This unit contains lesson plans designed to teach first aid skills to adults with limited language skills. The lesson plans were developed, using the Laubach literacy method, for a workplace literacy project in Anchorage, Alaska. The lesson plans, which are correlated with the book, "You Can Give First Aid," include conversational skills (dialogue, vocabulary, and structure) related to injuries, choking, poisoning, burns, broken bones, minor wounds, and other problems for which employees should know how to give first aid and call for help. An extensive directory of information on providers of emergency services and other resources is included in the unit. (KC)
Workplace Curriculum

FIRST AID LESSONS

Correlated Conversation for use with
You Can Give First Aid

New Readers Press

Developed by
Roselynn Cacy and Polly Smith
Funding for the Anchorage Workplace Literacy Project provided by a $205,852 grant from the U.S. Department of Education National Workplace Literacy Program with matching local funds.
Conversation Section - You Can Give First Aid
Chapter I: First Steps

Materials Needed:  Think and Do Steps handout, ketchup, bandage or napkin or cloth, bottle of something poisonous, medical necklace, bracelet or wallet card.

Dialogue
A. Rich is hurt. Should we move him?
B. No. Leave him there. Is he breathing?
A. Yes, he is.
B. Good. Is he bleeding?
A. Yes.
B. Stop the bleeding

Vocabulary

Is he breathing?
Is he bleeding?
Is he in shock?
Is he conscious?
Is he unconscious?
Is he in danger?
Is he sick?
Is he injured?
Is he too hot?
Is he too cold?

Structure

Call for help.
Check for poisoning.
Check for broken bones
  " " other injuries
  " " little cuts
  " " burns
  " " scrapes

Look for a medical necklace
  " " a medical bracelet
  " " a medical wallet card

T. Is he breathing? S. Are you breathing?
T. Is he bleeding? S. Are you bleeding?

Continue with all the vocabulary
Stay calm
Talk to the victim
Keep one eye on his breathing
Keep the victim warm

Pronunciation

minimal pairs

<table>
<thead>
<tr>
<th>led</th>
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<tbody>
<tr>
<td>lead</td>
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<td>lip</td>
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<td>breathe</td>
<td>bleed</td>
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<tr>
<td>breathing</td>
<td>bleeding</td>
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He is breathing.
He is bleeding.

Teach story as in Skill Book II.
Chapter 2
INFORMATION AND SURVIVAL REFERRAL

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EMERGENCY:
FIRE: 911  To be used only when human life or property is in jeopardy.
POLICE: 911
AMBULANCE: 911

EMERGENCY - 24-Hour Call:
Alaska Native Medical Center, 3rd & Gamble: 279-6661
Humana Hospital, 2801 DeBarr Rd: 276-1131
Providence Hospital, 3200 Providence Dr: 562-2211
U.S. Air Force Hospital, Elmendorf: 552-2748
Dental Emergency: 279-9144
A.W.A.I.C. (Abused Women's Aid In Crisis): 272-0100
F.I.S.H. (Emergency Food and Transportation): 277-0818
Intermission - Crisis Nursery: 276-8511
Poison Control: 261-3193
S.T.A.R. (Rape Crisis Line): 276-7273
State of Alaska Emergency: 249-1370
Search and Rescue: 552-5375
Sewer Backup/Overflow: 564-2762
Suicide Hot Line: 276-7232
Youth & Family Crisis Line: 276-4357

ALCOHOLISM - DRUG ABUSE:
Alcoholics Anonymous: 272-2312
Narcotics Anonymous: 277-5483

ANIMALS - PETS:
Animal Control: 561-1369
Pet Emergency Clinic (After hours/weekends): 274-5636

CHILDREN - FAMILY:
Day Care Assistance: 343-6700
Family Planning: 343-4623
Immunization Clinic: 343-4734
Well Child Clinic: 343-4654
Boys' Club of Alaska: 248-2697
Girls' Club of Alaska: 248-2697
Boy Scouts of America: 337-9547
Girl Scouts of America: 248-2250
Camp Fire: 279-3551
Big Brother/Sister of Anchorage: 278-2621
Crisis Pregnancy Center, 3020 Minnesota Dr: 276-4767
### CONSUMER CONCERNS & COMPLAINTS:

