

**VILLAGE OF BLOOMINGDALE  
FIRST AID/CPR/AED**

**I. INTRODUCTION**

An accident or sudden illness may cause an emergency which necessitates immediate First Aid, CPR, AED, and subsequent medical attention. First Aid, CPR and AED training is required for all public safety personnel, (i.e., sworn Police Officers) and Village Supervisors, and will be offered to all other employees, but is not mandatory.

**II. MEDICAL EMERGENCIES**

Only qualified personnel should treat someone during a medical emergency. . The Bloomington Fire Protection District is well equipped to handle all medical emergencies and life threatening problems. In the case of a medical emergency, you or your supervisor should contact them immediately. This can be done by dialing 911 from any phone. The person calling should be ready to describe the situation, location of the emergency, and if possible, nature of the illness, complaints from the patient; medication taken if any, and the patient's doctor's name.

**III. BASIC FIRST AID TIPS**

- A. First Aid Cabinets & Kits** are located in all Village facilities, and vehicles, and contain supplies to assist in an emergency. Cabinets are checked monthly by the vendor. Any cabinet or kit shortage should be reported to your supervisor.
- B. Before assisting a victim, protect yourself first.** Assess the scene and determine the prevalent hazards, if any. Whenever possible, wear gloves to protect yourself from blood and other bodily fluids.
- C. When an emergency occurs,** make sure the tongue does not block the victim's airway and that the mouth is free of any secretions and foreign objects. It's extremely important that the person is breathing freely. Only a trained employee should administer artificial respiration promptly.
- D. See that the victim has a pulse and good blood circulation as you check for signs of bleeding.** Act fast if the victim is bleeding severely, swallowed poison or his heart or breathing has stopped. Remember every second counts.
- E. It's vitally important not to move a person with serious neck or back injuries** unless you have to save him from further danger. If he has vomited and there is no danger that his neck is broken, turn him aside to prevent choking and keep him warm by covering him with blankets or coats.
- F. Have someone call for medical assistance while you apply first aid.** The person who summons help should explain the nature of the emergency and ask what should be done pending the arrival of the ambulance. Reassure the victim, and try to remain calm your self. Your calmness can relieve the fear and panic of the patient.
- G. Don't give fluids to an unconscious or semiconscious person.** Fluids may enter his windpipe and cause suffocation. Don't try to arouse an unconscious person by slapping or shaking.

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- H. Look for an emergency medical identification card** or an emblematic device that the victim may be wearing to alert you to any health problems, allergies or diseases that may require special care.
- I. Heart Attacks.** Try to keep the person comfortable and calm until help arrives. If the patient has medications they are taking, have them available when firefighters arrive.
- J. Do not move a seriously injured victim.** Cover them with a blanket to keep them warm.
- K. Treating Shock.** Have the person lying down, preferably not on the bare ground. Do not give them anything to eat or drink. Elevate the legs slightly if there are no head or back injuries and keep them warm
- L. Bleeding.** Stop bleeding by placing hand over the wound and applying direct pressure, if possible, use a clean sterile cloth. Elevate the injured part above the level of the heart.
- M. Minor Burns.** Treat with cool water over the burn, and then cover with a sterile dressing.

**IV. MEDICAL DISORDERS**

If you have a medical condition (i.e. diabetes, heart condition) that could require emergency medical treatment, it is suggested you discuss this matter, confidentially, with your supervisor or with a co-worker. Make sure he/she knows how to help you if you cannot help yourself.

When someone is injured or suddenly becomes ill, there is usually a critical period before you can get medical treatment and it is this period that is of the utmost importance to the victim. You owe it to yourself and your coworkers to know and to understand procedures that you can apply quickly in an emergency.