

## Basic Emergency Aid

**First name:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Surname:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Company:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Date:**

--	--	--	--	--	--	--	--	--	--

Please complete the above, in the blocks provided, as clearly as possible.

Completing the details in full will ensure that your certificate bears the correct spelling and date.

The date should be the day you finish & must be written in the DD/MM/YYYY format.

### Copyright Notice

This booklet remains the intellectual property of Redcrier Publications L<sup>td</sup>

The material featured in this document is subject to Redcrier Publications L<sup>td</sup> copyright protection unless otherwise indicated; any breach of this may result in legal action. Any other proposed use of Redcrier Publications L<sup>td</sup> material will be subject to a copyright licence available from Redcrier Publications L<sup>td</sup>. The information enclosed is not to be used, leased or lent to any one intending to use its contents for training purposes, neither is it to be stored on any retrieval systems for use at a later date.



# Basic Emergency Aid

## Contents

Index.	Pages 2 - 3
Learning outcomes.	Page 3
Fundamental standards.	Pages 4 - 5
Introduction to Basic Emergency Aid.	Page 6
Unit One.	Pages 7 - 8
<i>Mechanics of respiration.</i>	Page 9
Unit One Questions.	Pages 10 - 13
Unit Two.	Page 14
<i>The circulatory system.</i>	Pages 15 - 16
Unit Two Questions.	Page 17
Unit Three.	Pages 18 - 23
<i>First Aid workplace legislation.</i>	Page 24
Unit Three Questions.	Pages 25 - 28
Unit Four.	Pages 29
<i>Basic life support. Initial assessment / recovery position.</i>	Pages 30 - 32
Unit Four Questions.	Pages 33
Unit Five.	Pages 34 - 37
<i>Basic life support. Cardio Pulmonary Resuscitation (CPR / rescue breaths).</i>	Pages 38
Unit Five Questions.	Pages 39 - 40
Unit Six.	Page 41
<i>Choking.</i>	Pages 42 - 44
Unit Six Questions.	Page 45
Unit Seven.	
<i>Bleeding.</i>	
Unit Seven Questions.	
Unit Eight.	
<i>Shock.</i>	
Unit Eight Questions.	
Unit Nine.	
<i>Burns and scalds.</i>	
Unit Nine Questions.	

# Basic Emergency Aid

N.B: We are aware that official practice is to use the terms “service users” or “people using this service” to describe those receiving care. We prefer the term “client” and use it throughout our training package.

## Key:



worksheet



important

## Learning outcomes.

- Understand first aid legislation.
- Carry out an initial assessment of a casualty.
- Carry out CPR and Rescue breaths.
- Recognise and deal with a choking casualty.
- Recognise and deal with a person in shock.
- Manage bleeding, burns and scalds.
- Recognise the need to keep themselves safe.

## Important Notice.

*This course does not qualify you as a first aider, to become a qualified first aider you must attend the 3 Day First Aid at Work course. The techniques shown in this manual are for adults only. An adult in first aid is age 8+. Separate courses for children and babies should be undertaken.*

# Basic Emergency Aid

## Fundamental standards.

The fundamental standards are the standards by which CQC will inspect social care. The standards are based on the regulations from the Care Act 2014 and CQC have changed the focus for the purposes of inspection.

The fundamental standards are those standards that no care setting must fall below.

## The standards are based on five areas as follows:

- |                    |   |
|--------------------|---|
| <b>Safe.</b>       | People are protected from abuse and avoidable harm.   |
| <b>Effective.</b>  | People's care, treatment and support show quality of life and promote good outcomes, and providers should show evidence to prove it.                    |
| <b>Caring.</b>     | Care should be person centred involving dignity and respect, and compassion.  |
| <b>Responsive.</b> | Following correct working procedures as agreed by your workplace and as set out in the client's care plan.  |
| <b>Well led.</b>   | Management leadership and governance should ensure all of the above happens. Staff training should be recognised and openness and fairness be apparent. |

These areas are known as key lines of enquiry or KLOES. Each KLOE has a set of criteria which CQC use to check whether the fundamental standards are being met.

# Basic Emergency Aid

The fundamental standards are as follows:

**Person centred care.** Ensuring that those receiving the care are at the centre of all decisions.

**Dignity and respect.** Providing the client with dignity and respect in all aspects of their care.

**Need for consent.** Asking the client's permission before carrying out tasks that affect them.

**Safe care and treatment.** Following correct working procedures as agreed by your workplace and the client's care plan.

**Safeguarding service users from abuse.** Following agreed working and safeguarding procedures and being aware of signs and symptoms.

**Meeting nutritional needs.** Being aware of dietary needs, working with the care plan, ensuring clients have the right equipment and conditions to eat.

**Cleanliness, safety and suitability of premises and equipment.** Carrying out required checks of premises and equipment, implementing cleaning rotas and carrying out safety checks.

**Receiving and acting on complaints.** Having a complaints policy and procedure in place that is accessible to all and act in accordance with the policy when dealing with complaints.

**Good governance.** Ensuring that all aspects of the workplace is overseen and policies and procedures are implemented and monitored regularly.

**Staffing.** Fit and proper persons employed.  
Fit and proper person requirement for Directors is followed.

**Duty of candour.** Relevant information must be volunteered to all persons who have or may have been harmed by the provision of services, whether or not the information has been requested and whether or not a complaint or a report about that provision has been made.

Our Redcrier manuals will provide your staff with training to support attainment of the fundamental standards.



