

First Aid at Work (16 Hours)

Assessment check list for this course.

Emergency First Aid in the Workplace (Unit 1)

1. Understand the role and responsibility of a First Aider.

- 1.1 Identify the roles and responsibilities of a First Aider. *(Unit: 1)*
- 1.2 Describe how to minimise the risk of infection to self and others. *(Unit: 1)*
- 1.3 Identify the need for establishing consent to provide first aid. *(Unit: 1)*
- 1.4 Describe how to complete an accident report form. *(Unit: 1)*
- 1.5 Identify the first aid equipment that should be available in the workplace *(Unit: 1)*
- 1.6 Describe the safe use of first aid equipment. *(Unit: 1)*

2. Be able to assess an incident.

- 2.1 Demonstrate how to conduct a scene survey. *(Unit: 1)*
- 2.2 Identify how and when to call for help. *(Unit: 1)*

3. Be able to manage a casualty who is unresponsive and NOT breathing normally.

- 3.1 Demonstrate how to conduct a Primary Survey of a casualty. *(Unit: 1)*
- 3.2 Demonstrate how to administer Cardio Pulmonary Resuscitation (CPR) using a manikin. *(Unit: 1)*
- 3.3 Demonstrate the action you would take if an unresponsive casualty started to vomit. *(Unit: 1)*
- 3.4 Demonstrate how to switch on an Automated External Defibrillator (AED) and where to place the pads. *(Unit: 1)*
- 3.5 Identify when and how to call for help. *(Unit: 1)*
- 3.6 Identify when to stop Cardio Pulmonary Resuscitation (CPR). *(Unit: 1)*

4. Be able to provide First Aid to an unresponsive and breathing normally casualty

- 4.1 Demonstrate how to turn a casualty from face down to face up. *(Unit: 1)*
- 4.2 Demonstrate how to conduct a Secondary Survey. *(Unit: 1)*
- 4.3 Demonstrate how to place a casualty into the Recovery position. *(Unit: 1)*
- 4.4 Describe the treatment for a casualty who has fainted. *(Unit: 1)*

5. Be able to manage a casualty who is in seizure

- 5.1 Identify the signs of an Absence seizure and a Tonic-Clonic seizure. *(Unit: 1)*
- 5.2 Describe the treatment for a casualty who is experiencing an Absence seizure or a Tonic-Clonic seizure. *(Unit: 1)*

6. Be able to recognise and assist a casualty who is choking.

- 6.1 Describe how to identify a casualty with a partially blocked and a completely blocked airway. *(Unit: 1)*
- 6.2 Administer first aid to a casualty who has a partially blocked airway and a completely blocked airway using a manikin
- 6.3 Describe the procedure to be followed after administering the treatment for a completely blocked airway. *(Unit: 1)*

7. Manage a casualty with external bleeding.

- 7.1 Identify the types of external bleeding. *(Unit: 1)*
- 7.2 Describe how to control severe bleeding. *(Unit: 1)*

8. Manage a casualty who is in shock.

- 8.1 Describe the signs and symptoms of shock. *(Unit: 1)*
- 8.2 Identify how to manage a casualty who is in shock. *(Unit: 1)*

9. Understand how to manage a casualty with a minor injury.

- 9.1 Describe how to manage a casualty with small cuts, grazes, bruises, splinters and nose bleeds. *(Unit: 1)*
- 9.2 Describe how to recognise bites and stings. *(Unit: 1)*
- 9.3 Describe how to treat a casualty affected by bites and stings. *(Unit: 1)*

10. Understand how to manage a casualty with minor burns and scalds.

- 10.1 Describe how to recognise minor burns and scalds. *(Unit: 1)*
- 10.2 Identify how to treat minor burns and scalds. *(Unit: 1)*

Recognition and Management of Illness and Injury in the Workplace (Unit 2)

11. Identify the signs, symptoms and history of a casualty.

- 11.1 Identify the signs, symptoms and history of a casualty. *(Unit: 2)*
- 11.2 Demonstrate how to conduct a head to toe survey on a casualty. *(Unit: 2)*

12. Be able to administer first aid to a casualty with injuries to bones, muscles and joints.

- 12.1 Recognise suspected fractures, dislocations, sprains and strains. *(Unit: 2)*
- 12.2 Describe how to treat a casualty with suspected Fractures, Dislocations, Sprains and Strains. *(Unit: 2)*

13. Be able to administer first aid to a casualty with suspected head and spinal injuries.

- 13.1 Describe how to recognise suspected concussion, skull fracture, cerebral compression and a spinal injury. *(Unit: 2)*
- 13.2 Demonstrate how to administer first aid for suspected concussion, skull fracture, cerebral compression and a spinal injury. *(Unit: 2)*

14. Be able to administer first aid to a casualty with suspected chest injury.

- 14.1 Recognise a flail chest and penetrating chest injury. *(Unit: 2)*
- 14.2 Describe how to administer first aid for suspected flail chest and penetrating chest injury. *(Unit: 2)*
- 14.3 **Be able to administer first aid to a casualty with burns and scalds.** Recognise the factors that affect the severity of burns and scalds. *(Unit: 2)*
- 14.4 Describe how to administer first aid for burns involving dry heat, wet heat, electricity and chemicals. *(Unit: 2)*

15. Know how to provide first aid to a casualty with an Eye Injury.

15.1 Describe how to recognise a casualty with an eye injury. *(Unit: 2)*

15.2 Identify how to administer first aid involving dust, chemicals and embedded objects. *(Unit: 2)*

16. Be able to administer first aid to a casualty with sudden poisoning.

16.1 Identify the routes that poisons can enter the body. *(Unit: 2)*

16.2 Describe how to administer immediate first aid to a casualty affected by sudden poisoning. *(Unit: 2)*

16.3 Identify sources of information for treating those affected by sudden poisoning. *(Unit: 2)*

17. Be able to administer first aid to a casualty with anaphylaxis.

17.1 Identify common triggers for anaphylaxis. *(Unit: 2)*

17.2 Recognise suspected anaphylaxis. *(Unit: 2)*

17.3 Describe how to administer first aid to a casualty suffering from anaphylaxis. *(Unit 2)*

18. Be able to administer first aid to a casualty with suspected major illness.

18.1 Recognise major illnesses including: heart attack, angina, stroke, asthma and diabetes. *(Unit 2)*

18.2 Describe the first aid required to casualty suffering from major illnesses including: heart attack, angina, stroke and diabetes. *(Unit: 2)*