



Level 3 Award in First Aid at Work (QCF)

This qualification consists of two units:

3 days or 2 days for Requalification

Unit 1: Emergency First Aid in the Workplace

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

Unit 1: Emergency First Aid in the Workplace

- Identify the role and responsibilities of a first aider
 1. Describe how to minimise the risk of infection to self and others
 2. Identify the need for establishing consent to provide first aid
 3. Complete an accident form
 4. Identify the first aid equipment that should be available in a workplace
 5. Describe the safe use of first aid equipment

- Be able to assess an incident.
 1. Conduct a scene survey
 2. Conduct a primary survey of a casualty
 3. Give examples of when to call for help
 4. Be able to manage an unresponsive casualty who is breathing normally.

- Assess a casualty's level of consciousness
 1. Open a casualty's airway and check breathing
 2. Explain why it is important to place an unconscious casualty into the recovery position
 3. Place an unresponsive casualty in the recovery position
 4. Manage a casualty who is in seizure
 5. Be able to manage an unresponsive casualty who is not breathing normally.

- Recognise the need to commence Cardio Pulmonary Resuscitation
 1. Demonstrate Cardio Pulmonary Resuscitation using a manikin
 2. Be able to recognise and assist a casualty who is choking.
 3. Describe how to identify a casualty with Partially blocked airway & Completely blocked airway
 4. Administer first aid to a casualty who is choking

- Be able to manage a casualty with external bleeding.
 1. Identify the types of external bleeding
 2. Control external bleeding
 3. Be able to recognise shock
 4. Administer first aid to a casualty who is in shock

- Be able to manage a casualty with a minor injury.
 1. Administer first aid to a casualty with small cuts, grazes and bruises
 2. Administer first aid to a casualty with minor burns and scalds
 3. Administer first aid to a casualty with small splinters

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

- Be able to conduct a secondary survey.
 1. Identify the information to be collected when gathering a casualty history
 2. Conduct a head to toe survey

- Be able to administer first aid to a casualty with injuries to bones, muscles and joints.
 1. Recognise suspected; - Fractures - Dislocations - Sprains and strains
 2. Administer first aid for - Fractures - Dislocations - Sprains and strains

- Be able to administer First Aid to a casualty with suspected head and spinal injuries.
 1. Recognise suspected; - Concussion - Skull fracture - Cerebral compression - Spinal injury
 2. Administer first aid for suspected; - Concussion - Skull fracture - Cerebral compression - Spinal injury

- Be able to administer First Aid to a casualty with suspected chest injuries.
 1. Recognise the different types of chest injury
 2. Administer first aid for a chest injury

- Be able to administer First Aid to a casualty with burns and scalds.
 1. Recognise the factors that affect the severity of burns and scalds
 2. Administer first aid for burns involving; - Dry Heat - Wet Heat - Electricity - Chemicals

- Be able to administer First Aid to a casualty with an eye injury.
 1. Give examples of common eye injuries
 2. Administer first aid for eye injuries involving; - Dust - Chemicals - Embedded objects

- Be able to administer First Aid to a casualty with sudden poisoning.
 1. Identify the routes that poisons can take to enter the body
 2. Administer immediate first aid to a casualty affected by sudden poisoning
 3. Identify sources of information for treating those affected by sudden poisoning

- Be able to administer First Aid to a casualty with anaphylaxis.
 1. Identify common triggers for anaphylaxis
 2. Recognise anaphylaxis
 3. Administer immediate first aid for a casualty suffering from anaphylaxis

- Be able to provide First Aid to a casualty with suspected major illness
 1. Recognise major illnesses including; - Heart attack - Stroke - Epilepsy - Asthma - Diabetes
 2. Administer first aid to a casualty suffering from major illnesses including; - Heart attack - Stroke - Epilepsy - Asthma - Diabetes