

YMCA Level 3 Award in Emergency First Aid at Work (603/1902/1)

Syllabus



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Level 3 Award in Emergency First Aid at Work

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Introduction

Qualification aim

The aim of this qualification is to recognise the skills, knowledge and competences needed for an individual to administer emergency first aid in the workplace. This includes being able to assess, diagnose and treat casualties prior to the attendance of medically trained staff.

Qualification structure

This qualification is made up of 1 unit. To achieve this qualification you must complete the unit.

Unit reference number	Unit title	Level	Credit
R/615/8033	Emergency first aid in the workplace	3	1

The total credit value for this qualification is 1.

The Total Qualification Time (TQT) for this qualification is 7 hours.

The Guided Learning Hours (GLH) for this qualification are 6.

Total Qualification Time (TQT)

This is an estimate of the total amount of time, measured in hours that a learner would reasonably need to be able to show the level of achievement necessary for the award of a qualification.

Total Qualification Time is made up of the following two elements:

- the number of hours which an awarding organisation has assigned to a qualification for Guided Learning (see below), and
- an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Guided Learning Hours (GLH)

This is:

- Face-to-face delivery (learning delivered by a lecturer, supervisor, tutor or other appropriate member of the training team)
- eLearning with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place)
- Invigilated assessment (external tests sat under controlled or open-book conditions)
- Internal assessment carried out by the learner with a lecturer, teacher or tutor present/available in real-time (the co-presence of learner and tutor can be either remote or in the same physical place).

This is not:

Unsupervised learning such as:

- eLearning that the learner carries out unsupervised and with no real-time support from a lecturer, teacher or tutor
- Assessment internally carried out by the learner without a lecturer, teacher or tutor present/available in real-time (for example, completing a Learner Assessment Record [LAR] at home)
- Any additional further study, revision and training activities that the learner does unsupervised to support their learning.

The Emergency First Aid at Work (EFAW) qualification should be delivered with a minimum of 6 guided learning hours over 1 day.

Re-qualifying

EFAW certificates are valid for 3 years. To re-qualify, learners must be assessed against all assessment criteria in the unit.

If the learner's previous EFAW certificate is no longer valid (i.e. if more than 1 month has passed since the expiry date on this document) at the start of the EFAW re-qualification course, the centre must, in advance, provide the learner and/or their employer with the following information:

- The Health and Safety Executive (HSE) is clear: if an employee's EFAW certificate expires, they are no longer considered competent to act as a first aider in the workplace. For this reason, you should make every effort to re-qualify as a first aider before the certificate's expiry date.

Pre-requisites

There are no pre-requisites for this qualification.

Tutor and assessor requirements

Any staff involved in the delivery, assessment or quality assurance of this qualification should make sure they are familiar with and follow their organisation's safeguarding policy.

For tutor, assessor and IQA needs please refer to the qualification specification on the YMCA Awards website: www.ymcaawards.co.uk/qualifications/level-3-rqf/emergency-first-aid-work

Standards for first aid practice

EFAW skills and knowledge should be taught and assessed in accordance with currently accepted first aid practice in the UK. The Health and Safety Executive (HSE) accept the first aid management of injuries and illness, in so far as they relate to the topics covered in an EFAW qualification, as laid down by the Resuscitation Council (UK) and in other publications, provided they are supported by a responsible body of medical opinion.

- *First Aid at Work Health and Safety (First Aid) Regulations 1981 Guidance on Regulations (L74)*
- *Resuscitation Council (UK) Guidelines*
- *First Aid at Work Health and Safety (First Aid) Regulations 1982 (Northern Ireland).*

Syllabus information and supporting resources

This syllabus has been created to reflect the knowledge, understanding and skills required for the Level 3 Award in Emergency First Aid at Work.

This syllabus details the unit, learning outcomes and assessment criteria that make up this qualification, together with the relevant assessment strategies and evidence requirements. The assessment strategies have been developed in line with the Assessment Principles for Regulated First Aid Qualifications and the HSE.

