

Identifying the casualty

As a form of assistance and notification, people with medical conditions may wear or carry a form of medical identification, such as a bracelet, necklace or a card in their wallet which will likely also include their relevant medical details / history. These tags / cards contain the person's identity, relevant medical condition, allergies, drugs required and specialised medical contact information. Medical conditions that may be shown vary from specific heart diseases, to diabetes, epilepsy, anaphylaxis, asthma, and serious allergies.

Moving the casualty

If a patient is safe, it is best to avoid moving them. For patients suffering medicated conditions such as anaphylaxis, angina or asthma, it is best to have a bystander retrieve the medication and bring it back for administration. Do not attempt to move a casualty unless they are in danger (such as on the road, near traffic or near other sources of danger such as a fire or hazard). If conscious, help ensure the casualty is comfortable and warm and if unconscious follow DRABCD.

Record Keeping

After providing first aid to a casualty, it is always a very good idea to make detailed notes or fill out a casualty report, no matter how minor. This will help you to recall the incident if you are ever asked about it at a later stage. If you complete this very soon after the event, your records could be used by a court of law. This means it is imperative that your notes are legible, accurate, factual, complete, and only state what you observe – not your opinions.

Information that should be included in your report includes:

- Date, time and location of the incident
- The casualties personal details (name, address, date of birth, etc)
- History of the illness/injury
- Observations (signs, symptoms and vital signs)
- Your assessment of the injury/illness
- Date
- Your Signature
- Your name and title



You should also

- Always complete the report in ink (never use pencil)
- Correct all mistakes by crossing them out and placing an initial next to them (never use correction fluid)
- Keep a copy of the report for your own records

If you are employed as a First Aider in your workplace, you may have reporting obligations under your State or Territory Workplace Health and Safety (WHS) legislation. You can check this with your workplace WHS representative. Individual workplaces will have pre-designed reporting forms prepared which should be kept with medication and first aid equipment. All workplace first aid staff should be trained during their initial induction, with regular refreshers / updates to ensure currency of knowledge.