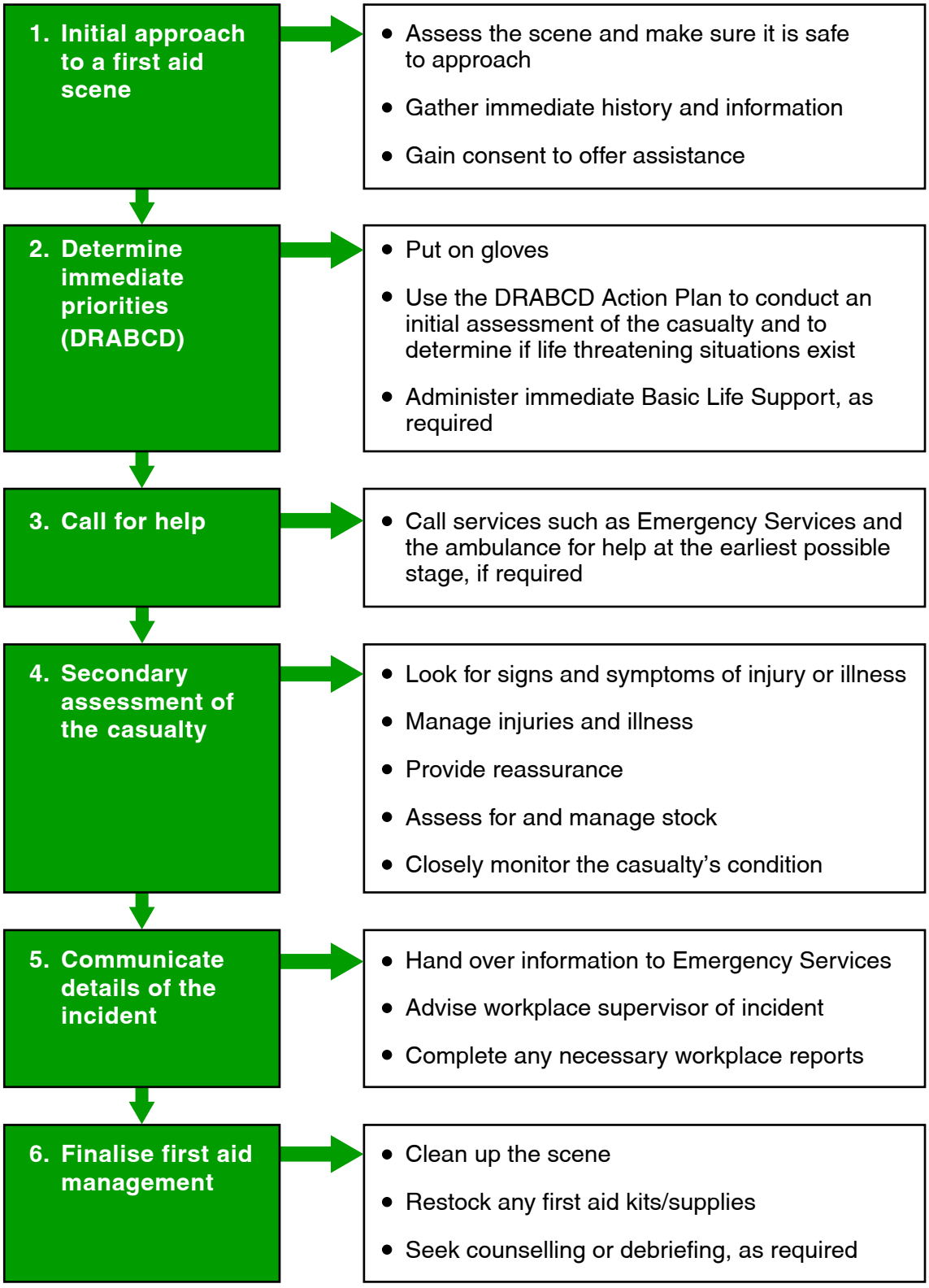
1. Initial approach to a first aid scene
• Assess the scene and make sure it is safe to approach
• Gather immediate history and information
• Gain consent to offer assistance
2. Determine immediate priorities (DRABCD)
• Put on gloves
• Use the DRABCD Action Plan to conduct an initial assessment of the casualty and to determine if life threatening situations exist
• Administer immediate Basic Life Support, as required
3. Call for help
• Call services such as Emergency Services and the ambulance for help at the earliest possible stage, if required
4. Secondary assessment of the casualty
• Look for signs and symptoms of injury or illness
• Manage injuries and illness
• Provide reassurance
• Assess for and manage stock
• Closely monitor the casualty's condition
5. Communicate details of the incident
• Hand over information to Emergency Services
• Advise workplace supervisor of incident
• Complete any necessary workplace reports
6. Finalise first aid management
• Clean up the scene
• Restock any first aid kits/supplies
• Seek counselling or debriefing, as required