



LEVEL 3
FIRST AID AT WORK
COURSE
JOINING INSTRUCTIONS



Course Information

Qualification Overview

The qualification is aimed at learners already working or preparing to work in industry that is identified within the company's risk assessment of First Aid. The qualification has a recommended course duration of 3 days; however the course duration may be increased to meet additional learning needs if required but not reduced.

Topics covered include: the roles and responsibilities of the First Aider; assessing an incident, recognising signs and symptoms of injury and illness, assisting a casualty who is suffering from major injury and illness, chest injuries, spinal injuries and anaphylaxis. The qualification is assessed via on-going oral questioning and practical demonstration.

Qualification

Successful candidates will gain a QCF Level 3 First Aid at Work.

Awarding Body

Highfield Awarding Body for Compliance (HABC); www.highfieldabc.com HABC have laid down guidelines that the course is to be completed within a minimum of 24 guided learning hours.

Identification

ALL STUDENTS MUST BRING SUITABLE IDENTIFICATION (ID) WITH THEM ON DAY ONE OF THE COURSE and x1 Passport Photo. Acceptable ID can be one of the following;

- Driving Licence (both parts)
- Passport (in date)
- Student ID
- Military ID
- Birth Certificate

Entry Requirements

Learners are required to be 16 years of age prior to certification.

Course in Outline

The course is made up of two following units:

Unit 1: Emergency First Aid in the Workplace;

1. Understand the role and responsibilities of a first aider
2. Be able to assess an incident
3. Be able to manage an unresponsive casualty who is breathing normally
4. Be able to manage an unresponsive casualty who is not breathing normally
5. Know how to recognise and assist a casualty who is choking
6. Be able to manage a casualty with external bleeding
7. Be able to manage a casualty who is in shock
8. Be able to manage a casualty with a minor injury

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

1. Be able to conduct a secondary survey
2. Be able to administer first aid to a casualty with injuries to bones, muscles and joints
3. Be able to administer First Aid to a casualty with suspected head and spinal injuries
4. Be able to administer First Aid to a casualty with suspected chest injuries
5. Be able to administer First Aid to a casualty with burns and scalds
6. Be able to administer First Aid to a casualty with an eye injury
7. Be able to administer First Aid to a casualty with sudden poisoning
8. Be able to administer First Aid to a casualty with anaphylaxis
9. Be able to provide First Aid to a casualty with suspected major illness

Assessment Examination

At the end of the course students will be assessed by carrying out a practical test and an oral test where upon the student will be asked 16 questions (an example of questions can be found on page 7).

Booking Confirmation

Your place on the course will only be secured once Impact has received a deposit of 20% of the overall course cost.

Military personnel who are using their ELC funding as payment will only be secured a place on the course once Impact has received your 20% ELC funding contribution. It is very important that you send a copy of your Claim Authorisation Note (CAN) to Impact's Training Manager when you receive this from ELCAS. Should your ELC application be rejected you are to inform Impact of this decision.

Course Administration

Venue Location and Postal Address

Impact Training Centre
Unit 15, Peartree Business Centre, Peartree Road, Colchester, Essex **CO3 0JN**

Tel: 01206 562 366 Email: info@impact-security.com Web: www.impact-security.com



Entrance
Peartree Business Centre

Continue to the bottom of the road and take the last turning on the left, look right and head for Unit 15.

Car Parking

Unfortunately parking at the Training Centre is **reserved only for employees**. Please **DO NOT PARK** in Impact's parking bays or in any of the neighbouring business's private parking spaces.

Adequate parking is available in the car park at Peartree Retail Centre, CO3 0LE behind Topps Tiles (see photo below). Please be aware half this car park is restricted parking and you will be penalised if you park in the restricted areas. Peartree Retail Centre is only a 5 minute brisk walk (always good to start and end the day with a brisk walk in the fresh air).



Public Transport

The nearest railway stations are Marks Tey or Colchester North Station. If travelling by bus; Dugard Avenue/Moss Road is the destination required on the local bus route.

Accommodation

Impact Security can provide accommodation at reduced rates at:

Stoke by Nayland Hotel, Golf & Spa
Keepers Lane, Leavenheath, Colchester, Essex CO6 4PZ
www.stokebynayland.com

Should you require to use the above accommodation please contact us for your discounted booking reference with the hotel.

Military personnel can request use of transit accommodation at one of the barracks within 16 Air Assault Brigade. Most commonly used is Merville Barracks, Colchester, Essex CO2 7UT.

Refreshments

There is a vending machine within the classroom dispensing both hot and cold drinks. There are no student kitchen facilities at the centre although there is a fridge to store sandwiches etc. A mobile sandwich van patrols the area every day. Within a short walk there is a chip shop, portable burger van, local supermarket and a small coffee shop.

Clothing (Dress States)

Please ensure that you wear comfortable relaxed clothing for the classroom study. Students will be required to take part in practical studies, therefore ladies are asked to wear trousers to avoid any embarrassment during casualty simulation.

Stationary

All students will be issued with a First Aid reference book. You are advised to bring your own note book to take notes.

Timings

9.30am – 5pm Daily

Alcohol

No alcohol is to be consumed during training breaks. Any individual who breaches this condition may be removed from the course at the discretion of the course tutors.

