

**Alexander County Government  
First Aid Policy  
29 CFR 1910.151**

**FIRST AID POLICY  
29 CFR 1910.151  
WRITTEN PROGRAM**

*Written: 06-05-2006  
Approved: 07-20-06  
Revised: 10-08-08*

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**I. *First Aid Policy***

It is the policy of the county to have a safe work environment for employees, visitors, and those that are conducting business in the Alexander County Offices. Emphasis is placed on the prevention of accidents and injuries, when accidents do occur. Prompt and knowledgeable treatment of injured employees will, in many cases, prevent minor injuries from becoming major ones. Alexander County will train personnel in the basic first aid and Blood-Borne Pathogens Exposure. These trained people will respond to medical problems or medical emergencies.

**II. *The Following First Aid Rules Should be Established:***

- A. In the absence of an infirmary, clinic, or hospital in near proximity to the workplace and used for the treatment of injured employees, a person or persons will be adequately trained to render first aid.
- B. Adequate first aid supplies must be readily available. First aid cabinets or kits will be maintained in all buildings.
- C. First aid supplies are to be checked on a periodic basis.
- D. Minor medical treatment for cuts, scratches, etc., should be given by the Department Safety Responder.
- E. There may be cases when injured employees who need professional medical attention can be transported to the hospital by car. There may be other cases, however, when injured employees should be transferred by ambulance to a hospital or medical center. If there is any doubt about the mode of transportation, an ambulance should be called. For example, the following conditions would definitely indicate ambulance service:
  - a) Employee is unconscious or in shock
  - b) Hemorrhaging
  - c) Severe abdominal cramps and/or vomiting
  - d) Any apparent fracture
  - e) Other symptoms of internal injury
- F. If the need for the Emergency Medical Services should arise, personnel in vehicles equipped with cell phones may use them to call for assistance.
- G. All animal bites, because of the possibility of rabies, should receive prompt medical attention by a physician. If someone is bitten, every attempt should be made to confine the animal.

### **III. Objectives**

Personnel will be trained in CPR, Basic First Aid, and Blood-Borne Pathogens Exposure.

#### **A. CPR**

- a) One person CPR and foreign airway body obstruction
- b) Two person CPR
- c) Child CPR and foreign airway body obstruction
- d) Infant CPR and foreign airway body obstruction
- e) Rescue breathing

#### **B. First Aid**

- a) Hemorrhage control
- b) Stabilization of a fracture or possible fracture

#### **C. Blood-borne Pathogen**

- a) Proper Blood-Borne Pathogens Exposure, and the proper procedure for cleaning
- a) Proper disposal of contaminated materials
- b) How to clean up after a medical conditions
  - 1. Proper procedures for cleaning
  - 2. Proper procedures for disposal of contaminant's

### **IV. First Aid Class Outline**

#### **A. Introduction**

- a) Introduction of Instructor and Students

#### **B. Hemorrhage Control**

- a) Direct pressure

- 1. What is direct pressure

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- 2. How to use direct pressure
- b) Elevation
  - 1. When and how to use elevation
- c) Pressure Points
  - 1. When and how to use pressure points
- d) Pressure Dressings
  - 1. When and how to use pressure dressing
- e) Tourniquets
  - 1. When and how to use tourniquets
- C. Stabilization
  - a) Cervical Spine Immobilization
    - 1. How to manually stabilize c-spine until help arrives
    - 2. When should the responder stabilize c-spine
  - b) Fracture Immobilization
    - 1. What is a fracture
    - 2. How to support and stabilize a fracture until help arrives
- D. PPE/Disposal
  - a. Proper Personal Protective Equipment
    - 1. What is PPE
    - 2. How to put on and remove PPE properly
    - 3. When does the responder need PPE's
    - 4. Blood-Borne Pathogen exposure

**V. *Timeframe***

A. CPR	3.0hrs
B. Hemorrhage Control	.25hrs
C. Stabilization	.50hrs
D. Blood-Borne Pathogens/PPE/Disposal	.25hrs

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Total 4.0hrs