

**Quality Assurance (Outcomes)**  
**Administrative Requirements for First Aid Training & Qualifications**  
**First Aid at Work (FAW)**  
**Emergency First Aid at Work (EFAW)**

**Name of Training Provider:**

## **First Aid at Work**

### **1: Emergency First Aid in the Workplace (Element)**

<b>Learning Outcomes and Assessment Criteria</b>	<b>Evidence of How Achieved</b>
<b>1. Understand the role and responsibility of a First Aider.</b>	
1.1 Identify the role and responsibilities of a first aider.	Discussed as an opening activity. In groups learners discuss the roles and responsibilities of a first aider and write them on the worksheet provided.
1.2 Describe how to minimise the risk of infection to self and others.	Risks of infection discussed a theoretical and practical setting. Question on the summative theoretical assessment.
1.3 Identify the need for establishing consent to provide First Aid.	Discussed as a group and reinforced during practical skills practice.
1.4 Describe how to complete an accident report form.	Each learner is given an example of an accident and required to complete an accident report form for that accident.
1.5 Identify the First Aid equipment that should be available in a workplace.	Learners asked to identify equipment that should and should NOT be found in a first kit in the workplace.
1.6 Describe the safe use of First Aid equipment	Learners asked verbal questions regarding the appropriate use of first aid equipment.

<b>Learning Outcomes and Assessment Criteria</b>	<b>Evidence of How Achieved</b>
<b>2. Be able to assess an incident.</b>	
2.1 Describe how to conduct a scene survey.	Learners to demonstrate a scene survey when approaching a casualty on the floor during scenario practice.
2.2 Describe how to conduct a primary survey of a casualty.	Learners to demonstrate the primary survey during scenario practice.
2.3 Identify when and how to call for help	Learners are expected to call for help at the appropriate point during scenario practice.

<b>Learning Outcomes and Assessment Criteria</b>	<b>Evidence of How Achieved</b>
<b>3. Be able to manage an unresponsive casualty who is breathing normally.</b>	
3.1 Demonstrate how to assess a casualty's level of consciousness.	Expected to demonstrate the AVPU scale when carrying out practical skills and verbally questioned on the subject.
3.2 Demonstrate how to open a casualty's airway and check breathing.	Learners demonstrate this on each other and the manikins during practical skills training.
3.3 Explain the importance of the recovery position.	Learners are verbally questioned and the recovery position is discussed as a class.
3.4 Demonstrate how to place an unresponsive casualty in the recovery position.	Learners are required to demonstrate the recovery position on each other when working in pairs.
3.5 Describe how to treat a casualty who is in seizure.	Learners are required to describe how to treat and demonstrate how to treat a casualty who is in a seizure

<b>Learning Outcomes and Assessment Criteria</b>	<b>Evidence of How Achieved</b>
<b>4. Be able to manage an unresponsive casualty who is NOT breathing normally.</b>	
4.1 Recognise the need to commence Cardio Pulmonary Resuscitation.	Learners are expected to be able to describe when CPR should be initiated.
4.2 Demonstrate how to administer Cardio Pulmonary Resuscitation using a manikin.	Learners are individually expected to demonstrate several cycles of CPR on a manikin.

Learning Outcomes and Assessment Criteria	Evidence of How Achieved
<b>5. Recognise and assist a casualty who is choking.</b>	
5.1 Describe how to identify a casualty with a partially blocked and completely blocked airway	Discussed during formative verbal questions. Summative question on the theoretical assessment paper.
5.2 Administer first aid to a casualty who is choking.	Learners to individually demonstrate the first aid procedure for a choking casualty on a manikin/using a choking vest

Learning Outcomes and Assessment Criteria	Evidence of How Achieved
<b>6. Manage a casualty who is wounded and bleeding.</b>	
6.1 Identify the types of external bleeding.	Verbal formative questions and summative question on theoretical paper.
6.2 Demonstrate how to control severe external bleeding.	Learners expected to demonstrate how to control a severe bleed and bandage the wound

<b>Learning Outcomes and Assessment Criteria</b>	<b>Evidence of How Achieved</b>
<b>7. Manage a casualty who is in shock.</b>	
7.1 Describe the signs and symptoms of shock.	Discussed as a class and included on the summative question paper.
7.2 Demonstrate how to manage a casualty who is in shock.	Learners are expected to demonstrate the procedure for shock when working in pairs,



<b>Learning Outcomes and Assessment Criteria</b>	<b>Evidence of How Achieved</b>
<b>8. Understand how to manage a casualty with a minor injury.</b>	
8.1 Describe how to manage a casualty with small cuts, grazes and bruises.	Verbal discussions on the course. Summative question on this topic.
8.2 Describe how to manage a casualty with minor burns and scalds.	Verbal discussions on the course. Summative question on this topic.
8.3 Describe how to manage a casualty with small splinters.	Verbal discussions on the course. Summative question on this topic.

