6. Remember **DRS ABC** of first aid:
 - a) Danger
 - b) Response
 - c) Send for help after response
 - d) Airway
 - e) Breathing
 - f) CPR (Start CPR, 30 chest compressions to 2 rescue breaths)

Basic first aid kit may contain:

1. Hand sanitizer or soap
2. Digital BP apparatus
3. Digital thermometer
4. Gauze (pads & roll), tape
5. Pulse oximeter
6. Cotton balls
7. Alcohol pad
8. Disposable gloves (1 box)
9. Disposable mask (1 box)
10. Cervical collar
11. Spine board
12. Ice cap

13. Hot water bag
14. Surgical scissors
15. Bandage scissors
16. Forceps
17. Splint
18. Sterile gauze pads
19. Medical / adhesive tapes
20. Phone numbers for emergency contact, doctors, pharmacy, poison control and insurance information

Casualty's condition:

Casualty condition refers to a person in service killed in action, killed by disease, disabled by injuries, disabled by psychological trauma, captured, deserted, or missing, but not someone who sustains injuries which do not prevent them from fighting.

The following are some guidelines for the management of casualty's condition:

- Do not approach the casualty if it is unsafe to do so.
- Always call for help.
- If the casualty is unconscious, determine airway and breathing
- If the person is conscious but can't move or feel their arms or legs, DON'T move them. They may have a spinal injury.
- Manage illness and injuries with the guidance of a qualified first aider and stay with the casualty.

If you need to phone for an ambulance and give details of the situation and workplace location, make sure you know exactly where you are! You should know the following:

- Address
- Nearest Cross Street
- The Building Level You Are On
- The best way for The Ambulance to gain access to the Casualty

Types of emergencies and accidents:

1. Environmental emergencies:

- a) Heat & cold related illness
- b) Heatstroke
- c) Sun burn
- d) Exposure to radiation

2. Medical emergencies:

- a) Stroke
- b) Heart attack
- c) Hypothermia
- d) Hyperthermia
- e) Hypoglycemia

- f) Hyperglycemia
- g) Seizures
- h) High fever
- i) Drowning or not breathing
- j) High blood pressure
- k) Low blood pressure
- l) Diarrhea

3. Accidental emergencies

- a) Fracture
- b) Head injuries
- c) Cut and scrapes
- d) Falls & slip
- e) Poisoning
- f) Chocking

There are two important assessments of the casualty:

- Primary survey
- Secondary survey

Level of Consciousness:

Awake: Consciousness is an awake state, when a person is fully aware of his or her surroundings and understands, talks, moves, and responds normally.

Confused: Confusion describes disorientation that makes it difficult to reason, to provide a medical history, or to participate in the medical examination. Causes include sleep deprivation, fever, medications, alcohol intoxication, recreational drug use, and postictal state (recovering from a seizure).

Disoriented: Confessional state is a more profound deficit that includes disorientation, bewilderment, and difficulty following commands.

Lethargic: Lethargy consists of severe drowsiness in which the patient can be aroused by moderate stimuli and then drift back to sleep.

Obtunded: Obtundation is a state similar to lethargy in which the patient has a lessened interest in the environment, slowed responses to stimulation, and tends to sleep more than normal with drowsiness in between sleep states.

Stuporous: Stupor means that only vigorous and repeated stimuli will arouse the individual, and when left undisturbed, the patient will immediately lapse back to the unresponsive state.

Comatose: Coma is a state of unarousable unresponsiveness.

Types of unconscious victim: (* B-breathing: *P – pulse)

1. +B +P = Syncope
2. –B + P = Respiratory arrest
3. –B – P = Cardiac arrest

Activate medical assistance:

There are three basic C's to remember—**check, call, and care**.

1. Arrange transfer facilities
2. Activate or call medical assistance then return to the victim
3. CPR first before calling for medical assistance.

Basic Life Support:

Basic Life Support generally refers to the type of care that first-responders, healthcare providers and public safety professionals provide to anyone who is experiencing cardiac arrest, respiratory distress or an obstructed airway. There are three main priorities during a Basic Life Support training course. These are airway, breathing, and circulation known as ABC.

1. Basic life support condition

- a) Respiratory arrest
- b) Cardiac arrest
- c) Artificial respiration or rescue breathing
- d) Cardiopulmonary resuscitation
 - = CPR for infant
 - = CPR for children
 - = CPR for adult

2. Check Circulation – Airway – Breathing

- = Carotid pulse for adult
- = Brachial pulse for infant
- = Open airway
 - a. Head tilt chin lift maneuver
 - b. Jaw thrust maneuver
 - c. Modified jaw thrust maneuver

3. When to stop CPR

1. S - Spontaneous breathing and pulse has occurred
2. T – Turned over to the physician or paramedics
3. O – Operator or first aider is already exhausted
4. P – Physician assumed responsibility and if the casualty has been declared dead

Primary Survey:

To carry out the primary survey, you should follow five steps, which can be remembered by the acronym 'DRABC'. These must be followed as they are, in order of priority, to ensure the most life-threatening conditions are assessed and treated first.

