

Vol 12 No: 12, December 2018

President's message



Suddenly it's a week until Christmas and I haven't even started on writing Christmas cards. If you don't receive a card from me this year, please accept my best wishes for the Christmas season and for 2019. I hope that you have a relaxing break (especially our hard-working volunteers!) and come back to us in Term 1 refreshed and ready to learn new skills.

Our new computers have been set up and installed by Lawrence Lam and seem to be working well (apart from a start-up problem that has carried over from the old computers). Lawrence has supplied the computers at a very reasonable cost and we appreciate his efforts and Bing's to have them up and running so quickly.

Our new website is looking good and we plan to launch it in January at our **member meeting (note the change in date to Thursday, 24th January)**. Our Web Administrator team will be trained and ready to take over site

administration in February 2019. The website is designed to attract new members. Current members will also find it useful to download the latest course timetables and newsletters from the site and find contact details.



A web team huddle at the Christmas party

Your committee is concerned that our member numbers are lower than this time last year. We are going to make it a high priority in 2019 to recruit new members and find ways to retain existing members. We also need more volunteer trainers so that we can offer members a wider variety of courses. We brainstormed some ideas and came up with these:

- Survey members who don't renew their membership to find out their reasons (July 2019)
- Ask Office Assistants to phone non-members on the Register of Interest when spaces are available on relevant courses

- Encourage existing members to introduce new members - have a competition with a prize (\$50 course credit) – competition will run February – April 2019
- Put flyers up on community noticeboards – invite members to submit design ideas for a flyer and a new business card that is consistent with website design
- Encourage members to take some business cards each, and hand them out to friends who would like to learn about computers.

If you have other suggestions, please let a Committee member know, or pop it in the suggestion box.

The Committee has also approved George's proposal to send a Weekly Update that collates all the different emails we send you into one weekly email. We hope this works well for you, and invite your feedback when publication starts in January.

And finally: What do Santa's little helpers learn at school? The Elf-abet.

Keep learning!

Deborah

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Christmas Party at the Bowlo

Another great ParraPals party was held at the Rosehill Bowling Club on 7th December. Thanks to Dawne, John H, Darrell, Colleen and the office team for their hard work.



Above – entertainment team Darrell and John with MC, Dawne.



Rosa and Jim, the latter celebrating his 90th birthday this month!

See more photos next month.

New members in November

Only one new member last month:

- Arun Gopal

Please make him welcome. We now have 187 members (July-November 18).



We hope to see you all at our January meeting on Thursday 24th at 9:30am.

17 minutes in 60

This is an edited version of Vice President Deb Neyle's very well received presentation at our November meeting. Deb is a retired Nurse Educator at Sydney University and has a PhD in the Biology of Nursing.

Setting the Scene

Returning to the PCPS classroom after morning tea, you find a person collapsed on the floor.

There are four people, apart from the person collapsed.

The collapsed person is old, and probably has some medical conditions. They may be taking medications, BUT no-one knows for sure.

17 minutes in 60

17 - Refers to current average waiting time for an ambulance in the Sydney CBD

60 – Refers to optimal treatment time for both heart attack (Acute Myocardial Infarction, AMI) and Stroke (Cerebrovascular accident, CVA)

Heart problems are the most common cause of death in both men and women.

Use your resources well

Person 1 – Assess and act

Person 2 – Record and help person 1

Person 3 – Make the phone call

Person 4 – Check the area – replace person 1 or 2 if needed

Persons 5,6,7 etc – go somewhere nearby for coffee, replace others if needed

Rapid assessment

☐ D ☐ A ☐ B ☐ C ☐

D Danger to the person, to you or to others

R Response – Shake and shout

A Airway – Rise and fall of chest

B Breathing – Depth and Speed

C Circulation – Colour and Central Pulse

Danger

Do not assume there is none.

Many organisations will have a room or situation assessment already completed

In our training room, think of trip hazards and electrical devices

Think – What do you need to control before you and others can help the person?

Actions for danger

Remove the danger e.g. turn the electricity off.

Defend yourself

If in doubt, don't.

Response

Best Option – the person is alert and talking reasonably

Other Options

Alert but confused, aggressive (behavioural change)

Drowsy – can be woken, may say one or two words but drifts off again

Stuporous – the person responds to pain, but not to speech

Comatose – the person doesn't respond to voice or pain.

Actions for Response

Make a note of time and level

Record any changes

Position yourself safely

Position the person defensively

Safe position



Airway

Everybody needs one

A person speaking (screaming, raving) has an airway – people who are silent are more worrying

Listen – normal breathing is quiet

Look – normal breathing is equal on each side, doesn't need shoulder or stomach muscles to be effective

Keep a record

Position and check again

Actions for Airway

Position – if alert, the person can sit up in a supported position

Coma position – lying flat, on side, head tilted towards floor, arms and legs bent and spread so person is stable

Recheck airway after any change of position, or other event e.g. person makes an odd noise

No need to check mouth, unless there is an obvious trauma

Breathing

Best Option – the person can do this for themselves, Even comatose people can be breathing well

- Other Options - breathing that is Extremely rapid and shallow
- Noisy
- Needing lots of effort
- Absent

Actions for Breathing

Look – both sides of the chest rise and fall equally, no extra muscle movement, notice speed of breathing

Listen – noises – what does the breathing sound like? When do the noises happen?

Don't need to wait for person to stop breathing completely.

Counting is not important.

