

LEVEL 2 AWARD IN FIRST AID AT WORK – FULL COURSE

1. Introduction to First Aid

Definition of First Aid

First Aid is the **immediate care** given to a person who is injured or suddenly becomes ill, before professional medical help is available.

The main purpose of first aid is to **preserve life, prevent the condition from worsening, and promote recovery.**

Example:

If a worker collapses due to heat exhaustion, a trained first aider can move the person to a shaded area, give sips of water, and monitor breathing while waiting for medical help.

The Three Ps of First Aid:

1. **Preserve Life** – Keep the casualty alive.
 2. **Prevent Further Injury** – Avoid worsening the situation.
 3. **Promote Recovery** – Help the person recover safely.
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2. Role and Responsibilities of a First Aider

A first aider must:

- Stay **calm and confident** during emergencies.
- Ensure the **area is safe** for both rescuer and casualty.
- **Assess** the casualty and situation quickly.
- **Provide first aid** within their level of training.
- **Call for emergency help** when needed.
- **Record and report** the incident accurately.

Example:

If a worker cuts their hand deeply, the first aider must first ensure there are no hazards (like sharp tools nearby), apply pressure to stop the bleeding, and then report the incident after treatment.

3. Understanding the Chain of Survival

The **Chain of Survival** refers to the key steps that improve survival chances after a life-threatening event such as cardiac arrest.

1. **Early recognition and call for help** – Identify emergency and alert services.
2. **Early CPR** – Keep blood circulating to vital organs.
3. **Early defibrillation (AED use)** – Restart the heart rhythm.
4. **Post-resuscitation care** – Professional medical support.

Example:

If someone collapses and is unresponsive, calling emergency services and starting CPR immediately can double the person's chance of survival.

4. Assessing the Situation

Primary Survey – DRABC

A first aider uses the **DRABC method** to assess a casualty.

Step	Meaning	What To Do
D	Danger	Check for hazards around you and the casualty.
R	Response	Gently shake the casualty and ask, "Are you okay?"
A	Airway	If unresponsive, open the airway using the head-tilt, chin-lift method.
B	Breathing	Look, listen, and feel for normal breathing for 10 seconds.
C	Circulation	If not breathing normally, start CPR immediately.

5. Recovery Position

If the casualty is breathing but unconscious, place them in the **recovery position**.

Steps:

1. Kneel beside the casualty.
2. Move the arm nearest you at a right angle to their body.
3. Bring the far knee up and pull the person onto their side.
4. Tilt the head back to keep the airway open.

5. Monitor breathing regularly.

Example:

If a person faints but is breathing normally, place them in the recovery position until they regain consciousness.

6. Cardiopulmonary Resuscitation (CPR)

Definition:

CPR is a life-saving technique used when someone is not breathing normally or their heart has stopped.

Adult CPR Procedure:

1. Check response and breathing.
2. Call emergency services.
3. Place the heel of your hand on the centre of the chest.
4. Push hard and fast — **30 compressions** (about 5 cm deep, 100–120 per minute).
5. Give **2 rescue breaths** (if trained and safe).
6. Continue **30:2 ratio** until help arrives or the casualty breathes normally.

Using an AED (Defibrillator):

- Turn it on and follow voice prompts.
 - Attach pads as shown on the device.
 - Stand clear when it advises a shock.
 - Continue CPR after the shock.
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7. Choking

Recognition:

A person may clutch their throat, struggle to breathe, or make no sound.

First Aid for Choking (Adult):

1. Ask: “Are you choking?”
2. Encourage coughing.

3. If ineffective: give **5 back blows** between the shoulder blades.
 4. If still choking: give **5 abdominal thrusts** (Heimlich manoeuvre).
 5. Repeat until the object is expelled or help arrives.
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8. Bleeding and Shock

Types of Bleeding:

- **Arterial:** Bright red, spurting blood.
- **Venous:** Dark red, steady flow.
- **Capillary:** Oozing from small wounds.

First Aid for Bleeding:

1. Apply direct pressure with a clean dressing.
2. Elevate the injured area if possible.
3. Apply a bandage to secure dressing.
4. Do **not remove** soaked dressings — add new ones on top.
5. Treat for **shock** if severe blood loss occurs.

Shock Symptoms:

- Pale, cold, clammy skin
- Weak pulse
- Rapid breathing
- Dizziness or fainting

Treatment for Shock:

- Lay the casualty down.
 - Raise legs if no injury to them.
 - Keep warm and calm.
 - Call emergency help immediately.
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9. Burns and Scalds

Definition:

A **burn** is caused by dry heat (fire, hot metal, electricity).

A **scald** is caused by wet heat (steam, boiling water).

First Aid Steps:

1. Cool the area under **running cool water** for **at least 20 minutes**.
 2. Remove jewellery and tight clothing near the area.
 3. **Do not apply creams or burst blisters.**
 4. Cover with a sterile, non-fluffy dressing.
 5. Seek medical help for large or deep burns.
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10. Fractures and Sprains

Fracture Definition:

A **fracture** is a break or crack in a bone.

Signs and Symptoms:

- Pain and swelling
- Deformity or bruising
- Inability to move limb

First Aid for Fracture:

1. Do not move the casualty unnecessarily.
2. Support the injured limb (using padding or sling).
3. Apply cold compress to reduce swelling.
4. Call for professional help.

Sprain/Strain (Soft Tissue Injury):

Use the **RICE** method:

- **Rest**
 - **Ice**
 - **Compression**
 - **Elevation**
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11. Medical Conditions

Asthma Attack:

- Sit casualty upright and reassure them.
- Help use inhaler (usually blue reliever).
- Call for help if no improvement after 10 minutes.

Heart Attack:

- Severe chest pain, breathlessness, sweating.
- Sit in comfortable position.
- Call emergency help.
- Give aspirin (if not allergic).

Stroke (FAST Test):

- Face drooping
- Arm weakness
- Speech difficulty
- Time to call emergency services

Diabetic Emergency:

- If responsive and low blood sugar: give sugary drink or snack.
- If unresponsive: call emergency help.

Epileptic Seizure:

- Protect from injury (move objects away).
- Do not restrain or put anything in mouth.
- When seizure stops, check breathing and recovery position.

12. Record Keeping and Reporting

- Always record:
 - Date, time, and place of incident
 - Casualty details
 - Description of injury/illness
 - Treatment given
 - Name and signature of first aider

Accurate records help with legal protection and workplace safety improvement.

13. Summary of Key Points

- Stay calm, assess the scene.
- Follow DRABC for every casualty.
- Perform CPR when needed.
- Stop bleeding and treat for shock.
- Cool burns for 20 minutes.
- Record and report all incidents.
- Never exceed your level of training.

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