

MEDICAL TREATMENT FOR ON-SITE INJURIES OR ILLNESS PROCEDURE

From time-to-time staff or clients may suffer an accident and/or illness while at King Auto Limited that will require medical treatment.

For minor injuries, initial medical treatment will be given by either the injured person themselves or a First Aider and/or another medical person, if on site. For more serious injuries then other assistance will be required – First Aider, A & E Clinic, Hospital, etc

List of First Aiders are located adjacent to the First Aid boxes and on the Emergency Number list.

List of nearest A&E clinics and hospitals listed below.

Basic First Aid:

	Instructions:	Key Points:
1.	Stay Calm and Stay Safe	Do not put yourself in danger
2.	Call for help	Use the nearest people.
3.	If the person is unconscious, check that they are breathing and have a pulse.	If breathing and have a pulse – put in the Recovery Position. NB: if a person has suffered from a fall be aware of potential for a significant back injury – undertake Primary Survey first.
4.	If not breathing and/or no pulse open airway and start CPR.	Tilt head back. Get someone to go and get a Defibrillator. See List of locally available defibrillators below.
5.	Get another person to call an Ambulance	Give Phone Number, address and details of emergency. Person to wait on road to direct ambulance Officers to the incident site.
6.	Continue CPR or defibrillator until ambulance staff arrive.	May need to share CPR with another First Aider.
7.	If person starts breathing / regains consciousness or is conscious, put in recovery position	Monitoring breathing and pulse. Take notes of breathing and pulse. NB: if person has suffered from a fall be aware of potential for a significant back injury – undertake Primary Survey
8.	Treat any other injuries.	Do Secondary Survey. Control any bleeding.
9.	Treat any burns immediately	Cold water ONLY. – 20 minutes
10.	Eye injury / splash - Flush eye	20 minutes

11.	Keep patient warm and calm	Insulate from cold ground
12.	Try to establish what happened. Is it a medical / illness incident?	If patient is conscious. Take notes. Is the patient on medication?
13.	Depending on the injury - Liaise with ambulance personnel or transport to A&E clinic / hospital.	Provide as much information about the incident and patient's condition as possible.
15.	Complete Incident Form	Forms available in Emergency Plan folder
15.	Advise management and if a Notifiable Injury / Incident notify WorkSafe.	Preserve incident scene

In situations where further medical treatment is required that cannot be provided by a First Aider or other medical person on site, then treatment can be obtained from:-

- ❖ **Local Doctors - East Tamaki Road Clinic**
 - 275 East Tamaki Road Ph: 274 9264
- ❖ **Tamaki Health Centre**
 - 120 East Tamaki Road, Otara Ph: 274 9354
- ❖ **Local Doctors - Otara**
 - 3 Watford Street, Otara Ph: 274 0676
- ❖ **Local Doctors – Dawson Road**
 - 124 Dawson Road, Flat Bush Ph: 274 3468
- ❖ **Middlemore Hospital Emergency (24 hour)**
 - 100 Hospital Road, Ph: 276 0044

For Serious incidents phone 111 and ask for an Ambulance

Defibrillators are located at:

- ❖ **East Tamaki Health Centre**
 - 275 East Tamaki Road Ph: 274 9254
- ❖ **Restore**
 - 8 Ormiston Road Ph: 271 3357
- ❖ **Z Ormiston Road**
 - 8 Ormiston Road Ph: 274 0481
- ❖ **Otara Fire Station**
 - 341 East Tamaki Road
- ❖ **Thermakraft Ltd**
 - 11 Turin Place