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<th>Issue</th>
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<tr>
<td>Consumer Protection</td>
<td>279-0428</td>
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<tr>
<td>Ombudsman (State)</td>
<td>563-3673</td>
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<tr>
<td>Ombudsman (Municipality)</td>
<td>343-4461</td>
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<td>Complaints:</td>
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<td>Air Pollution</td>
<td>343-4200</td>
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<tr>
<td>Junk: Auto</td>
<td>786-8277</td>
</tr>
<tr>
<td>Noise</td>
<td>343-4200</td>
</tr>
<tr>
<td>Nuisance (trash, empty refrigerator)</td>
<td>343-4200</td>
</tr>
<tr>
<td>Stray Animals</td>
<td>561-1369</td>
</tr>
</tbody>
</table>

### CO-OPERATIVE EXTENSION SERVICE

- 279-5582

### DISABLED SERVICES:

- Blind, Nat'l Federation For The: 272-0000
- Deaf Program: TDY Line 563-1992
- Handicapped Children's Program 272-1534
- Interpreter Referral Line 277-3323
- Library for Blind & Physically Handicapped: 561-1003
- Vocational Rehabilitation 243-5600

### EDUCATION:

- Anchorage Literacy Project: 337-1981
- Adult Learning Center: 276-6007
- Colleges (Schools):
  - Alaska Business College: 561-1905
  - Grandview Baptist Church - ESL Classes: 276-6027
  - New UAA: 561-1266

### EMPLOYMENT:

- C.I.N.A. (Natives & Indians) 337-1800
- Equal Employment Opportunity Office: 563-0679
- Job Service Office: 264-2631
- Social Security Administration: 271-4015
- Unemployment Insurance Office: 264-2530
- Vocational Rehabilitation: 561-4466
- Youth Employment Services (Y.E.S.): 264-2634

### FOOD:

- Catholic Social Services: 277-2554
- Eligibility For Food Stamps, Cash & Medical Assistance (State): 274-6524
- F.I.S.H. (Emergency Food or Transportation): 277-0818
- St. Francis House: 277-2322
- Salvation Army: 276-2515
HOUSING:

   Alaska State Housing Authority ........ 562-2813

IMMIGRATION & NATURALIZATION:

   Customs - Tourist Information .......... 248-3373
   Immigration & Naturalization .......... 271-5029
   Passports ................................ 277-6568

LEGAL:

   Alaska Lawyer Referral Service ......... 272-0352
   Alaska Youth Advocates ................. 274-6541
   Equal Rights Commission ................ 343-4342
   Public Defender's Office ............... 279-7541

LIBRARIES:

   Chugiak/Eagle River, Eagle River, AK .... 694-2500
   Loussac, 3600 Denali ................... 261-2975
   Muldoon, 7731 E. Northern Lights Blvd ... 337-2223
   Samson/Dimond, Dimond Center .......... 349-4629
   Scott & Wesley Gerrish, Girdwood, AK .... 783-2565

LICENSES & PERMITS:

   Building Permits ....................... 786-8211
   Drivers' Licenses (Motor Vehicle) ...... 563-3711
   Hunting & Fishing Info ................ 349-4687
   Kennel & Dog Licenses ................. 561-1369
   License Plates ........................ 563-3711
   Marriage Licenses ..................... 264-0692
   Sewer & Water Connection Permits ...... 564-2707

MENTAL HEALTH:

   Alaska Mental Health Assoc ............ 563-0880
   Counseling & Referral (State) ........ 561-4247

NATIVE SERVICE ORGANIZATIONS:

   Alaska Federation of Natives .......... 274-3611
   Bureau of Indian Affairs ............. 271-4084
   Native Health Service ................ 279-6661
POLICE & STATE TROOPERS:

Anchorage Police - Gen'l Info ............. 786-8500
Parking Tickets .................................. 276-7275
State Troopers - Gen'l Info ................. 269-5511

