

COURSE CONTENT OVERVIEW

Workplace First Aid

Knowing how to respond to and treat casualties who have sustained an injury or are ill is an important skill to have. You never know when your first aid knowledge and skills could save someone's life before emergency help arrives.

This Workplace First Aid course will provide you with the information you need to be able to confidently respond to accidents and incidents that require immediate first aid assistance. The course explains how to recognise various illnesses and injuries and how to respond to and treat these. This first aid knowledge will also be applicable to accidents and incidents that occur outside of the workplace, as the required responses and treatment will apply in all situations. It also explains how to safely administer first aid during the COVID-19 pandemic and the precautionary measures that are necessary, including personal protective equipment (PPE).

Module One: Introduction to Workplace First Aid

This module introduces the purpose of first aid and why it is an incredibly important skill to have. It outlines the first aid regulations and what this means for both low and high hazard workplaces. It also explains why preventing infection when delivering first aid is important and the steps you should take to minimise this, as well as how to record accidents and incidents.

- What is first aid?
- First aid during COVID-19
- Key annual statistics
- The Health and Safety (First-Aid) Regulations 1981
- Medical assistance
- First aid kit
- The importance of infection prevention
- Hand hygiene
- Handwashing procedure
- Personal protective equipment (PPE)
- Cleaning after delivering first aid
- Waste disposal after giving first aid
- Record keeping
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Module Two: The Primary and Secondary Surveys

This module looks at the first stage in any first aid assessment, the primary survey. Each of the five steps are explained alongside a series of videos that demonstrate how to apply these first aid skills to real-life situations. After completing this, the secondary survey needs to be carried out to learn more about what has happened and how first aid assistance can be provided.

- The primary survey (DRABC)
- Step 1 - danger
- Step 2 - response
- Step 3 - airway
- Step 4 - breathing
- Step 5 - circulation
- Primary survey example scenario
- The secondary survey
- Full body examination

Module Three: The Recovery Position and Cardiopulmonary Resuscitation (CPR)

This module of the course explains when and how to put a casualty into the recovery position or give them cardiopulmonary resuscitation (CPR). The methods for adults, children and infants are outlined, as well as what to do if a casualty has a spinal injury.

- Unconscious casualties
- The recovery position for adults and children
- The recovery position for infants
- The jaw thrust technique
- Cardiac arrest
- Administering CPR
- Administering hands-only CPR to adults
- Administering CPR with rescue breaths to adults
- Administering CPR to children
- Administering CPR to infants
- Further considerations for CPR
- Defibrillators (AEDs)

Module Four: Treating Injuries: Part One

This module explains how to respond to and treat casualties with injuries that may have been identified during the secondary survey.

- Choking
- Wounds and bleeding
- Applying a bandage
- Shock
- Burns and scalds
- Electrical burns
- Chemical burns

Module Five: Treating Injuries: Part Two

Part Two of Treating Injuries further explains how to respond to and treat casualties with a range of injuries.

- Eye injuries
- Head injuries
- Fractures
- Sprains and strains
- Dislocations
- Making an arm sling
- Spinal injuries

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Module Six: Illnesses and Health Conditions

This module of the course outlines the symptoms of some of the long-term illnesses and conditions that people in every workplace may have. It explains how to respond to and treat various medical conditions.

- Heart attacks
- Angina attacks
- Strokes
- Epilepsy
- Asthma
- Allergic reactions and anaphylaxis
- Diabetes
- Hyperventilation
- Nosebleeds
- Poisoning
- Drowning

Module Seven: First Aid During COVID-19

This module explains how first aid should be safely administered during the COVID-19 pandemic. It outlines the symptoms of the virus, how it spreads and the extra precautions that need to be taken when performing CPR and treating other injuries and illnesses.

- The COVID-19 virus
- How is COVID-19 transmitted?
- Employer duties for first aid and COVID-19
- First aid training and COVID-19
- Delivering first aid during COVID-19
- Wearing PPE for first aid during COVID-19
- How to correctly use gloves
- How to correctly use face masks
- How to correctly use aprons
- How to correctly use eye protection
- Primary and secondary surveys during COVID-19
- Performing CPR during COVID-19
- Treating injuries and illnesses during COVID-19
- Cleaning after first aid during COVID-19
- Safely disposing of PPE and waste after first aid
- Seeking advice if in close contact with casualties

Aims of the training

Upon completion of the training, you will understand:

- The workplace first aid regulations, including first aid kits, training, and reporting incidents.
- Infection prevention considerations, including hand hygiene, personal protective equipment, cleaning after first aid, and waste management.
- How to carry out a primary survey using the DRABC acronym (danger, response, airway, breathing, and circulation), as well as how to carry out a secondary survey.
- How to put casualties into the recovery position, including if you suspect a spinal injury, and how to administer CPR to them and use defibrillators.
- How to treat a variety of injuries, including choking, wounds, shock, burns and scalds, eye and head injuries, fractures, sprains and strains, dislocations, and spinal injuries.
- How to treat a variety of illnesses and conditions, including heart and angina attacks, strokes, epilepsy, asthma, allergic reactions, diabetic emergencies, hyperventilation, nosebleeds, poisoning and drowning.
- How to administer first aid safely during the COVID-19 pandemic, including infection prevention considerations and how you may need to alter the techniques you use.