

FIRST AID – REPORT WRITING

Imagine that you work as a paramedic and the Head of the Emergency Services has asked you to write a report about the steps you took in a life-threatening medical emergency that required immediate attention. Write a report (140-180 words) to illustrate **what kind of a medical emergency it was**, **how the incident occurred**, **how many people were involved**, **what symptoms the victims displayed** and **what kind of first aid was offered**.

Some practical guidelines:

- Such reports are **official** documents, and therefore they must be written in an **official style**.
- You must be **accurate**, because these reports can be used as evidence in court in case something bad happens.
- It is also very important to note down and include in your reports the **exact time** when the incident occurred, because this information could be vital.
- Use the **passive voice** which makes the report sound more **impersonal** and **objective**.
- Use **time conjunctions** to show the exact **sequence of events**.

Suggested plan:

1st paragraph: Describe the incident. Be specific, brief and thorough.

2nd paragraph: Describe how the incident occurred and how many people were involved.

Provide exact times, if possible. Make sure that you describe the scene precisely. In case of a car accident, make sure that you include every person involved, as this information could prove essential for future lawsuits.

3rd paragraph: Describe what symptoms the victim displayed. Be as exact as possible, because doctors will probably rely on your report to determine what caused the symptoms. Describe your patient's condition including signs and symptoms demonstrated. Don't forget to add any other information, such as comments made by the patient. Write facts and not opinions.

4th paragraph: This is the most important part of the writing. Document any treatments performed for this patient in full detail, even treatments attempted but unsuccessful. Write about the transfer of the patient to the hospital.