

FIRST AID BASIC SKILLS REFRESHER - TRAINING RESOURCE

The Health and Safety Executive strongly recommends that first aiders should refresh their knowledge and skills annually (see section 3:6:2 of the main code of practice document).

Skills you will refresh with this resource:

MANAGING AN INCIDENT
CARDIO PULMONARY RESUSCITATION
RECOVERY POSITION
WOUND/BLEEDING/SHOCK
QUIZ

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FIRST AIDERS PERSONAL RECORD OF LEARNING	
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SAFETY

Ensure the location is safe with adequate space with appropriate clean flooring. Soft mats / kneeling cushions may be required. Do not kneel or lay on a hard floor. When conducting scenarios, the casualty must relax (do not eat or chew sweets etc). Talk to each other and stop the activity if you are unsure, any discomfort or pain is felt or feel the procedure will harm the casualty.

HEALTH DECLARATION

Are there any medical conditions or muscular skeletal issues which could affect your own safety or others in the group? You must let others know if you cannot participate in any practical elements of this training.

During this course it is important that you:

APPLY GOOD PRINCIPLES OF MOVING AND HANDLING (<http://www.hse.gov.uk/pubns/indg143.pdf>)

WORK WITHIN YOUR OWN ABILITY AND LIMITATIONS

EVERY THING YOU DO MUST BE RELAXED AND COMFORTABLE, IF NOT, STOP

IF YOU ARE NOT SURE, STOP AND ASK

IF YOU HEAR THE WORD STOP! CEASE WHAT YOU ARE DOING IMMEDIATELY

INSTRUCTIONS

These training scenarios should be conducted in groups of three first aiders (minimum two, maximum 4). First aiders can assess their colleagues performance.

Sign the training register (retain locally in establishment).

SCENARIO / INCIDENT MANAGEMENT - CPR

1. Initially discuss with members of the group what to do if they were called to a “collapsed casualty” who was reported not to be breathing. Confirm answers using the first aid manual
2. View a video of CPR www.redcross.org.uk or other reputable organisation’s website.
3. *If a resuscitation manikin is available: (See first aid supplies APPENDIX B)*
 - a) Initially practice a few chest compressions and rescue breaths on the manikin.
 - b) Practice the full CPR protocol DRABCD. Another person will use the resource on Page 5 to check your actions and give feedback.
 - c) Once you feel confident with CPR give your ‘Personal Record of Learning’ form A1 to a colleague who will then call you to the resuscitation manikin stating what has happened. Manage this incident, safety, perform CPR, call for assistance, handover to ambulance crew. Observing colleague will complete your assessment form A1 to evaluate your performance.

SCENARIO / INCIDENT MANAGEMENT - UNCONSCIOUS CASUALTY: RECOVERY POSITION

1. Initially discuss with members of the group what to do if they were called to an unconscious casualty? Confirm answers using the first aid manual
2. View a video of the recovery position www.redcross.org.uk or other reputable organisation’s website.
3. Take it in turns to check airway, breathing, and place one person into the recovery position. Once you feel confident give your ‘Personal Record of Learning’ form A2 to a colleague who will instigate the scenario by summon you to a collapsed casualty who is not responding. Manage this incident (primary survey-DRABC- recovery position). Observing colleague will complete your assessment form A2 and evaluate your performance.

SCENARIO / INCIDENT MANAGEMENT - CONSCIOUS CASUALTY: WOUND, SERIOUS BLEED, SHOCK

1. Initially discuss with members of the group what to do if they were called to a conscious casualty who has a wound to a limb which is bleeding profusely. What would be required if the casualty was showing signs and symptoms of shock? Confirm answers using the first aid manual
2. Take it in turns to apply a suitable dressing and elevation sling.
3. Once you feel confident give your ‘Personal Record of Learning’ form A3 to a colleague who will summon you to the casualty who has cut their hand, arm or leg. State the casualty is feeling weak and is now looking pale and clammy. Manage this incident (primary/secondary survey). The observing colleague will complete your assessment form A3 and evaluate your performance.

KNOWLEDGE AND UNDERSTANDING – QUIZ

1. Complete the quiz on pages 10 – 12 this can be by individually or by working as a group of first aiders. Verbally pose a questions to an individual, confirm the answer with other group members before checking the “First Aid Made Easy” manual.

The page number in italics indicates where the answer can be confirmed in the “First Aid Made Easy” manual, “Paediatric First Aid Made Easy” manual for the additional questions relating to children and babies (Early Years settings).

Equipment and resources required for CPR training

Resuscitation Manikin (adult /child/ baby depending on workplace)

Sterilising solution or tablets (follow instructions for use/storage)

Face wipes, Manikin training face shields (roll), spare lungs for manikin.

