



# Standard Operating Procedure

## First Aid Procedures in Case of Accidents

**I. POLICY:** The Puerto Rico Clinical and Translational Research Consortium (PRCTRC) ensure the safety and well being of employees, students, and laboratory personnel in case of an accident.

**II. PURPOSE:** This Standard Operating Procedure (SOP) is intended to outline the emergency response procedures in case of an accident.

**III. Area(s) of Responsibility:** This SOP applies to the Principal Investigator (PI), laboratory personnel, nursing staff and authorized students that collaborate in the laboratory facility and the clinical areas.

**IV. First Aid Procedures:** These first aid guidelines are intended to be emergency measures only. Promptly consult the Health Clinic of the Medical Sciences Campus (MSC) for follow up and medical treatment if necessary.

- **Bleeding:** Rubber gloves must be worn when handling bleeding individuals.
  1. Control bleeding by direct pressure with the hand over a gauze or cloth;
  2. Elevating a bleeding arm or leg may be helpful;
  3. Apply pressure to pressure points between the wound and heart, if necessary;
  4. Some people have a mild shock reaction when they see their own blood. If this happens, have the person lie down and elevate their legs.
  
- **Burns: (Note: showers should receive maintenance weekly)**
  1. Application of ice or cold water can lessen the amount of pain and blistering;
  2. Do not apply ointments, butter, or similar substances;
  3. Major burns require medical care.
  
- **Electric shock:**
  1. Disconnect device or apparatus power source before touching victim;
  2. Mouth-to-mouth resuscitation and external cardiac massage (cardiopulmonary resuscitation or CPR) may also be required;
  3. This should be done **ONLY** by trained people;

4. Dial 9-911 for an ambulance.
- **Inhalation of Toxic Materials (gases, vapors, fumes, mists and dusts):**
    1. Anyone who has inhaled irritating or toxic materials should be immediately removed to fresh air;
    2. Emergency medical services should be called to the scene (call 9-911);
    3. Do not give mouth-to-mouth resuscitation.
  
  - **Head injuries:**
    1. If the victim is dazed or unconscious, call x2911.
  
  - **Back injuries:**
    1. The patient should not be moved unless a life- threatening situation exists;
    2. Call x2911.
  
  - **Shock:**
    1. A person in shock should lie down with legs elevated, unless there is bleeding from the head;
    2. Keep the victim warm.
  
  - **Eye Splash: (Note: eyewashes should be flushed weekly)**
    1. If contact lenses are worn, remove them before flushing eyes;
    2. Flush eyes immediately with running water for 15 minutes at an eyewash station;
    3. Hold the eyelids away from the eyeball and rotate the eyes so that all surfaces are washed;
    4. Rinse from the nose outward to avoid contamination of the unaffected eye, if applicable;
    5. The injured person should then be sent to medical services.
  
  - **Small cuts and abrasions:**
    1. Clean with soap and water;
    2. Cover with a sterile dressing or a Band-Aid.