The five steps are:

1. Danger
2. Response
3. Airway
4. Breathing

5. Circulation

Secondary survey:

The secondary survey should commence after the primary survey is completed, immediate life threats are identified and managed, and casualty is stable. The secondary survey is for less obvious problems that may require first aid.

The secondary survey is a systematic approach to identify any bleeding or fractures on the casualty. It starts to the head, shoulders and works down to the legs.

Detailed history of casualty: Ask the following data:

1. Signs and symptoms of the episode
2. What occurred at the onset of accident
3. Any known allergies
4. Present medication
 - = Name of medication
 - = Frequency of medication
 - = Dosage
 - = Time when last taken
5. Past history of casualty's medical condition
6. Last oral intake, last meal, drink or medication taken prior to accident
7. Events leading to injury or illness

Physical Examination:

A physical exam is a routine test done by a doctor or nurse to check your overall health. It examines your body by looking, feeling and listening. A physical exam may also be called a complete physical exam, a routine physical or a checkup.

Why a physical exam is done:

A physical exam is often done as part of a regular checkup, but it can be done at any time. It may be done to:

- Check for possible diseases and medical conditions, including cancer
 - Find medical issues that may become problems in the future
 - Allow your doctor to notice and keep track of any changes in your physical health •
- Check your health during and after cancer treatment
- Ensure you maintain a healthy lifestyle
 - Help your doctor decide if more tests are needed

Physical examination May include:

1. Begin care and assessment in the order of importance-

- Airway
- Breathing
- Circulation
- Disabilities which include mental status
- Expose any body part that is fractured like extremities but still maintain casualty's privacy and dignity

2. Techniques of physical examination-

- Inspection
- Palpation

- Auscultation
- Percussion

3. Examine the following-

- Deformity
- Contusion
- Abrasion
- Punctured
- Bleeding and burns
- Tenderness
- Laceration
- Swelling

4. For casualty - fall from heights

- Don't move the casualty
- Wait for the paramedics
- Keep the casualty calm and well ventilated

Incident Report:

An incident report is a formal recording of the facts related to a workplace accident, injury, or near miss. Its primary purpose is to uncover the circumstances and conditions that led to the event in order to prevent future incidents.

Every incident report you file should contain a minimum of the following:

1. Date, Time and specific location of incident
2. Name, job title and department of employee involved
3. Names and accounts of witness
4. Events leading up to incident
5. Exactly what the casualty was doing at the moment of incident
6. Environmental condition e.g. slippery, wet floor, lighting, noise, etc.
7. Circumstances like tools, equipment, PPE
8. Specific injuries of casualty
9. Type of treatment given
10. Damage equipment if there are tools and equipment involved in the accident
11. Determine the sequence
 - Events involved in the incident
 - Events after the incident
 - Analyze
 - Recommend
12. Determine the sequence
13. Events involved in the incident
14. Events after the incident
15. Analyze
16. Recommend

17. Name, signature, date and time of the person who wrote the incident report

1. First Aid for Bleeding:

Steps to take if you are faced with bleeding right now:

1. Cover the wound with a gauze or a cloth.
2. Apply direct pressure to stop the blood flow.
3. Don't remove the cloth. Add more layers if needed. The cloth will help clots form to stop the flow.

2. First Aid for Burns

Until emergency help arrives for major burns:

- **Protect the burned person from further harm.** If you can do so safely, make sure the person you're helping is not in contact with the source of the burn. For electrical burns, make sure the power source is off before you approach the burned person.
- **Make certain that the person burned is breathing.** If needed, begin rescue breathing if you know how.
- **Remove jewelry, belts and other restrictive items,** especially from around burned areas and the neck. Burned areas swell rapidly.
- **Cover the area of the burn.** Use a cool, moist bandage or a clean cloth. • **Don't immerse large severe burns in water.** Doing so could cause a serious loss of body heat (hypothermia).
- **Elevate the burned area.** Raise the wound above heart level, if possible. • **Watch for signs of shock.** Signs and symptoms include fainting, pale complexion or breathing in a notably shallow fashion.

For minor burns:

- **Cool the burn.** Hold the burned area under cool (not cold) running water or apply a cool, wet compress until the pain eases.
- **Remove rings or other tight items from the burned area.** Try to do this quickly and gently, before the area swells.
- **Don't break blisters.** Fluid-filled blisters protect against infection. If a blister breaks, clean the area with water (mild soap is optional). Apply an antibiotic ointment. But if a rash appears, stop using the ointment.
- **Apply lotion.** Once a burn is completely cooled, apply a lotion, such as one that contains aloe Vera or a moisturizer. This helps prevent drying and provides relief.
- **Bandage the burn.** Cover the burn with a sterile gauze bandage (not fluffy cotton). Wrap it loosely to avoid putting pressure on burned skin. Bandaging keeps air off the area, reduces pain and protects blistered skin.
- **If needed, take an over-the-counter pain reliever,** such as ibuprofen (Advil, Motrin IB, others), naproxen sodium (Aleve) or acetaminophen (Tylenol, others).

Chemical Burn

- Remove chemical causing burn by washing the skin under cool running water for at least 20 minutes. Remove all clothing or jewelry that may be contaminated by the chemical. After washing, apply cool, wet cloth on the burn to relieve the pain.

