

# CHAPTER 10

## Emergency Procedures

- **Lesson Purpose**

To give the student the fundamental knowledge of emergency procedures.

- **Lesson Objective**

Upon completion the student will:

- Learn the procedures for adult, child and infant rescue breathing
- Learn the procedures for adult, child and infant airway obstructions
- Learn the procedures for adult, child and infant Cardiopulmonary Resuscitation (CPR)

*“ We are that which we repeatedly do.  
Excellence therefore, is not an act, but a habit.”*

*–Aristotle*

# Chapter 10:

## Emergency Procedures

Review pages 296-321 for this section of the workbook

### DEFINE YOUR KNOWLEDGE

*There is hope that emergency situations never occur in our offices, however, in the event that one occurs, it is important that **everyone** be prepared. Calling for emergency services is the first step, but, there are steps you can take to help a person in distress. First and foremost, the authors of the book acknowledge that information continues to be updated and the regular review of the national authorities' recommendations on emergency procedures shall continually occur. It is recommended to have a professional hands-on education from a qualified CPR instructor and for the CTA to maintain current certification.*

### STUDY TIPS

#### TWO ITEMS THAT EVERY OFFICE SHOULD HAVE FOR EMERGENCY SITUATIONS

##### First Aid Kit:

- *Know where it is*
- *Make sure the contents are up to date and in good condition*

##### Automatic External Defibrillator (AED):

- *Accurate and easy to use*
- *Uses voice prompts, lights, and text messages to assist the user*

### Adult Rescue Breathing/CPR (pages 297-302)

#### 11 Steps You Need to Know:

##### 1. Check for Unresponsiveness

Ask "Are you OK?"

##### 2. Activate EMS

Get help – Call 9-1-1



*checking for unresponsiveness*

### 3. Position the Victim

The person needs to be on his/her back, if not...

- Kneel at the victim's side.
- Straighten their legs.
- The arm closest to the ground should be over the victim's head to avoid trapping it under the body.
- Roll the victim towards you so that they are face up. Be sure to support the head, neck and back.
- Straighten both arms at the victim's side.



*positioning the victim steps 1 and 2*

### 4. Open the Airway

- Tilt the head back.
- Lift the chin to bring it forward.
- Lift the jaw until the teeth are NEARLY brought together – do not close the mouth.



*opening the airway*

### 5. Check for Breathlessness

- Look
- Listen
- Feel



*look, listen, and feel*

### 6. Give Two Rescue Breaths

– if the patient is not breathing:

- Pinch the victim's nose.
- Take a breath and seal your lips tightly around the victim's mouth.
- Give two rescue breaths.
- Use enough force, but not excessive force to make the chest rise.



*give two rescue breaths*

## STUDY TIPS

*If you feel resistance when breathing into the victim, the air will not go into the lungs. The tongue may be blocking the airway. Try re-tilting the head and give two more quick breaths. If air still does not go in, check to see if food or some other material is blocking the airway.*

### 7. Check for a Pulse at the Side of the Neck

- Place your index and middle fingers on the Adam's apple. Then slide your fingers toward you into the groove between the windpipe and the muscle at the side of the neck.
- Press gently with your fingertips to feel for the beat of the pulse.
- Feel for at least 5 seconds, but no more than 10 seconds.



*check for pulse at neck*

### 8. Begin Rescue Breathing

If you feel a pulse, but the victim is not breathing, begin rescue breathing.

If you don't feel a pulse, begin CPR.

- Keep the airway open and give one breath every 5 to 6 seconds.
- Between breaths look for the chest to fall as you listen and feel for air to come out of the victim's nose and mouth.
- After two minutes of breathing recheck the pulse. Keep the airway open and feel for the carotid pulse for 5-10 seconds.



*rescue breathing*

**\*\*If there is a pulse and breathing is present, put the patient in the recovery position\*\***

- Straighten the victim's legs and put the arm closest to you above the patient's head.
- Place the person's other arm across his/her chest and bend the top knee.
- Place one hand at the bent knee and the other hand over the farthest shoulder and roll him/her onto their side.
- Place the bent knee and hip at right angles in front of the patient in order to keep him/her on their side.
- Place the back of the top hand under the cheek to help maintain an open airway.
- Monitor the patient until EMS arrives.

**\*\*If there is no breathing, continue rescue breathing and keep checking the pulse every two minutes\*\***

**Continue rescue breathing until:**

- The victim begins breathing on their own.
- The victim loses a pulse and you need to begin CPR.
- Another trained rescuer takes over for you.
- EMS personnel arrive and take over.
- The scene becomes unsafe.

**9. Adult CPR**

- Place the heel of one hand on the center of the chest between the nipples.
- Place the heel of the second hand over the first and interlace the fingers.
- Your shoulders should be above your wrists with the elbows locked.



*placement of hands and chest compressions*

**10. Begin chest compressions**

- Push down on the chest 1½ to 2 inches.
- Keep your hands on the chest, but release the pressure and let the chest return to its normal position.
- Repeat this 30 times at a rate of 100 per minute.
- After 30 compressions, perform two rescue breaths.
- Repeat this process.

**11. Recheck pulse and breathing**

- After 2 minutes, recheck the pulse.
- If still no pulse, continue performing CPR until EMS arrives, someone takes over for you, the scene becomes unsafe or the victim responds.
- If a pulse returns, perform rescue breathing at a rate of 10-12 breaths per minute.
- If breathing and circulation are both present, place the victim in the recovery position and monitor them until EMS arrives.



*recovery position*