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# ***FIRST AID at WORK***

***Including Emergency First Aid at Work***

## **COURSE OVERVIEW**



# First Aid at Work

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

These regulations apply to all workplaces, including those with five or fewer employees, and to the self-employed.

How much first-aid provision an employer has to make depends on the circumstances of each workplace. In assessing their needs, employers should consider the:

- nature of the work and workplace hazards and risks
- size of the organisation and the nature of the workforce
- organisation's record of accidents and ill health
- Working arrangements.

If, having assessed first-aid needs, an employer decides to appoint first aiders, the first aiders must have a valid certificate of competence.

There are two courses for first aid in the workplace:

- Three-day First Aid at Work (FAW) course
- One -day Emergency First Aid at Work (EFAW) course.

For regulatory purposes, successfully completing a FAW course will enable the candidate to act as a first aider in the workplace.

***Redkite Training Solutions meets the Due Diligence route of the Health and Safety Executive guidance for using a first aid training provider.***

## Assessment

The qualification is made up of two units, which are assessed separately.

1. Emergency First Aid at Work
2. Recognition and Management of workplace illnesses, injuries and emergencies

Candidates must:

- Pass a multiple choice question test papers
- Demonstrate competence in first-aid procedures for the management of a casualty:
  - Who is unresponsive and breathing normally (recovery position)
  - Who is unresponsive and not breathing normally (cardiopulmonary resuscitation)
  - With external bleeding and who is in shock (including a secondary survey).
  - Carry out a number of scenarios relating to the content.

## Learning Outcomes Assessment Criteria

Unit 1 - Emergency First Aid at Work	
The Learner will:	The Learner can:
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibilities of a first aider 1.2 Describe how to minimise the risk of infection to self and others 1.3 Identify the need for establishing consent to provide first aid 1.4 Complete an accident report form 1.5 Identify the first-aid equipment that should be available in a workplace 1.6 Describe the safe use of first-aid equipment
2. Be able to assess an incident	2.1 Conduct a scene survey 2.2 Conduct a primary survey of a casualty 2.3 Give examples of when to call for help
3 Be able to manage an unresponsive casualty who is breathing normally	3.1 Assess a casualty's level of consciousness 3.2 Open a casualty's airway and check breathing 3.3 Explain why it is important to place an unconscious casualty into the recovery position 3.4 Place an unresponsive casualty in the recovery position 3.5 Manage a casualty who is in seizure
4. Be able to manage an unresponsive casualty who is not breathing normally	4.1 Recognise the need to commence cardiopulmonary resuscitation 4.2 Demonstrate cardiopulmonary resuscitation using a manikin
5 Be able to recognise and assist a casualty who is choking	5.1 Describe how to identify a casualty with a: <ul style="list-style-type: none"> <li>• Partially blocked airway</li> <li>• Completely blocked airway</li> </ul> 5.2 Administer first aid to a casualty who is choking
6 Be able to manage a casualty with external bleeding	6.1 Identify the types of external bleeding 6.2 Control external bleeding
7 Be able to manage a casualty who is in shock	7.1 Recognise shock 7.2 Administer first aid to a casualty who is in shock
8 Be able to manage a casualty with a minor injury	8.1 Administer first aid to a casualty with small cuts, grazes and bruises 8.2 Administer first aid to a casualty with minor burns and scalds 8.3 Administer first aid to a casualty with small splinters

## Unit 2 - Recognition and Management of Illness and Injury in the Workplace

The Learner will:	The Learner can:
1. Be able to conduct a secondary survey	1.1 Identify the information to be collected when gathering a casualty history 1.2 Conduct a head to toe survey
2. Be able to administer first aid to a casualty with injuries to bones, muscles and joints	2.1 Recognise suspected: <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• sprains and strains</li> </ul> 2.2 Administer first aid for: <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and strains</li> </ul>
3. Be able to administer first aid to a casualty with suspected head and spinal injuries	3.1 Recognise suspected: <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Compression</li> <li>• Spinal injury</li> </ul> 3.2 Administer first aid for suspected: <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul>
4. Be able to administer first aid to a casualty with suspected chest injuries	4.1 Recognise the different types of chest injury 4.2 Administer first aid for a chest injury
5. Be able to administer first aid to a casualty with burns and scalds	5.1 Recognise the factors that affect the severity of burns and scalds. 5.2 Administer first aid for burns involving: <ul style="list-style-type: none"> <li>• Dry heat</li> <li>• Wet heat</li> <li>• Electricity</li> <li>• Chemicals</li> </ul>
6. Be able to administer first aid to a casualty with an eye injury	6.1 Give examples of common eye injuries 6.2 Administer first aid for eye injuries involving: <ul style="list-style-type: none"> <li>• Dust</li> <li>• Chemicals</li> <li>• Embedded objects</li> </ul>

The Learner will:	The learner can:
7. Be able to administer first aid to a casualty with sudden poisoning	7.1 Identify the routes that poisons can take to enter the body 7.2 Administer immediate first aid to a casualty affected by sudden poisoning 7.3 Identify sources of information for treating those affected by sudden poisoning
8. Be able to administer first aid to a casualty with anaphylaxis	8.1 Identify common triggers for anaphylaxis 8.2 Recognise anaphylaxis 8.3 Administer immediate first aid for a casualty suffering from anaphylaxis
9 Be able to provide first aid to a casualty with suspected major illness	9.1 Recognise major illnesses including • <ul style="list-style-type: none"> <li>• Heart attack</li> <li>• Stroke</li> <li>• Epilepsy</li> <li>• Asthma</li> <li>• Diabetes</li> </ul> 9.2 Administer first aid to a casualty suffering from major illnesses including: <ul style="list-style-type: none"> <li>• Heart attack</li> <li>• Stroke</li> <li>• Epilepsy</li> <li>• Asthma</li> <li>• Diabetes</li> </ul>

For the one day 6 hour Emergency First Aid at Work course only Unit one is needed. This course however is only suitable for smaller lower risk workplaces.

## Trainer / Assessor Requirements

All First Aid Trainers / Assessors / Internal Quality Assurers hold the following as a minimum and therefore meet the requirements for Training / Assessing First Aid under the Skills for Health. Those involved in the training and assessment of the First Aid at Work must have knowledge and competency in first aid as well as knowledge and competency to train and assess based on qualifications and experience.

Trainers/Assessors must be occupationally competent in the area of:

- First aid – this can be evidenced by: FAW certificate
- Registration as a:
  - Doctor with the General Medical Council (GMC)
  - Nurse with the Nursing and Midwifery Council (NMC)
  - Paramedic with the Health and Care Professions Council (HCPC)

Training and/or assessing can be evidenced by holding the following:

- Cert Ed/PGCE/B Ed/M Ed
- CTLLS/DTLLS
- PTLLS with unit 'Principles and Practice of Assessment' (12 credits)
- Further and Adult Education Teacher's Certificate
- IHCD Instructional Methods
- IHCD Instructor Certificate
- S/NVQ level 3 in training and development
- S/NVQ level 4 in training and development
- TQFE (Teaching Qualification for Further Education)
- English National Board 998
- Nursing mentorship qualifications
- NOCN Tutor Assessor Award
- Level 3 Award in Education and Training (QCF)
- Level 4 Certificate in Education and Training (QCF)
- Level 5 Diploma in Education and Training (QCF)

## Compliance requirements

The maximum class size for these courses is 1 trainer to 12 delegates

Redkite Training Solutions courses has a ratio of 1 CPR training manikin to 3 delegates

The First Aid at Work course is delivered over the recommended 18 hours of classroom time