PUBLIC TRANSPORTATION:

People Mover (Bus) ......................... 343-6543
Car Pool Information ....................... 343-4248

RECREATION:

Local Events Calendar (recorded) .......... 276-3200
Hunting & Fishing Information (recorded) .... 349-4687
Community Schools & Recreational Programs .... 343-4366

SENIOR CITIZENS:

Senior Citizens Program .................... 343-6543
Older Persons Action Group ............... 276-1059
Salvation Army - Senior Citizens Project ....
  Home Care Service ......................... 279-5451
  Home Delivered Meals ..................... 279-5451
Senior Transportation Center ............. 276-6060
Social Security ................................ 271-4015

TELEPHONE:

Poor Connection - Wrong Number - Long Distance . 211 0 + number called
Directory Assistance ......................... 411
Repair Service ................................ 611
Directory Assistance - anywhere in State .... 555-1212
Directory Assistance - out of State . Area Code + 555-1212

VETERANS ADMINISTRATION ................. 271-2222

VOTERS REGISTRATION & INFORMATION:

Voters Registration - State ............... 276-8683
Voters Registration - Municipality ........ 343-4311

WEATHER:

Anchorage & Vicinity (recorded) .......... 936-2525
Motorist & Recreational (recorded) ....... 936-2626
Road Conditions (recorded) ............... 243-7675

Updated 9/26/89
FIRST AID -- Chapter 3

A. Are you OK?
   Help!

B. Roll the victim on her back.
   Check for breathing.
   Put your ear near the victim's mouth.
   Is she breathing?

A. No.

B. Look at her chest.
   Is it moving up and down.

A. No.

B. Put one hand on the victim's forehead.
   Push down.
   Is the chin pointed up?

A. Yes.

B. Lift the chin carefully.
   Put your ear near the victim's mouth
   Listen
   Is she breathing?

A. No.

B. Look at her chest. Does it move up and down?

A. I don't know.

B. Count to five.

A. She's breathing!

   Call 911

VOCABULARY--Parts of the Body

Put your finger on your forehead
   belly button
   fist
   back
   ear
   mouth
   chin
   chest
   throat
   shoulder
   neck
   hand
   ribs

My finger is on my forehead.
Check for breathing.
  drowning
  poisoning
  electric shock
  a pulse
  a bulge on the throat.

STRUCTURE FOCUS

A person's breathing may stop because of drowning
  poisoning
  heart attack
  choking
  electric shock.

Why does a person's breathing stop?

Breathing stops because of drowning.
  etc.

Choke. Are you choking? I'm choking.
Stand behind her.
Reach around the victim.
Make a fist.
Raise your right hand.
Count to thirty.
Open your mouth.
Take a deep breath.
Pinch the victim's nose shut.
Feel for a pulse.
Slide your fingers across the table.
Give a gentle breath.
Blow.
Seal.

Put the victim on her back.
Find her belly button.
Put your finger on it.
Tap the victim on her shoulder.
Pinch the victim's nose shut.
Chapter 4

Dialogue

A. Are you choking?
   (silence)

B. Make a fist
   Push the thumb side of the fist just above your belly button.
   Use your other hand to grab your fist.
   Pull up and in quickly.

Vocabulary

Choking can cause death.
Choking happens while a person is eating.
The victim will not be able to breathe
" " will not be able to speak
" " will not be able to cough
" " will probably hold her throat
" " " " look afraid
" " " " soon turn blue
" " " " lose consciousness

Structure Focus

Just watch her
Reach around the victim
Pull your fist back and up quickly
Repeat the thrusts
Put one hand on top of the other
Make a fist
Chapter 5

Dialogue
A. Help
B. Is the victim in a safe place?
A. Yes.
B. Is she breathing?
A. Yes.
B. Is she bleeding?
A. Yes.
B. Stop the bleeding.
A. How?
B. Press on the wound with a clean cloth.
A. Where is the wound?
B. On her wrist.
A. Keep pressure on the wound and elevate it.
B. It’s still bleeding!
A. Find the pressure point.  
Press hard on the pressure point.

