



**Beyond**  
**First Aid**



# First Aid at Work

Including Emergency First Aid at Work  
Course Overview

## **First Aid at Work**

As with all Beyond First Aid qualifications, this is designed to give people the basic knowledge and understanding to deal with an emergency, in this case, common workplace first aid situations.

This course is aimed at people who have a responsibility at work, or as a volunteer, to provide first aid cover.

## **Compliance and Regulatory Requirements**

These qualifications provide learners with skills and knowledge to deal with first aid situations in workplace environments. The qualifications are for the purposes of the Health and Safety (First-Aid) Regulations 1981, however it is also highly relevant for a wide range of first aid situations. FAW is for larger, higher risk workplaces, and is the ideal course for anyone wishing to gain a recognised first aid qualification. Minimum contact teaching hours apply to this course, and training should be delivered in no less than 18 hours. There is a requalification for FAW and where a Learner holds a valid FAW certificate, this requires a minimum of 12 classroom hours.

There are no formal entry requirements, but we advise that candidates have a minimum of level 1 in literacy or equivalent.

The maximum class size for this course is 12 candidates/1 trainer.

Beyond First Aid supply a minimum of 1 training manikin for every 3 candidates.

## **Assessment**

This qualification is made up of 2 Units which are assessed separately

- Unit 1: Emergency First Aid at Work
- Unit 2: Recognition and Management of workplace illness, injuries and emergencies.

To be awarded this qualification, candidates must pass the assessments carried out by observation, and achieve a percentage pass in the Multi choice paper.

## Learning Outcomes

<b>Unit 1: Emergency First Aid at Work</b>	
<b>1. The role and responsibilities of the first aider.</b>	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.
<b>2. Be able to assess an emergency situation safely.</b>	2.1 Conduct a scene survey 2.2 Conduct a primary survey 2.3 Identify when to call for help
<b>3. Be able to provide first aid to a casualty who is unresponsive but breathing normally.</b>	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.
<b>4. Be able to provide first aid to a casualty who is unresponsive and not breathing normally.</b>	4.1 Identify when to administer Cardio Pulmonary Resuscitation (CPR) to an unresponsive casualty who is not breathing normally 4.2 Administer CPR using a manikin
<b>5. Be able to provide first aid to a casualty who has a foreign body airway obstruction.</b>	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
<b>6. Be able to provide first aid to a casualty with external bleeding.</b>	6.1 Describe the types and severity of bleeding 6.2 Explain the effect of severe blood loss on a casualty 6.3 Control external bleeding
<b>7. Understand how to provide first aid to a casualty who is suffering from shock.</b>	7.1 Define the term 'shock' relevant to first aid 7.2 Describe how to recognise a casualty who is suffering from shock 7.3 Explain how to manage the effects of shock
<b>8. Manage a casualty with a minor injury.</b>	Administer first aid to a casualty with; <ul style="list-style-type: none"> <li>8.1 Small cuts, grazes and bruises</li> <li>8.2 Nose bleeds</li> <li>8.3 Minor burns and scalds</li> <li>8.4 Small splinters</li> </ul>

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

<p><b>1. Be able to conduct a secondary survey.</b></p>	<p>1.1 Be able to conduct a secondary survey.</p>
<p><b>2. Administer first aid to a casualty with injuries to bones, joints and muscles.</b></p>	<p>2.1 Describe types of fractures                  2.2 Recognise suspected:</p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and strains</li> </ul> <p>2.3 Administer first aid for suspected:</p> <ul style="list-style-type: none"> <li>• Fractures</li> <li>• Dislocations</li> <li>• Sprains and strains</li> </ul>
<p><b>3. Administer first aid to a casualty with head and spinal injuries.</b></p>	<p>3.1 Describe how to recognise suspected:</p> <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul> <p>3.2 Administer first aid for suspected:</p> <ul style="list-style-type: none"> <li>• Concussion</li> <li>• Skull fracture</li> <li>• Cerebral compression</li> <li>• Spinal injury</li> </ul>
<p><b>4. Administer first aid to a casualty with suspected chest injuries.</b></p>	<p>4.1 Recognise the different types of chest injury</p> <ul style="list-style-type: none"> <li>• 4.2 Administer first aid for a chest injury</li> </ul>
<p><b>5. Administer first aid to a casualty with burns and scalds.</b></p>	<p>5.1 The factors that affect the severity of burns and scalds                  5.2 Administer first aid for burns involving:</p> <ul style="list-style-type: none"> <li>• Dry Heat</li> <li>• Wet Heat</li> <li>• Electricity</li> <li>• Chemicals</li> </ul>
<p><b>6. Administer first aid to a casualty with an eye injury</b></p>	<p>6.1 Give examples of common eye injuries.                  6.2 Administer first aid for eye injuries involving;</p> <ul style="list-style-type: none"> <li>• Dust</li> <li>• Chemicals</li> <li>• Embedded objects</li> </ul>
<p><b>7. Administer first aid to a casualty who has been poisoned.</b></p>	<p>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</p>
<p><b>8. Administer First Aid to a casualty with anaphylaxis</b></p>	<p>8.1 Identify common triggers for anaphylaxis                  8.2 Recognise anaphylaxis                  8.3 Administer immediate first aid for a casualty suffering from anaphylaxis</p>

**9. Be able to provide First Aid to a casualty with suspected major illness.**

9.1 Recognise major illnesses including:

- Heart attack
- Angina
- Stroke
- Epilepsy
- Asthma
- Diabetes

9.2 Administer first aid to a casualty suffering from major illnesses including;

- Heart attack
- Angina
- Stroke
- Epilepsy
- Asthma
- Diabetes

NB For the 6 hour, Emergency First Aid at Work course (page 2), only Unit 1 is necessary. This course however, is only suitable for smaller, lower risk workplaces.

## Trainer, Assessor Requirements

In line with the Skills for Health Assessment Principles for First Aid Qualifications, all Beyond First Aid trainers, assessors and Internal Quality Assurers are occupationally competent in first aid. Evidence of this is available on request, but may include, but is not limited to, holding a valid First Aid at Work certificate, registration as a doctor with the General Medical Council, as a nurse with the Nursing and Midwifery Council or a paramedic with the Health and Care Professions Council.

They are also occupationally competent in training and assessing. Again, evidence is available on request, but may include, but is not limited to, holding a qualification such as:

- Further and Adult Education Teachers Certificate
- Cert Ed or PGCE
- PTLLS (level 4) or CTLLS
- IHCD Instructional Methods
- IHCD Instructor Certificate
- Ministry of Defence (Army) Instructor/Assessor certificate

## Useful information

Skills for Health	<a href="http://www.skillsforhealth.org.uk/">http://www.skillsforhealth.org.uk/</a>
Health & Safety Executive (HSE) First Aid Section	<a href="http://www.hse.gov.uk/firstaid/">http://www.hse.gov.uk/firstaid/</a>
HSE GEIS3 A guide for employers - Selecting a first-aid training provider	<a href="http://www.hse.gov.uk/pubns/geis3.pdf">http://www.hse.gov.uk/pubns/geis3.pdf</a>
The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulation	<a href="http://www.hse.gov.uk/pubns/books/l74.htm">http://www.hse.gov.uk/pubns/books/l74.htm</a>
First aid needs assessment	<a href="http://www.hse.gov.uk/firstaid/needs-assessment.htm">http://www.hse.gov.uk/firstaid/needs-assessment.htm</a>

