



SESSION PLAN

FAA LEVEL 3 AWARD IN EMERGENCY FIRST AID AT WORK

(England, Wales and Northern Ireland)

AWARD IN EMERGENCY FIRST AID AT WORK AT SCQF LEVEL 6

(Scotland)

Unit 1 : Emergency First Aid in the Workplace : 6 hour duration

Full qualification requires Unit 1 and Unit 2

Please note that session plan timings are approximate. Trainer/Assessors may need to be flexible and responsive taking into account the needs of the learners but must ensure that the minimum 6 contact hours are met.

Unit 1 Overview

DAY 1

Module 1	Introduction
Module 2	What is first aid?
Module 3	Legislation
Module 4	Responsibilities
Module 5	Action in an emergency
Module 6	Primary survey
Module 7	Secondary assessment
Module 8	The respiratory system
Module 9	Resuscitation and AED
Module 10	Disorders of respiration
Module 11	Disorders of circulation
Module 12	Wounds and bleeding
Module 13	Seizures
Module 14	Minor burns and scalds
Module 15	Foreign Objects & Course Closure

MODULE 1 INTRODUCTION

Session content	Trainer/Assessor introduction Learner introductions Course information <ul style="list-style-type: none">• Administration• Learning outcomes and assessment criteria• Reasonable adjustments• Certification• Complaints and appeals• Assessment information
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Session duration 20 minutes



SESSION PLAN

MODULE 2 **WHAT IS FIRST AID?**

Session content Definition of first aid
The aims of first aid

Session duration **10 minutes**

MODULE 3 **LEGISLATION**

Session content Health and safety regulations
First aid provision
First aid kits and contents
Accident and incident reporting
RIDDOR

Session duration **15 minutes**

MODULE 4 **RESPONSIBILITIES**

Session content Roles and responsibilities of the First Aider
Consent
Priorities of first aid treatment
Communication with casualties
Contacting the emergency services
Infection control and minimising risk to self and others

Session duration **15 minutes**

MODULE 5 **ACTION IN AN EMERGENCY**

Session content Factors involved in an emergency
Assessing the scene (dangers)
Safety approach

Session duration **15 minutes**

MODULE 6 **PRIMARY SURVEY**

Session content DR ABC
Safety
Calling for help
Assessing the levels of responsiveness
Airway and breathing checks
Your bystander

Session duration **30 minutes**

MODULE 7 **SECONDARY ASSESSMENT**

Session content Casualty assessment
Recovery position - how and why

Assessment Scenario 1 – Primary survey and recovery position

Session duration **20 minutes**



SESSION PLAN

MODULE 8 THE RESPIRATORY SYSTEM

Session content How oxygen enters and travels around the body
How we breathe in and out
Composition of air we breathe in and out

Session duration 10 minutes

MODULE 9 RESUSCITATION AND AED

Session content Principles of cardiopulmonary resuscitation
Current resuscitation guidelines
CPR on your own
CPR with help available
Alternative types of expired air ventilation
Use of face shields and masks
Safe use of an AED
Chain of survival
Problems encountered during resuscitation

Assessment Scenario 2 – CPR & the safe use of an AED

Session duration 60 minutes

MODULE 10 DISORDERS OF RESPIRATION

Session content Choking - responsive adult
Choking - unresponsive adult

Assessment Scenario 3 - Choking

Session duration 30 minutes

MODULE 11 DISORDERS OF CIRCULATION

Session content How the circulatory system works
Blood composition
The definition, causes, recognition and treatment of the following disorders:

- Shock
- Fainting

Session duration 20 minutes

MODULE 12 WOUNDS AND BLEEDING

Session content Types of wound
Types and severity of bleeding
Preventing cross-infection
General rules for bandaging
Treatment of bleeding
Wounds with embedded objects
Internal bleeding recognition and treatment
Amputations
Nose bleeds
Minor cuts and grazes
Bruising

Assessment Scenario 4 – Major bleeding and shock

Session duration 45 minutes



SESSION PLAN

MODULE 13

SEIZURES

Session content

Recognition of a seizure
Treatment for a minor seizure
Treatment for a major seizure
When to contact the emergency services

Assessment

Scenario 5 – Major seizure

Session duration

20 minutes

MODULE 14

MINOR BURNS AND SCALDS

Session content

Minor burns and scalds

- Causes of burns
- Classification of burns
- Treatment of burns

Session duration

20 minutes

MODULE 15

FOREIGN OBJECTS AND COURSE CLOSURE

Session content

Small splinters
Course closure

Assessment Scenario 6 – Minor injuries

Session duration

30 minutes