Electrical Burn

- Call the ambulance immediately.
- Look out if there is any contact with the electric source.
- Turn off the electrical source or try move it by non – conducting object.
- Prevent shock by lying the child down and raising the legs with an object. e.g. Pillow

3. First Aid for electric shock

- Turn off the source of electricity, if possible. If not, move the source away from you and the person, using a dry, non-conducting object made of cardboard, plastic or wood.
- Begin CPR if the person shows no signs of circulation, such as breathing, coughing or movement.
- Try to prevent the injured person from becoming chilled.
- Apply a bandage. Cover any burned areas with a sterile gauze bandage, if available, or a clean cloth. Don't use a blanket or towel, because loose fibers can stick to the burns.

4. First Aid for blister:

1. Wash the area.
2. Sterilize a needle with rubbing alcohol and water.
3. Make a small hole at the edge of the blister. Gently squeeze out the fluid.
4. Wash the blister again and pat dry.
5. Smooth down the skin flap.
6. Apply antibiotic ointment.
7. Cover the area loosely with a sterile bandage or gauze.

5. First Aid for Suspected Fracture

Take these steps for a suspected fracture:

1. Don't try to straighten it.
2. Stabilize the limb using a splint and padding to keep it immobile.
3. Put a cold pack on the injury, avoiding placing ice directly on the skin.
4. Elevate the extremity.
5. Give anti-inflammatory drugs like ibuprofen or naproxen.

6. First Aid for Sprains

The symptoms of a sprain are almost exactly the same as that of a broken bone. When in doubt, first aid for sprains should be the same as broken bones. Immobilize the limb, apply a cold pack, elevate it, and take anti-inflammatory drugs. See your doctor for further diagnosis and treatment.

7. First aid for dislocation

A dislocation is an injury in which the ends of your bones are forced from their normal positions. The cause is usually trauma resulting from a fall, an auto accident, or a collision during contact or high-speed sports.

Dislocation usually involves the body's larger joints. In adults, the most common site of the injury is the shoulder. In children, it's the elbow. Your thumb and fingers also are vulnerable if forcibly bent the wrong way.

The injury will temporarily deform and immobilize your joint and may result in sudden and severe pain and swelling. A dislocation requires prompt medical attention to return your bones to their proper positions.

If you believe you have dislocated a joint:

1. **Don't delay medical care.** Get medical help immediately.
2. **Don't move the joint.** Until you receive help, splint the affected joint into its fixed position. Don't try to move a dislocated joint or force it back into place. This can damage the joint and its surrounding muscles, ligaments, nerves or blood vessels.
3. **Put ice on the injured joint.** This can help reduce swelling by controlling internal bleeding and the buildup of fluids in and around the injured joint.

8. First Aid for Nosebleed

The first aid for nosebleed includes:

1. Lean slightly forward, not back.
2. Pinch the nose just below the bridge. Don't pinch the nostrils closed by pinching lower
3. Check after five minutes to see if bleeding has stopped. If not, continue pinching and check after another 10 minutes.
4. You can also apply a cold pack to the bridge of the nose while pinching.

9. First aid for wound:

1. Control Bleeding
2. Clean Wounds (Using antiseptic lotion / water)
3. Remove small objects that do not flush out by cleaning with sterile tweezers.
4. If bleeding persists, apply direct pressure (Until bleeding stops).
5. Apply antibiotics (If normal wound).
6. Use Bandages.
7. Shift to a Hospital (If it is severe)

10. First aid for bee bites and stings

1. Wash the sting site with soap and water to prevent infection.
2. Apply an ice pack over the sting site to slow absorption of the venom and relieve pain.
3. Because bee venom is acidic, a paste made of baking soda and water can help.
4. Seek medical attention if necessary.

11. Animal bites: First aid

To care for a minor animal bite or claw wound, such as one that only breaks the skin, take these steps:

- Wash the wound thoroughly with soap and water.
- Apply an antibiotic cream or ointment and cover the bite with a clean bandage.

Seek prompt medical care if:

- The wound is a deep puncture or you're not sure how serious it is.
- The skin is badly torn, crushed or bleeding significantly — first apply pressure with a bandage or clean cloth to stop the bleeding.
- You notice increasing swelling, redness, pain or oozing, which are warning signs of infection.
- You have questions about your risk of rabies or about rabies prevention. If the bite was caused by a cat or a dog, try to confirm that the animal's rabies vaccination is up to date. If the bite was caused by a wild animal, seek advice from your doctor about which animals are most likely to carry rabies. Bats often carry rabies and can infect humans without leaving obvious signs of a bite. This is why the Centers for Disease Control and Prevention recommends that people in contact with bats — or even those who are sleeping and awaken to find a bat in the bedroom — seek medical advice about rabies shots, even if they don't think they've been bitten.
- You haven't had a tetanus shot in the past 10 years — or five years if the wound is deep or dirty. You may need a booster shot.

First aid for choking:



[Image: First aid for choking]

<https://www.youtube.com/watch?v=owLvsklUepk>