This syllabus does not include the assessment paperwork; this is included in the Learner Assessment Record (LAR), described below.

Learner Assessment Record (LAR)

This document is used by the learner and assessor to record evidence and assessment decisions. It includes all the assessment paperwork for the unit.

The LAR is available to approved centres to download from the YMCA Awards website, or it can be bought in hard copy.

To order resources that support this qualification, email awards.resources@ymca.co.uk.

Units explained

Units are the building blocks of some qualifications and can include the following:

Learning outcomes

These outcomes set out what a learner is expected to know, understand or be able to perform as the result of their learning. They are described in this syllabus as 'The learner will...'

Assessment criteria

These specify the standard a learner is expected to meet to show that the learning outcomes of that unit have been achieved. They are described in this syllabus as 'The learner can...'

Emergency first aid in the workplace (R/615/8033)

Unit aim

This unit covers the knowledge and practical competences required to deal with a range of situations necessitating first aid in the workplace.

Unit content

The learner will:

1. Understand the role and responsibilities of a first aider

The learner can:

1.1 Identify the role and responsibilities of a first aider, to include:

- Preventing cross infection
- The need for recording incidents and actions taken
- Safe use of available equipment
- Assessing an incident
- Summoning assistance
- Prioritising treatment
- Dealing with post incident stress

1.2 Identify how to minimise the risk of infection to self and others, to include:

- Gloves
- Barriers
- Hazardous waste disposal
- Washing of hands

Others may include:

- Casualty receiving first aid
- Work colleagues
- Other people within the workplace environment

1.3 Identify the need for consent to provide first aid, to include:

- Expressed and implied consent for conscious and unconscious casualties

Tutor note: learners should be aware of the need for consent on a continual basis when providing first aid. Implied consent can be assumed when treating an unresponsive casualty.

The learner will:

2. Be able to assess an incident

The learner can:

2.1 Conduct a scene survey

2.2 Conduct a primary survey of a casualty

2.3 Summon appropriate assistance when necessary

Tutor note: learners should be able to evaluate a situation to determine when to summon further assistance and what type of assistance to request.

The learner will:

3. Be able to provide first aid to an unresponsive casualty

The learner can:

3.1 Identify when to administer Cardio Pulmonary Resuscitation (CPR), to include:

- Use of AVPU
 - Alert
 - Voice
 - Pain
 - Unresponsive

Tutor note: must include agonal gasps.

3.2 Demonstrate CPR using a manikin, to include:

- Head tilt, chin lift manoeuvre
- Look, listen and feel for breath along the chest
- Correct placement of AED pads
- Following AED instructions

3.3 Justify when to place a casualty into the recovery position

Tutor note: recovery position being a position that maintains a stable open draining airway.

3.4 Demonstrate how to place a casualty into the recovery position, to include:

- Awareness of other injuries
- Spinal damage
- The 30 minute rule

3.5 Identify how to administer first aid to a casualty who is experiencing a seizure, to include:

- Management of hazards
- Calling for help
- Recognition of minor and major epilepsy

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

Seizure: relates to a generalised seizure.

First aiders should be suspicious of cardiac arrest in any casualty presenting with seizure.

The learner will:

4. Be able to provide first aid to a casualty who is choking

The learner can:

4.1 Identify when choking is:

- mild
- severe

4.2 Demonstrate how to administer first aid to a casualty who is choking

Tutor note: administer first aid: provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

5. Be able to provide first aid to a casualty with external bleeding

The learner can:

5.1 Identify the severity of external bleeding

5.2 Demonstrate how to control external bleeding

The learner will:

6. Know how to provide first aid to a casualty who is in shock

The learner can:

6.1 Recognise a casualty who is suffering from shock

Tutor note: shock – hypovolemic shock (resulting from blood loss).

Recognise: to include signs and/or symptoms of the condition and/or where appropriate mechanism of injury.

