

First Aid Emergency

Reporting injuries

Report the incident in Safety Spectrum. Scan the code or visit the url below.



[uwaterloo.ca/
safety-office/
incidents-and-
emergencies/
report](https://uwaterloo.ca/safety-office/incidents-and-emergencies/report)

Major injury/illness

Call 911 for serious emergencies

When requesting assistance state:

- > University of Waterloo
- > building name/address and room location

After calling 911, call UW Special Constable Service at **519-888-4911** or **ext. 22222** to advise.

Enlist the aid of the nearest person (when available) to go to the designated **“Emergency Entrance”** of the building to await arrival of emergency vehicles and to direct the emergency personnel.

Minor injury/illness

Department/Residence

- > first aid kit/station location (noted below)



Emergency entrance location

Unconsciousness

1. Assess responsiveness. Call 911.
2. Open airway, check breathing and pulse.
3. If breathing place person on their side (recovery position and monitor).
4. If no life signs begin CPR immediately.
5. Keep person comfortably warm.
6. Continue to monitor for responsiveness until emergency personnel arrive.

Seizures

1. Protect the person from injury while seizure lasts.
2. Do not use force to restrain person.
3. Only move the person if in danger.
4. Do NOT put anything in their mouth.

Fainting

1. If person feels faint lie them down with their feet elevated.
2. Provide circulation of air and loosen tight clothing.
3. If person has fainted. Call 911. Check for breathing.
4. Place person on their side (recovery position and monitor).

Choking

1. Determine if person is choking. Offer to help.
2. Hold person from behind.
3. Give abdominal thrusts until breathing is clear.
4. Obtain medical attention.
5. If person becomes unconscious, begin CPR. Call 911.

Bleeding

1. Apply direct pressure to the wound.
2. Elevate the wound.

Bones and joints

If injured person must be moved, immobilize injured part.

Heat burns

1. Soak in cold water (15 minutes).
2. Remove any constrictions (jewelry).
3. Do not remove anything sticking to burn.
4. Cover burn loosely if minor.
5. Do not apply lotion or ointment.
6. If large or deep seek medical attention.

Chemical burns

1. Rinse affected area with running water according to Safety Data Sheets (SDS).
2. Remove contaminated clothing.
3. Advise emergency personnel of chemical(s) involved. Provide SDSs.

Electrical shock

1. Shut off power. Call 911.
2. Check for breathing and pulse. If no signs of life start CPR.

Poisoning/Overdose information

1-844-764-7669

Health811 (Telehealth Ontario)

(24 hr. phone access)

Phone: 811

Useful contacts

HEALTH SERVICES

First aid station available
519-888-4096 or **ext. 84096**

UW SPECIAL CONSTABLE SERVICE

Assists if the above services are not available **519-888-4911** or **ext. 22222**

FIRST AID/SUPPLIES/KITS

Order through Central Stores
uwaterloo.ca/central-stores

FIRST AID INFORMATION AND TRAINING

Refer to Safety Office website
uwaterloo.ca/safety-office