Sanitation of resuscitation manikins inc fitting new airway lungs

1. *Remove manikin face and detach coupling from inside the face*
2. *Wash in soapy water*
3. *Submerge the face and coupling in a solution of sterilising solution (as used for baby feeding bottles) for 10 minutes (follow manufacturers instructions for use)*
4. *Let parts dry*
5. *Remove jaw and chest cover. Remove used airway/lungs and dispose*
6. *Fit new airway/lungs to manikin as per instructions on package*
7. *Replace face and attach chest cover.*

- Manikin faces must be cleaned after each candidate with a Bio-Guard Face wipe.

- At the end of training manikins should be stripped down and cleaned / lungs replaced.

- Manikin training face shield should be used when giving rescue breaths during training.

CPR PRACTICE - GROUP LEARNING RESOURCE

1. Read the CPR section of the first aid manual - DRABCD of resuscitation
2. Watch a video of cardio pulmonary resuscitation - www.redcross.org.uk/cpr
3. If a resuscitation manikin available, **first, practice a few chest compressions and rescue breaths to satisfy your colleagues you can correctly carry out chest compressions and rescue breaths** then use this form to check the progress of your colleagues carrying out CPR prior to taking a final assessment.

ACTION	✓ or ✗					
	Adult		Child		Infant	
Check for danger						
Check for a response (speak loudly) gently shake shoulders (tap baby's feet/shoulders)						
Shout for help						
Gently tilt head and lift chin (check mouth if required) If baby do not over extend the neck						
Check for normal breathing (look listen feel for up to 10 seconds)						
"CASUALTY NOT BREATHING NORMALLY"						
Send for help / ambulance / defibrillator if available						
Give 5 rescue breaths (if a child /baby or any victim of drowning)						
Commence chest compressions						
Hand(s) in the correct position (centre of sternum) (use two fingers on baby)						
Depth of compressions adult 5-6 cm (child / baby - third of chest depth)						
Rate of compressions 100-120per min						
Give 2 rescue breaths (if unsuccessful check airway after next cycle of compressions)						
Continue CPR 30 compressions to 2 rescue breaths						
Stop CPR? - check for correct actions:						
<ul style="list-style-type: none"> • Change over every 1½ to 2 minutes if possible • Casualty shows signs of regaining consciousness <u>and</u> breathes normally • Professional help arrives and takes over. (give verbal report to ambulance crew) 						

First Aid - Basic Skills Refresher Training

Personal Record of Learning



Name:

Workplace:

First Aid Qualification:

First Aid at Work - FAW

Emergency First Aid at Work - EFAW

Paediatric First Aid - PFA

Other...

Course date:

1st Annual Basic Skills Training Date:

2nd Annual Basic Skills Training Date:

First Aid at Work courses are valid for three years. The Health and Safety Executive strongly recommends that first aiders undertake annual refresher training within any three-yearly certification period of FAW / EFAW.

FIRST AIDER – BASIC SKILLS ASSESSMENT/SCENARIO (PART 1 OF 4)

CPR - CASUALTY UNCONSCIOUS, NOT BREATHING NORMALLY (Form A1)

(equipment required: resuscitation manikin, face shields, face wipes, kneeling mat)

Another first aider will observe you carrying out CPR and complete this form for you.

Name:	Interim year 1 date:	Interim year 2 date:
Did the first aider:	✓ x	✓ x
a. Check for danger & take appropriate action to ensure safety		
b. Assistance is summoned		
c. Check for a response		
d. Open the casualty's airway - gently tilting the head back		
e. Remove any obvious obstructions from the mouth		
f. Lift the chin		
g. Check for normal breathing for up to 10 seconds:		
h. If not breathing normally - child/baby/victim of drowning Give 5 initial rescue breaths then commence chest compressions		
h. If not breathing normally - adult Give 30 chest compressions then give 2 rescue breaths		
i. Perform CPR to the correct ratio 30 chest compressions : 2 rescue breaths		
j. Chest compressions: correct place/rate/depth		
k. Immediate area is made safe and private.		
l. Report given to the person taking over the casualty.		