6.2 Identify how to administer first aid to a casualty who is suffering from shock

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

The learner will:

7. Know how to provide first aid to a casualty with minor injuries

The learner can:

7.1 Identify how to administer first aid to a casualty with:

- small cuts
- grazes
- bruises
- small splinters

7.2 Identify how to administer first aid to a casualty with minor burns and scalds

Tutor note: administer first aid: identify how to provide appropriate help to a casualty, manage the situation and seek appropriate assistance when necessary.

Assessment specification

Emergency first aid in the workplace (R/615/8033)

Assessment element 1: Worksheet

Learners are required to complete the 'Emergency first aid in the workplace' worksheet. This can be completed as part of the course or as part of a summative assessment.

Learners must provide evidence that they possess all the necessary knowledge and understanding to satisfy the requirements of this unit; if learners fail to provide sufficient evidence through completion of the worksheet, the assessor will need to ask supplementary questions to confirm competence, or otherwise.

All supplementary questions and answers must be recorded.

The worksheet:

- must be the learner's sole work, and group completion of this worksheet is not permitted
- may be completed over a set period of time
- may be completed away from the centre (e.g., as a homework task)
- may be marked by the course tutor or an independent assessor.

Assessment element 2: Observation of practical skills

Learners are required to show competence when dealing with a variety of emergency first aid situations, which will be observed by an assessor.

The emergency first aid situations are as follows:

- Assessing an incident, including:
 - Conducting a scene survey and a primary survey of the casualty
- Managing an unresponsive casualty, including:
 - Demonstrating CPR and how to place a casualty in the recovery position
- Identifying how to administer first aid to a casualty who is in seizure
- Demonstrating how to administer first aid to a casualty who is choking
- Demonstrating how to administer first aid to a casualty with external bleeding
- Managing a casualty who is in shock
- Identifying how to administer first aid to casualties with minor injuries.

Learners:

- must be observed demonstrating the following assessment criteria; 2.1, 2.2, 3.2, 3.3, 3.4, 4.2 and 5.2, and simulation is allowed
- must provide evidence that they possess all the necessary knowledge, understanding and skills to satisfy the requirements of this unit
- must be assessed against the 'Emergency first aid in the workplace' checklist and provide supplementary evidence where required
- may be re-assessed if they do not meet all the criteria. The number of re-assessments is at the centre's discretion. YMCA Awards have provided 2 columns on the checklist to allow for 1 re-assessment.

Assessment element 3: Compulsory questions

Learners are required to answer the compulsory questions for assessment criteria 'Know how to provide first aid to a casualty with minor injuries'. These questions cannot be completed as a homework task.

Tutors/assessors will need to ask their learners the compulsory questions outlined in the Learner Assessment Record (LAR) and record the learners' answers. These questions are in place of practical simulation and relate to learning outcome 7. Learners must provide evidence that they possess all the necessary knowledge and understanding to satisfy the requirements of this learning outcome.

Useful references

References and websites

First aid at work: The Health and Safety (First-Aid) Regulations 1981. Approved code of practice and guidance L74 (third edition) HSE Books, 2013. ISBN 9780717665600.

www.hse.gov.uk/pubns/books/L74.htm

First aid at work: Your questions answered. HSE Books, 2014. Leaflet INDG214rev2. ISBN 9780717664696

www.hse.gov.uk/pubns/indg214.htm

HSE's First aid at work website: www.hse.gov.uk/firstaid

HSENI's (Northern Ireland) First aid at work website: www.hseni.gov.uk/articles/first-aid-work

The Resuscitation Council (UK): www.resus.org.uk/resuscitation-guidelines

Information on training defibrillators:

Training defibrillators: <http://bit.ly/2uirp70>

The type of training defibrillator you choose will depend on the number of learners and courses you deliver.



YMCA Awards is one of the UK's leading health, fitness and wellbeing specific awarding organisations. It offers training centres and learners across the world a diverse suite of qualifications, from introductory (Level 1) to advanced levels (Level 4).

YMCA Awards issues over 30,500 qualification certificates a year, helping learners in the UK and overseas to launch and progress their careers in the active leisure sector.

*To view YMCA Awards' full range of qualifications please visit
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