Vocabulary
This is a wound.
The wound is bleeding.
Press on the wound.
The word is called direct pressure.
Elevate the arm.
Elevate the leg.
Lift and hold the arm.
Find a pressure point.
Press down on the pressure point.
Chapter 6  Poisoning

Vocabulary

Is the victim in a safe place?
Yes, she is.

Is she breathing?
Yes, she is.

Is she bleeding?
No, she isn't.

Is she poisoned?
I don't know. Here is a bottle of something.

Is she conscious?
Yes, she is.

Give her some milk or warm water.
I will call the doctor.

Hello. Poison control center.

You can find poisons around the home.
  Bleach is a poison.
  Most cleaning liquids are poisons.
  Most cleaning sprays " poisons.
  Most cleaning powders " poisons.

Structure Focus

Rat poison kills rats.  Rat poison also kills people.
Insect sprays kill insects.  Insect sprays also kills people.
  Rat poison is poisonous to people.
  Insect sprays are poisonous to people.
Poisons can be eaten.
Poisons can be breathed in.
Poisons can get on your skin.
Poisons can get in your eyes.
Medicines can be poisonous to people.
Too much medicine is poisonous.
The wrong medicine can be poisonous.
Give him something to drink.
Chapter 7

Shock

Dialogue

A. Give first aid for shock.
B. What should I do? I don’t know how she is injured.
A. She should be on her back.
B. Okay. She is.
A. Are there any injuries to the neck, back, hips or legs?
B. No. I don’t think so.
A. Raise her feet. Take this towel.
B. OK. What else?
A. Are her clothes loose?
B. The collar is tight.
A. Unbutton it. Cut it if you need to. Do not pull it.
B. It’s okay now.
A. Is she hot?
B. No, she’s cold.
A. Cover her with my jacket.
C. I’m thirsty.
B. She says she’s thirsty.
A. We will get something to drink later. We don’t want her to vomit or choke.
B. I will watch her. You call for help.
Vocabulary

She is in shock. She says she is thirsty.
Her skin is damp. She complains of thirst.
Her skin is pale. Her pulse is fast.
Her skin is very cold. Her pulse is weak.

Feel her pulse.
Her pulse is fast.
Her pulse is weak.
Her pulse is uneven.

Her breathing is uneven.

Structure Focus

Put the victim on his back.
" " " flat on his back.
Raise the victim’s feet.
" " " head and shoulders.
Turn the victim on his side.

The victim has blood in his mouth.
Turn the victim on his side.
The victim thinks he will vomit.
Turn the victim on his side.

Pronunciation

thirst thirsty

twist

victim

vomit

surgery
Chapter 8
Burns

Dialogue

A. My clothes are on fire!

B. STOP!
   DROP to the floor.
   ROLL around on the floor.

Vocabulary

Burns are caused by many things.
Burns are caused by the sun.
    hot objects
    hot water
    steam
    some chemicals

Heat burns can be shallow. Heat burns can be either shallow or deep.
   " " " " deep.

Structure Focus

Shallow burns are red. Put shallow burns in cold water.
   " " may have small blisters.
   " " blisters are not broken.
A mild sunburn is a shallow burn. Put shallow burns in cold water.

Deep burns have large blisters.
   " " broken blisters.
   " " may be charred.
   " " have white ash.

Never cool deep burns with water.
Never touch a burn.
Do not cool deep burns with water. Water carries germs.
   " " touch burns. Your hands have germs.
   " " put oil on a burn. The doctor will scrape it off.
   " " butter on a burn. The doctor will scrape it off.
   " " salt on a burn. The doctor will scrape it off.

Chemicals cause burns.
Bleach can cause chemical burns.
Lye can cause chemical burns.
Turpentine
Lime
Cement
Some cleaning products
Act quickly.
Wash the chemical away.
Remove clothing stuck to the chemical burn.
Cover the burn.
Get medical help.