Interim year 1

Scenario(s) (what has happened):

Repeat scenario if child/baby Annie available / applicable to workplace

Range: adult/child/baby **Cause** (select one): trauma / cardiac arrest / choking / electrocution / drowning

Feedback:

After the scenario, give first aider constructive feedback on their performance

Observing first aider:

Signature:

Date:

Interim year 2

Scenario (what has happened):

Repeat scenario if child/baby Annie available / applicable to workplace

Range: adult/child/baby **Cause** (select one): trauma / cardiac arrest / choking / electrocution / drowning

Feedback:

After the scenario, give first aider constructive feedback on their performance

Observing first aider:

Signature:

Date:

FIRST AIDER – BASIC SKILLS ASSESSMENT/SCENARIO (PART 2 OF 4)

UNCONSCIOUS CASUALTY (Form A2)

(equipment required: blanket, kneeling mat)

Another first aider will observe you treating an unconscious casualty and complete this form for you.

Name of first aider:	Interim year 1 date:	Interim year 2 date:
Did the first aider:	✓ ✗	✓ ✗
a. Check for danger & take appropriate action to ensure safety		
b. Check for a response by asking questions & shaking the shoulders		
c. Summon assistance		
d. Open the casualty's airway by gently tilting the head back		
e. Remove any obvious obstructions from the mouth if required Lift the chin		
f. Check for breathing for up to 10 seconds		
g. Check for any life threatening conditions		
h. Place casualty in the recovery position		
j. Ensure the airway is maintained		
k. Call for help / ambulance		
l. Monitor and record the casualty's condition		
m. Report given to person taking over the casualty		

<p>Interim year 1</p> <p>Scenario: (what has happened):</p> <p>Cause: illness relevant to workplace</p> <p>Feedback: After the scenario, give first aider constructive feedback on their performance</p> <p>Observing first aider: _____ Name: _____ Date: _____</p>
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<p>Interim year 2</p> <p>Scenario: (what has happened):</p> <p>Cause: illness relevant to workplace</p> <p>Feedback: After the scenario, give first aider constructive feedback on their performance</p> <p>Observing first aider: _____ Name: _____ Date: _____</p>
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FIRST AIDER – BASIC SKILLS ASSESSMENT/SCENARIO (PART 3 OF 4)

CASUALTY WITH WOUND/SEVERE BLEED (GOES INTO SHOCK) (Form A3)

(equipment required: medium dressing, blanket, kneeling mat)

Another first aider will observe you administering first aid and complete this form for you.

Name of first aider:	Interim year 1 date:	Interim year 2 date:
Did the first aider:	✓ x	✓ x
a. Check for danger & take appropriate action to ensure safety		
b. Assistance is summoned		
c. Follow hygiene procedures to avoid the risk of infection		
d. Control the bleeding by the application of direct pressure and elevation (checked for no embedded object)		
e. Sit or lay the casualty down		
f. Maintain control of bleeding and elevation of the injured part		
g. Check and maintain circulation beyond the site of bleeding		
h. Treat for shock * Protect the casualty from heat or cold * Position casualty to assist control of bleeding and maximises blood flow to vital organs - lay/raise legs * Reassure, nil by mouth		
j. Monitor and record the casualty's condition		
k. Call for help / ambulance		
k. Report given to person taking over the casualty		

Interim Year 1 Scenario (what has happened): Cause: Injuries sustained: Feedback: <i>After the scenario, give first aider constructive feedback on their performance</i> Observing first aider: _____ Signature: _____ Date: _____		
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Interim year 2 Scenario: (what has happened): Cause: Injuries sustained: Feedback: <i>After the scenario, give first aider constructive feedback on their performance</i> Observing first aider: _____ Signature: _____ Date: _____		
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FIRST AIDER – BASIC SKILLS REFRESHER QUIZ (PART 4 OF 4)

The page number indicates where the answer can be confirmed in the first aid book:

A4 manual “*First Aid Made Easy*” **red italics**

A5 manual “*Emergency First Aid Made Easy*” **blue italics**

A5 manual “*Paediatric First Aid Made Easy*” **green italics**



1. What is the order of priorities when dealing with a casualty? *Page 4 2*
2. What does DRABC stand for (emergency action plan)? *Page 5 3*
3. Describe the “chain of survival” (relating to resuscitation) *Page 6*
4. What is the ratio of compressions to rescue breaths when performing CPR? *Page 7 5*
5. If you were performing CPR and they vomit, how can you tell this has happened? What should you do to clear the airway? *Page 9*
6. What modifications can you make to the adult sequence when giving CPR to a child or victim of drowning? *Page 8 7*
7. What are the two main dangers facing someone who is unconscious and on their back? *Page 11 10*
8. How could you manage the airway for an unconscious casualty who is laying on their back with a suspected spinal injury and making snoring type noises? What would you do if they started vomiting? *Page 41 21*
9. What should you consider if someone is knocked out because of a blow to the head? *Page 13 21*
10. What are the signs and symptoms of hypoxia (low oxygen levels in the blood)? *Page 14*
11. Someone starts to choke on some food. What would you do *Page 16 11*
12. Someone is struggling to breathe and they tell you they have anaphylaxis. What would you do? *Page 18 27*
13. How would you treat someone having an asthma attack? *Page 19 26*
14. What are the signs and symptoms of a heart attack? How would you treat them? *Page 24 22*
15. Someone is bleeding badly having put their hand through a glass window, what would you do? What would you do if there was a piece of glass in the wound? *Page 30 17*
16. Someone has scalded their hand while making a cup of coffee. What would you do? What would you not do? *Page 34 19*
17. List possible signs and symptoms of a fractured bone? *Page 38 20*
18. You suspect a person has fractured their wrist. What would you do? *Page 38 20*
19. A contractor has fallen from a ladder. You find he is unconscious and breathing normally. What are your actions? *Page 40*
20. A diabetic person is suddenly displaying challenging behaviour. What could be wrong with them? What would you do? *Page 44 47*
21. A person suddenly falls to the floor and starts convulsing, what would you do? What would you when they stop fitting? *Page 48 25*

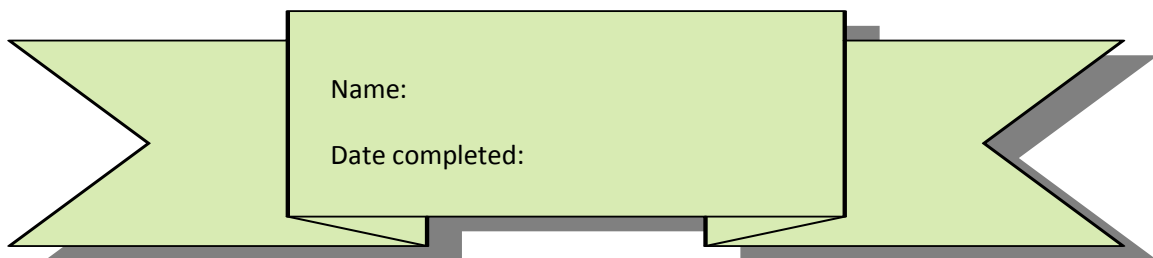
22. Where is your first aid kit located? Who is responsible for checking it? What is inside it?
23. Are you confident that you could recognise and deal with medical emergencies in your work setting?
Individual health care plans
24. When does your first aid certificate expire?



ADDITIONAL QUESTIONS FOR FIRST AIDERS WHO WORK IN SETTINGS WITH YOUNG CHILDREN AND BABIES.

25. When performing CPR on a child or baby how deep should you compress the chest? *Page 3*
26. A child in your care is playing with a toy, you see him grasp his throat and is unable to speak, what would you do? What would you do this happened to a baby? *Page 16*
27. A child in your care has a known severe allergy to peanuts. At lunchtime she starts to shows signs of anaphylactic shock what would you do? *Page 19*
28. A young child is starting to act strangely and looks pale. She is a known insulin dependent diabetic. What should you do? *Page 39*
29. It has been a hot day and a child has been very active, mostly running around. He is now laying on the floor, shivering and looking pale. What is possible wrong? What should you do? *Page 44*
30. A child is having a fit. He has epilepsy. How would you manage this incident? When would you call an ambulance? *Page 40*
31. A two-year old child starts fitting unexpectedly. He has been unwell all day and is hot to touch. What would you do? *Page 42*
32. A child in your care suffers from sickle cell disease. What can trigger a sickle cell crisis? *Page 37*
33. A baby who appears very poorly. He has been very irritable and crying during the day and now appears floppy lifeless. There is no history of a recent accident or injury. What condition should you be aware of? What other signs should you look for? What would you do? *Page 38*
34. An infant starts to suffer from croup, what should you do? *Page 21*

35. A child has tripped over whilst running in the play area and has sustained a cut to the forehead which is bleeding badly. What would you do? *Page 23*
36. A parent's dog has just bitten a child. What first aid actions would you take? *Page 27*
37. How would you treat a nose bleed? *Page 27*
38. A child has been stung by a wasp. What would you do? *Page 27*
39. A child has found a container of prescribed tablets in a handbag and taken the contents. What should you do? *Page 29*
40. How would you treat a child who has eaten dish washer tablet? *Page 28*
41. A child has knocked a mug of hot coffee over himself. What would you do? *Page 30*
42. A child is knocked to the floor. She is unconscious but breathing normally. What should you do? *Page 36*
43. What is compression and concussion? What are their signs and symptoms? *Page 34*
44. How would you deal with a child who is generally unwell? *Page 45*



Name:

Date completed: