

First Aid Staff

The objective of the First Aid Staff is to provide immediate care to injured and/or sick staff members or clients. Evaluate clients for signs & symptoms of the suspect agent.

Qualifications: RN, paramedic, EMT, or other trained medical professional

Reports To: First Aid Supervisor

Immediate Actions

- Arrive at assigned site 1.5 hours prior to start time and check in.
- Receive briefing from First Aid Supervisor.
- Wear proper ID/Vest.
- Review this Job Action Sheet.
- Learn site surroundings for work stations, offices, lavatories, first aid and break rooms, and understand role.
- Review dispensing site organizational chart.
- Assist in setting up dispensing site operation.
- Ensure that all supplies and equipment are appropriate for your area at the beginning and end of each shift, if not inform the Supervisor.

Continuous Actions

- Provide immediate care to injured and/or sick staff members or clients.
- Conduct medical evaluation and complete appropriate form.
- If the client screens positive for the suspect agent, complete the Referral Form and direct client to the nearest medical treatment facility. Request transport by EMS if necessary and available.
- Give a copy of the appropriate forms to the client or EMS for the receiving facility.
- If client screens negative return them from where they were referred.
- Ensure that appropriate documentation is maintained on all client/staff illness or injuries.

Final Actions

- Assist with tearing down work stations at the end of operations.
- Identify issues for after action report and discuss with First Aid Supervisor.
- Sign out and turn in all equipment in designated area.