Pronunciation

STOP         fan the flames
DROP         cleaning
TOP          chemical
MOP
Chapter 9

Props: sling, splint, balloon, newspapers, magazine, pillow, cardboard

Dialogue:
A. My arm hurts.
B. Where does it hurt?
A. Right here. (Touch the spot)
B. OW!!
A. It looks swollen.
B. It looks different. It's not like my other arm.
A. Don't move. I will call for help.

Vocabulary

The arm may swell.
The body part may swell.
" " " " be tender to the touch.
" " " " out of its normal shape.
" " " hurts when moved.
" " " may not hurt when at rest.

Structure Focus

Where is the spot of the break?
" " " joint above the break?
" " " " below the break.

Use newspapers Roll up the newspaper
Use a magazine Roll up the magazine

Pad the splint
Use a piece of cloth
Use foam rubber
Use a washcloth
Use a towel
Use a sling
Bend the elbow
Do not bend the elbow

Pad between the legs
Pad between the knees and ankles
Pronunciation

limb
splint
him
his
victim
lift
Signs of Cold Exposure

A lot of ______________

Speaking slowly or with a ______________

Losing _______________ of hands

_______________

Getting ____________

Cold ______________ happens when the body cannot keep warm. The body temperature falls below normal. The normal ______________ is 98.6 degrees F. Cold ______________ happens most often when the outside ________________ is between 30 and 50 degrees above zero. People don’t think it is cold out and don’t dress warmly enough. Cold _______________ occurs even in the summer. _________________ is also caused by wind or wearing wet clothing in cold ________________.
Chapter 11. Minor Wounds and Bites

Vocabulary

A small cut is a minor wound.
A scratch is a minor wound.
Scrapes are minor wounds.

Minor wounds are small cuts, scratches, and scrapes.

There is a danger of tetanus (lockjaw)

FIRST AID FOR MINOR WOUNDS

1. Wash your hands with soap and water. Wash the wound with ___ and ___.
2. Put a ___, dry dressing on the wound.
3. See a doctor when the wound is ___ ___ ___.

An infected ___ ___ is tender, red, warm, and swollen.

FIRST AID FOR ANIMAL BITES

1. Wash the ___ ___ at once. Hold it under running ___ ___.
   Wash it with soap and water for five ___ ___ ___
2. If the bite ___ ___ the skin, see a doctor at once.

FIRST AID FOR TICKS

1.
2.
3.
4.

FIRST AID FOR STINGS
Chapter 12

Eye, Ear and Nose

DIALOGUE

A. Something is in my eye. It hurts.

B. Don't rub it.
   Close your eyes for a few minutes.

A. It's making me cry.

B. Good. Maybe the tears will wash it out.

A. No. Something is still in my eye.

B. Lift your upper eyelid and move it down over the lower lid.

A. Okay. If you say so.
   It works! It's gone!

VOCABULARY

Have the victim lie down.
Have the victim sit quietly.
Have the victim lean his head forward.
Have the victim see a doctor

STRUCTURE FOCUS

Have the victim lie down.  Lie down.
Have the victim sit quietly.  Sit quietly.  or  Sit still.
(continue with other vocabulary)

Don't let him blow his nose too hard.
Don't let him blow his nose with one nostril shut.
Don't use ear drops unless the doctor tells you.
Don't try to take it out.

PRONUNCIATION

medicine  eye  eyelid  let  red  head
minutes  nose  nose drops  lid  rub  hard
nostril  nosebleed  left  lower lid

Chapter 13

Structure Focus

Turn him.  Do not turn him.
Lift him.  Do not lift him.
Sit up.  Do not tell him to sit up.
Twist his body.  Do not twist his body.
Change his position  Do not try to change his position.

If he is in danger, move him.
If you cannot get help, try to signal for help.
If you feel you must get the victim to help, make sure you are strong enough to help.
If you are asked to help a trained rescuer, you may move the victim.
If you do have to move a victim, follow the rules.
If a victim must be lifted, be sure all parts of the body are supported.
If a victim must be moved, move him by the shoulders or legs.
If you move him, you may hurt his back more.
If a bone is broken, you may tear a nerve.
If you can, slip a sheet or coat under the victim.
If you must take the victim to medical help, try to borrow a station wagon or van.