Mouth-to-mouth resuscitation

Very effective, if done well

Pretty effective, if done with no skills at all

Position person on their back, extend head so the path to the lungs is straight, take an ordinary breath yourself, seal your lips over the open mouth of the person. Exhale normally.

Stop when you see the person's chest start to rise

Don't blow hard, even if the breaths don't seem to be getting into the person's chest

Atmospheric Oxygen is 21%. Expired Air still has 18-19% oxygen

Mouth to mouth resus.



Circulation

Look – colour – Is the person pale? Is the person bluish/greyish? Differences in body areas i.e. pink in centre but blueish edges. Is the person very red?

Look for cold skin or hot skin, for sweating

Find a central pulse – carotid or temple

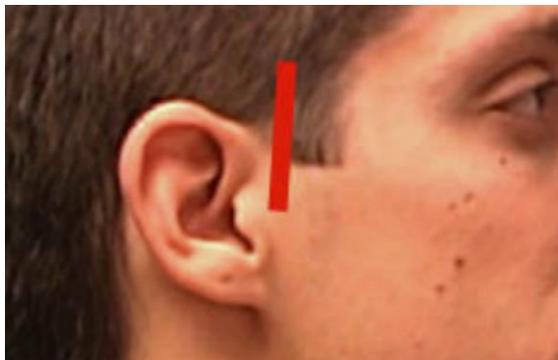
Note speed and strength

Any bleeding

Cardiac pulse position



Temporal pulse position



Actions for circulation

Record what you find and the time of any changes

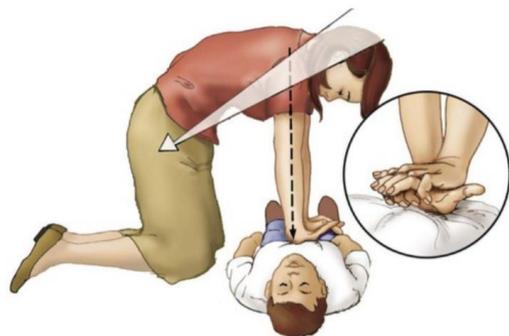
If you saw the person fall and they have no pulse, give one sharp thump on the bottom half of sternum

Chest compressions – person lying flat on a firm surface, use two hands with straight arms on the lower half of sternum. Press as straight up and down as you can. About 1/3 of the depth of the persons chest

120 compressions/minute ideal

Something is better than nothing

Cardiac compressions



Controlling bleeding

If there seems to be lots of blood, there probably isn't.

About 6 litres of blood in circulation

Except for an obvious pumped flow – then apply pressure directly (person 4, instead of their other activities)

Gentle warming

Making the call

000 - or 112

Request Ambulance

Give accurate address – to link in with ambulance GPS

Give the person's name and age, as best you can

Report situation reasonably

Add any extras

Answer questions from ambulance officer

Stay on the line – to get advice when needed

Waiting

Your own adrenaline will cause time to seem longer. Record times from one watch/clock

If the location is difficult, send people to stand at decision points – roadside, front door, lift, corridor

Consider secondary victims – Is the person giving mouth-to-mouth exhausted? Does someone else have a rough idea what to do? Change!

N.B

For CPR, there is NO need to diagnose what is happening to the person – just

look at the basic things needed for survival!

Quick Tips

Stroke – FAST – face, arms, speech, time

Diabetes – High (Hot and Dry)? Low blood sugar? (Clammy) If person is alert give sugar, if they are better in 10 mins, great, Give plate of sandwiches.

Epilepsy – protect, see consciousness above

Falls – except for dangerous situations, leave any deformed limbs alone

Motor Vehicles – make sure the person has an airway

First Aid

- **Doesn't damage**
- **Will Help**
- **Is better than no aid**

Remember the person needing assistance is most likely to hear anything you say.

Day/ Time	Dates	Course
Term 4 2018 course schedule –Weeks 6-10		
Wed 9:30 - 11:45	19 December	Practice Session: - Android smartphones & tablets
Wed 1:15 - 3:30	19 December	Practice Session – Windows 10
SPECIAL INTEREST GROUPS (SIG), OUTINGS and MONTHLY MEETINGS		
Time	Dates	Event
Fri 9:30 - 11:45	21 Dec	Special Interest Group: Facebook
Our Term 1 timetable is now on the website – just go to the home page at www.parramattacps.org.au and click on the link.		

Useful websites for First Aid

CPR refresher

<https://www.youtube.com/watch?v=LoQXUaBj67o>

CPR/AED

<https://www.youtube.com/watch?v=msRft-g-k>

First assessment

<https://www.youtube.com/watch?v=ea1RJUOinFQ>



RESPECT • RESPONSIBILITY • REASONING • RESILIENCE

Tuesday 5th February

<https://esafety.gov.au/saferinternetday>

Tips and Tricks

Windows shortcuts

Cycle through open windows

Pressing Alt + Tab allows you to cycle through currently open windows (Alt + Shift + Tab will cycle backwards). This makes switching back and forth between running processes quick and painless.

In macOS the shortcut is Cmd + Tab.

Minimize all windows

Sometimes you have a bunch of stuff running, and you want it all to go away so you can get to the desktop. Simply pressing Windows key + D will minimize everything you have up, which will save you some time pressing the minimize button for each window. It should be noted that Windows + M offers similar

functionality, but there is no undoing, so Windows + D is the preferred approach.

Now don't take us seriously ...



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