3. PERSONAL INJURY*

- For minor injury, apply first aid and may use supplies contained in the first aid box. First-aider of the Security team will help you.
- For serious case, please call for assistance. Apply first aid technique if you are a qualified first aider.
- General Consideration

   a. Don't move the casualty unless it is absolutely necessary.
   b. Check that you and the casualty are in a safe place while waiting for help.
   c. If the danger is imminent, move the casualty to a safe place.

3.1 Minor Wound

   a. If the wound is dirty, clean it by rinsing lightly under running water or use an antiseptic wipe.
   b. Pat dry with a gauze swab.
   c. If the bleeding persists, apply direct pressure.
   d. Cover the small wound with an appropriate dressing such as an adhesive dressing or standard dressing.
   e. Raise and support the injured part.
3.2 Foreign Body in Eye

a. Lay the casualty on his back, support his head to keep it as still as possible.

b. Ask the casualty to keep both eyes still as movement of the good eye will cause movement of the injured eye, which may damage it further.

c. Cover it gently with an eye pad or a sterile dressing.

d. Secure it with a bandage or adhesive plaster.

e. Take or send the casualty to hospital/clinic in the treatment position.

Do not touch or attempt to remove an embedded foreign body.

3.3 Bleeding

a. Have casualty lie down. Elevate injured limb higher than heart level unless you suspect a broken bone (fracture).

b. Control bleeding by applying direct pressure on the wound with a sterile pad or clean cloth.

c. If bleeding is controlled by direct pressure, bandage firmly with clean cloth strips or bandages to protect wound from contamination and infection. Check circulation to be sure bandage is not too tight.

d. If there is a protruding foreign body, press down firmly on two sides. Build up padding on two sides of the object until high enough to bandage over the object without pressing on it.
3.4 Shock

a. Treat known cause of shock as quickly as possible, (i.e., breathing difficulties, bleeding, severe pain). Have casualty lie down, loosen tight clothing. Raise and support legs to improve the blood supply to the vital organs. Take care if you suspect a fracture. Maintain an open airway. If casualty vomits, gently turn head to side.

b. Keep the casualty warm by covering with coats or blankets. Constantly reassure the casualty and check breathing, pulse and level of response.

c. \textit{DO NOT give anything by mouth} or leave the casualty unattended.

3.5 Burns and scalds

a. Flood the injured part with cold water for at least ten minutes to relieve the pain.

b. Gently remove any jewellery, watches, belts, or constricting clothing from the injured area before it begins to swell.

c. Cover the area with a sterile dressing or clean cloth. A plastic bag or some kitchen film makes a good temporary covering.

d. Be alert for signs of shock and infection.

e. \textit{If it is a chemical burn}, remove contaminated clothing and flush the affected area with water until medical help arrives.

3.6 Fractures

a. \textit{DO NOT move casualty} until the injured is secured and supported, unless there is danger of fire, explosion, or other life-threatening emergency.

b. Keep casualty warm and still, support the injured part with your hands until it is immobilised. Treat for shock if necessary.

c. If bone is suspected to be broken but does not pierce the skin (closed fracture), secure the injured part to a sound part of the body.

d. If broken bone pierces the skin (open fracture), treat the wound before secured the injured part.
3.7 Poisoning

a. Move the casualty from danger into fresh air area; loosen tight clothing.

b. If casualty is conscious, maintain an open airway.

c. If casualty is unconscious, open the airway, check breathing and pulse, and be ready to resuscitate if you have been trained.

d. Place the casualty in the recovery position if resume pulse and breathing but still unconscious. The casualty lays on the front and side, with the head supported but slightly tilted to keep the air passages open. The uppermost hand is kept near the face, and the uppermost leg is bent keeping the thigh well forward.

3.8 Animal Bites

a. Wash the wound thoroughly with soap and warm water.

b. Pat the wound dry with clean gauze swabs and cover with an adhesive dressing or a small sterile dressing.

c. In case of serious wounds, control bleeding by applying direct pressure and raising the injured part (don't raise the injured part for snake bites as venom will spread via the body). Cover the wound with a sterile dressing or a clean pad bandage.

d. Advise the casualty to see doctor or arrange to hospital in case inoculation is needed.