

First Aid at the office

My colleague appears to be unconscious. What should I do?



Step one Chat and tap

- Call the casualty's name, ask them to open their eyes.
- Gently tap their collar bones.



Step two Check breathing

- Open the airway.
- Check for **NORMAL** breathing – look, listen and feel.
- Check for **NO LONGER** than 10 seconds. If you are unsure they are breathing, proceed to chest compressions.



Step three Call the emergency services

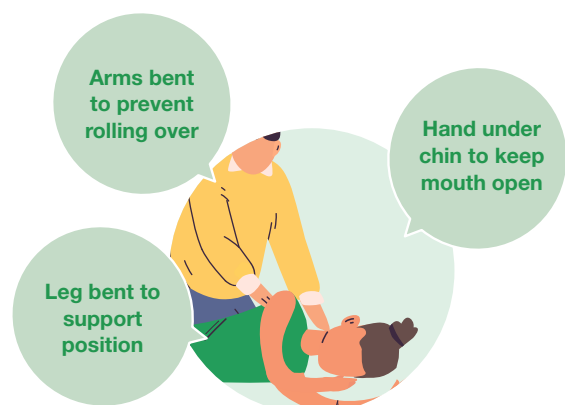
- Ask a bystander to call **999** and fetch the defibrillator if available.
- If you are on your own, **ALWAYS** call 999 before commencing compressions using hands-free.



Step four Continual chest compressions

- Kneel beside the casualty.
- **Place the heel of one hand in the centre of the chest, interlocking the fingers of the other hand.**
- **Push the breastbone 5-6cms** (the depth of a credit card).
- **Aim for two compressions per second** (120 per minute).

If more than one person available, swap every 1-2 minutes.
Continue until ambulance or defibrillator arrives.
If defibrillator available, switch on and follow the instructions.



Step five If the casualty is breathing normally

- Place them in the recovery position