## **2: Recognition and Management of Illness and Injury in the Workplace.(Element)**

<b>Learning Outcomes and Assessment Criteria</b>	<b>Evidence of How Achieved</b>
<b>1. Be able to conduct a secondary survey.</b>	
1.1 Identify the information to be collected when gathering a casualty history.	Learners to demonstrate how to gather a casualty's history during scenario practice.
1.2 Conduct a head to toe survey.	Learners to conduct a head to toe survey on each other when working in pairs.

Learning Outcomes and Assessment Criteria.	Evidence of How Achieved
<b>2. Be able to administer First Aid to a casualty with injuries to bones., muscles and joints.</b>	
2.1 Recognise suspected; <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and Strains</li> </ul>	Sign and symptoms displayed and discussed as a class. Summative questions on recognising these injuries.
2.2 Administer first aid for: <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and strains</li> </ul>	All of these injuries included in scenario practice. Learners expected to demonstrate the treatment for each injury.

Learning Outcomes and Assessment Criteria.	Evidence of How Achieved
<b>3. Be able to administer First Aid to a casualty with suspected head and spinal injuries.</b>	
3.1 Recognise suspected; <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul>	Signs and symptoms discussed as a class with formative questions. All injuries included in scenario practice.
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>	Learners asked to describe treatment for discussion.  Learners expected to demonstrate and describe correct treatment for skull fracture, cerebral compression and spinal injury during practical skills training and scenarios.

<b>Learning Outcomes and Assessment Criteria.</b>	<b>Evidence of How Achieved</b>
<b>4. Be able to administer First Aid to a casualty with a suspected chest injury.</b>	
4.1 Recognise the different types of chest injury.	Verbal discussion and questions.
4.2 Administer first aid for a chest injury.	Learners to describe the appropriate treatment for a chest injury.

<b>Learning Outcomes and Assessment Criteria.</b>	<b>Evidence of How Achieved</b>
<b>5. Be able to administer First Aid to a casualty with burns and scalds.</b>	
5.1 Recognise the factors that affect the severity of burns and scalds.	Class discussion and verbal questions.
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>	Learners to describe the treatments for the various types of burns. Different burns to be included in practical scenarios.

<b>Learning Outcomes and Assessment Criteria.</b>	<b>Evidence of How Achieved</b>
<b>6. Be able to administer First Aid to a casualty with an eye injury.</b>	
6.1 Give examples of common eye injuries.	Learners are expected to identify and describe eye injuries during class discussion. <b>Included in summative question paper.</b>
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>	Learners asked to describe treatment for all these eye injuries. <b>Included in summative question paper.</b>

<b>Learning Outcomes and Assessment Criteria.</b>	<b>Evidence of How Achieved</b>
<b>7. Be able to administer First Aid to a casualty with sudden poisoning.</b>	
7.1 Identify the routes that poisons can take to enter the body.	Formative discussion and verbal questions. Written question on summative paper.
7.2 Administer immediate First Aid to a casualty affected by sudden poisoning.	Describe the treatment.
7.3 Identify sources of information for treating those affected by sudden poisoning.	Learners to list the information required.



<b>Learning Outcomes and Assessment Criteria.</b>	<b>Evidence of How Achieved</b>
<b>8. Be able to administer First Aid to a casualty with anaphylaxis.</b>	
8.1 Identify common triggers for anaphylaxis.	Written question.
8.2 Recognise anaphylaxis.	Describe the symptoms and question.
8.3 Administer immediate first aid for a casualty suffering from anaphylaxis.	Demonstrate the first aid required.

<b>Learning Outcomes and Assessment Criteria.</b>	<b>Evidence of How Achieved</b>
<b>9. Be able to administer First Aid to a casualty with suspected major illness.</b>	
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>	All of these illnesses to be included in the role play/scenarios and learners expected to recognise the signs and symptoms for each.
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>	Learners expected to describe and demonstrate the correct technique for dealing with each of these illnesses during scenario practice. All covered in written questions.

**The training should include all the above elements but where practicable, Training Providers can tailor it to meet the needs of individuals and/or their Employers.**