# Basic Emergency Aid

## Introduction to Basic Emergency Aid

First aid is the first assistance given to someone who is injured or taken ill. This manual will give you information about how the body works and how to carry out that first assistance, including initial assessment of the casualty, checking for breathing, CPR, recovery position, dealing with choking, bleeding, burns and shock.

When dealing with an emergency situation you need to be confident, calm and sympathetic. Therefore it is essential that you understand how the body works.

### Anatomy & physiology.

The body is a working system, each individual part and system works together to form a whole.

**Cells.** - The cell is its own system which is composed of a chemical process that allows the cells to create energy for reproduction and waste disposal.

**Tissue.** - Combinations of cells to form specialised systems, for example, muscles, bone, nerves and skin.

**Organs.** - Combinations of the tissues to form specialised systems such as lungs, heart, stomach. These work together to form organ systems such as, circulation, reproduction, digestion and waste disposal.

Death of only a small part of the heart muscle can affect the working not only of the CIRCULATION system but also all other systems within the body, sometimes with grave results.

The two most important systems are:

The RESPIRATORY system.

The CIRCULATORY system.

## Unit One

### Mechanics of respiration.

### Respiration.

The respiratory system involves oxygen (O<sub>2</sub>) and carbon dioxide (CO<sub>2</sub>) the brain maintains a delicate balance between these two gases.

Breathing is regulated by the brain's measurement of the levels of CO<sub>2</sub> build up, the brain triggers the respiratory system to take another breath to bring in more O<sub>2</sub> while exhaling to get rid of CO<sub>2</sub>, just as oxygen is vital to the survival of body cells including the brain cells, CO<sub>2</sub> is a waste product that plays a vital role in the maintenance of the chemical balance of the body. If CO<sub>2</sub> builds up in the body the first direct physical effect that can be observed is the body's attempt to get rid of it by increasing the breathing rate.

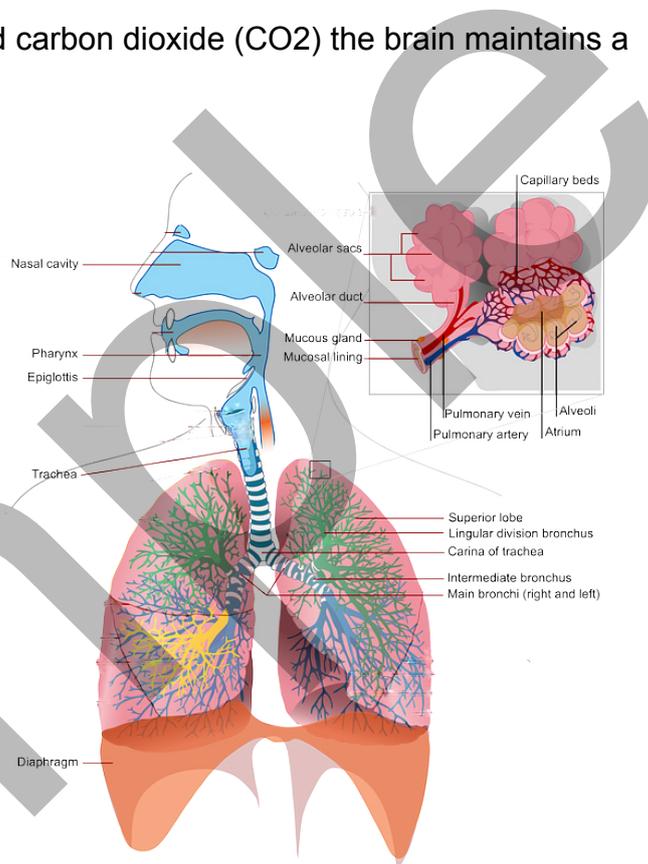
NORMAL BREATHING RATE 12-20 times per minute at rest, can increase to 70-80 per minute during exercise.

- **OXYGEN** – when we breathe in, this gas is taken into the body to be used by the body in order for us to survive.
- **CARBON DIOXIDE** – when we breathe out, Carbon Dioxide is expelled, as it is a waste product that the body no longer requires.

Each time we breathe in we take in approximately 21% O<sub>2</sub>. The body uses approximately 5% of this O<sub>2</sub>, this means that every time we breathe out we release about 16% O<sub>2</sub> along with the CO<sub>2</sub> we no longer require. It is this 16% that is so vital in the process of mouth to mouth / mouth to nose resuscitation.

The **Trachea** is a muscular tube also known as the windpipe, through which air passes to reach the lungs.

The **pharynx** is the common opening of both the respiratory and digestive systems.



# Basic Emergency Aid

The **Lungs** are two spongy organs made up of a complete network of airways, which divide successively, finally reaching alveoli. Alveoli allow gas exchanges through their thin walls.

## Asphyxia.

**Definition:** this is a condition where little or no oxygen is sent to the vital organs and body tissues. If emergency action is not taken, death is likely to occur.

## What can go wrong?

Respiration can be impaired in various ways by obstruction of the airway, for example, through choking, drowning, strangulation or hanging, by preventing normal exchanges of gases in the lungs such as when fumes or smoke are inhaled, or by conditions affecting the function of the lungs, or the mechanisms of breathing as in asthma. Disorders affecting respiration always require urgent first aid and may be life threatening.



# Basic Emergency Aid

## Unit One Questions

1. What are the two most important systems in the human body?

1.

2.

2. What is the trachea otherwise known as and what is it?

3. What is Asphyxia?

4. What is the critical role of the respiratory system?