Drugs

Impact Security Services Ltd operates a drug free training culture. Any individual who is caught taking illegal or un-prescribed drugs, or who is caught in possession of such items will be removed from the course and if necessary reported to the Police.

Photos

Videeing and the taking of pictures is not permitted without the express written permission of Impact Security Services Ltd.

Medical and Health Matters

On arrival all students are requested to complete a medical history form. If you have any medical conditions or allergies that you think may hinder you on the course, then you must bring this to the attention of the course tutor. Training staff reserve the right to remove a student from the course should they feel the student is at risk of injury due to health matters?

Removal from Course (Expected Behaviour)

The course is delivered in a relaxed but professional manner and participants are asked to be of the same manner throughout the course.

Training staff reserve the right to ask a student to be removed from the course, should it be felt that the student's behaviour is inappropriate towards the staff or other students. Should this be the case then no refund of course costs will be given.

Point of Contact (POC)

Prior to the course if you have any questions or concerns please do not hesitate to contact our Training Manger, Dennis:

Tel: 01206 562366

Mob: 07701 076735

Email: dennis@impact-security.com

Web: www.impact-security.com

Oral Questions Example

Q1. What are the roles and responsibilities of a first aider?

The role of the first aider is to:

- **Preserve** life
- **Prevent** the condition from worsening and
- **Promote** recovery

The responsibilities of the first aider are ensuring:

- First-aid equipment is fit for purpose
- Arriving promptly at the scene
- Ensuring the scene is safe
- Contacting the emergency services
- Prioritising the treatment of casualties
- Clearing up after an incident
- Incident reporting and recording.

Q2. Give some examples of how best to minimise the risk of infection to self and others?

To help minimise the risk of infection it is important to have a good level of personal hygiene: ensure that barrier devices are used at all times, cover any open cuts or sores, minimise contact with blood or bodily fluids, change gloves between casualties and wash hands thoroughly after removing gloves.

Q3. Why is it important to establish consent when providing first aid?

It is important to gain authorisation prior to the treatment of a casualty, but there may be cultural or religious reasons why the casualty would refuse. However, if the casualty is unable to give their consent due to their injuries or because they are unresponsive you can assume their consent to treatment.

Q4. What information is needed when completing an accident report form?

The following information is most commonly needed when completing an accident report form:

- Information about the person who had an accident (name/address/occupation/postcode)
- Information about you, the person filling in the record (name/address/occupation/postcode)
- Information about the accident (when it happened/date/where it happened including room or exact location/how the accident happened/extent of the injuries).

Q5. What first aid equipment should be available in your workplace?

The first aid equipment will be dependent on the assessment of first aid needs. Standard equipment is as follows: Various bandages, safety shears, burns dressings, eye-wash, foil blanket, resus face shield, finger dressing, nitrile gloves, adhesive tape, wipes, plasters, eye pads, safety pins, triangular bandages, large dressing, medium dressing and contents list.

Q6. Give examples of when you would need to call for help?

You may need to call for help and assistance for a number of reasons. Some examples could include: arrival at a multiple casualty accident, if the casualty is unresponsive and when the emergency services are required.

Q7. Why is it important to place an unconscious casualty into the recovery position?

It is important to place an unconscious casualty into the recovery position to assist with maintaining an open airway to aid breathing. Also should fluids be excreted from the casualty's mouth or nose these will be able to flow away from the casualty and will not cause the casualty to choke?

Q8. What are the signs and symptoms of choking?

The signs and symptoms of choking include grasping at the throat area, difficulty in breathing and speaking, redness of the face, enlargement and watering of the eyes and displaying distress. With a full obstruction the casualty may show the above signs but also the skin colour may develop a blue/grey tinge; the casualty will get progressively weaker and may eventually become unconscious.

Q9. List three different types of external bleeding.

Three types of external bleeding are:

- Arterial bleeding
- Venous bleeding
- Capillary bleeding

Q10. What information should be collected when gathering casualty history?

It is important to gather as much casualty information to support treatment by both the first aider and emergency services. Three suggested areas to focus on are:

1. History: information related to the casualty (eg taking any prescribed medication, previous illness or previous injuries) and incident (what has happened)
2. Signs: what the first aider can see and smell
3. Symptoms: encourage casualties to tell you how they feel (eg pain, sickness, weakness)

Q11. Identify two different types of chest injury.

Examples could include:

- Rib fracture: a break or fracture to one of the ribs
- Flail chest: blunt trauma or underlying medical conditions can cause a segment of the rib cage to break and become detached from the chest wall
- Penetrating chest wound: caused by a foreign body entering the body through the chest (eg knife)

Q12. What factors can affect the severity of a burn or scald?

The severity of a burn or scald will depend on the classification of the burn:

- 1st degree burn: superficial burn
- 2nd degree burn: partial thickness burn
- 3rd degree burn: full thickness burn

Q13. Identify three different causes of eye injury.

Examples of causes of eye injuries include:

- Dust
- Chemicals
- Embedded objects

Q14. In what ways can poisons enter the body?

Poisons can enter the body via:

- Ingestion
- Inhalation
- Absorption
- Injection

Q15. Identify a source of information for how to treat sudden poisoning.

The most simple and quickest way to identify information regarding the poison is via the packaging which contained the item.

Q16. What are the common triggers for anaphylaxis?

Some of the common triggers for anaphylaxis include insect stings, foods and medicines.