

SHW. 1

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

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ADVICE ON  
FIRST AID  
TREATMENT

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BY HER MAJESTY'S STATIONERY OFFICE

**This advice is concerned only with first-aid. It is not a substitute for attention by a doctor or a trained nurse. If medical aid is going to be needed urgently, send for a doctor or ambulance immediately.**

## GENERAL

- If the casualty has stopped breathing, from whatever cause, artificial respiration must be started at once **before** any other treatment is given and should be continued until breathing is restored.
- Where there is shock, keep the casualty lying down and comfortable. Cover with a light blanket or clothing, but do not apply hot-water bottles. Do not give drink or anything by mouth if there seems to be an internal injury.
- Wash your hands before treating wounds, burns or eye injuries.

## MINOR WOUNDS AND SCRATCHES

All wounds and scratches, even minor ones, should receive attention immediately. Delay increases the risk of infection. Cover the wound as soon as possible with a sterilized dressing<sup>1</sup> or adhesive wound dressing<sup>2</sup>. If it is necessary to clean the skin round the wound, avoid washing the actual wound because this can wash germs into it. Warn the casualty that this is a first dressing and that further attention may be needed: if an injury becomes inflamed, hurts or festers, he should get medical attention.

## SERIOUS INJURIES

### Bleeding

Stop the bleeding at once and send promptly for a doctor or an ambulance.

To control bleeding by direct pressure, apply a pad of sterilized dressing(s), bandage firmly, adding, if need be, sterilized cotton wool; finally apply a triangular bandage. It will sometimes be possible to stop arterial bleeding by pressing the artery with finger or thumb against the underlying bone.

If bleeding cannot be controlled by direct pressure, a rubber bandage or pressure bandage may be applied to a limb between the wound and the heart **for not longer than 15 minutes at a time**, pending medical attention.

### Fractures

Do not attempt to move a casualty with broken bones or injured joints until the injured parts have been secured, so that they cannot move, with triangular bandages supplemented, if necessary, by other suitable pieces of material. An injured leg may be tied to the uninjured one, and an injured arm tied to the body, padding between with cotton wool.

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<sup>1</sup> Sterilized dressing: an unmedicated complete dressing with bandage, sterilized and put up in an individual sealed packet.

<sup>2</sup> Adhesive wound dressing: special type of dressing required by the Offices, Shops and Railway Premises First Aid Order 1964.

## SPECIAL INJURIES

### Burns and Scalds

If serious, send promptly for a doctor or ambulance.

Put a sterilized dressing on the burn or scald. Never use an adhesive wound dressing.

If extensive, cover with clean towels and secure loosely.

Do not burst blisters or remove clothing sticking to the burn or scald.

*Chemical Burns:* Remove all contaminated clothing and flush the burn with plenty of cold water. Apply a sterilized dressing.

### Eye Injuries

*Something in the Eye:* If the object cannot be removed readily with sterilized cotton wool moistened with water, or if the eye hurts after removal of the object, cover the eye with an eye-pad<sup>3</sup> and bandage firmly so as to keep the eye shut and still. Send the casualty to a doctor or hospital quickly.

*Injury from a Blow:* Cover the eye with an eye-pad and send the casualty at once for medical attention.

*Chemical in the Eye or Chemical Burn:* Flush the open eye at once with clean cold water and continue washing the eye for at least 15 minutes. [A good method is to get the casualty to put his face under water and make him blink his eyes.] Then cover with an eye-pad. Send the casualty to a doctor or hospital quickly.

*Heat Burn:* Cover eye with eye-pad and send the casualty immediately to a doctor or hospital.

*Bandaging for Eye Injuries:* The eye-pad is kept in place by the covering bandage running under the ear next to the injured eye and above the other ear.

## ELECTRIC SHOCK

Switch off the current. If this is impossible, free the person, using something made of rubber, cloth or wood or a folded newspaper; use the casualty's own clothing **if dry**. Do not touch his skin before the current is switched off.

If breathing is failing or has stopped, give artificial respiration and continue for some hours if necessary. Get help and send for a doctor.

## GASSING

Carry the casualty into fresh air; **do not** let him walk. If breathing has stopped, give artificial respiration, get help and send for a doctor or an ambulance.

Mild cases should be kept resting and, after recovery, sent home by car.

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<sup>3</sup> Eye-pad: a pack containing a sterilized pad with a long bandage attached.

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