

Domain**FIRST AID****Title:****Provide Basic First Aid****Level: 1****Credits: 3****Purpose**

This unit standard specifies the competencies required to provide basic first aid. This includes identifying an emergency situation; applying first aid procedures and/or techniques; reporting on casualty's condition, treatment and hand over to EMS; and reporting to record. This unit describes the competency skills and knowledge required to recognize and responds to any sudden illness, injuries and or life threatening incidents in low – risk areas.

Special Notes

1. Entry information:

Prerequisite
 - *None*
2. Assessment evidence may be collected from a real workplace or an appropriate simulated environment in which various theoretical and practical tasks are carried out.
3. To demonstrate competency at a minimum, evidence is required of identifying and securing an emergency situation, summoning appropriate assistance, providing appropriate first aid treatment, using the applicable first aid box contents as per requirement, reporting on a casualty's condition and treatment, assist emergency services, and assist in completing required documentation.
4. Evidence is also required in at least 3 tasks. These tasks must provide evidence of performing to the required level, understanding of what the candidate is doing (verbally), why (verbally) and demonstration of the ability to adapt to changing circumstances appropriately.
5. Glossary of terms:
 - *'First aid'* refers to immediate assistance to a casualty that suddenly, unexpectedly sustains injury or suddenly falls ill (Diabetes/Stroke) using the prescribed first aid techniques and available first aid material or box until the casualty is stabilized and or handed over to higher qualified and or medical assistance'.
 - *'First aider'* refers to a competent person that has received an authorized certificate on a specific level of training for a specific period from an authorized service provider as prescribed by the Ministry of Health in Namibia.
 - *'First aid techniques'* refers to the medically prescribed way of performing any treatment in a prescribed manner in order to preserve a life, prevent condition from worsening and promote recovery.

- *'ABC'* refers to a defined first aid term to describe the three vital components (Airways, breathing and circulation) needed to provide oxygen to a person in order to stay alive).
 - *'Low – Risk'* refers to work of administrative, professional or clerical nature that does not require substantial physical exertion or exposure to potentially hazardous conditions, work processes or substances.
 - *'Reporting'* refers to sharing verbally information on casualty's condition and treatment.
 - *'Recording'* refers to assisting in completing required documentation
 - *'Casualty'* refers to a person receiving or in need of help.
6. Regulations and legislation relevant to this unit standard include the following:
- Namibian legislation, Act 6 of 1992 and applicable regulations and or amendments
 - Labour Act No. 11 of 2007
 - Ministry of Health and Social Service Requirements
 - Ministry of Labour and Social Welfare Requirements
 - The South African Heart Association / (AHA) and all subsequent amendments.

Quality Assurance Requirements:

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Training Authority and Namibia Qualifications Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Identify an emergency situation

Range

Risks may include but are not limited to working equipment, machinery and substances, tools, environmental risks, bodily fluids, risk of further injury to the casualty, risks associated with the proximity of other employees, visitors, contractors, and bystanders.

The emergency situation may include taking note of:

- Anatomy of the human body
- Respiratory Emergencies – Choking , identifying a Respiratory Emergency
- Cardiovascular Emergencies – Blood Loss, Control of Hemorrhage, Impaled Objects
- Cardio Pulmonary Resuscitation (CPR)
- Wound Care and disinfection of broken skin
- Environmental Emergencies – Hyper - / Hypothermia and treatment
- Unconsciousness – Causes of unconsciousness and recovery position
- Burn Wounds – Treatment and prevention

- Drowning – Treatment and prevention
- Neurological Emergencies – Treatment
- Trauma in general

Performance Criteria

- 1.1 Emergency situations are quickly recognized and hazards to health and safety for first responders and bystanders are identified.
- 1.2 Physical hazards and immediate risk to the First Aider, other employees, visitors, contractors, and casualty/s are minimized by controlling the hazard in line with the basic first aid standards set out in the first aid procedures.
- 1.3 The nature of the emergency (Injuries, Illnesses, and Conditions) is identified and guided actions are taken.
- 1.4 Communication procedures are timely established and followed to ensure that prompt action is undertaken.
- 1.5 Casualty/s physical condition is identified according to first aid standard procedures.
- 1.6 First aid equipment is identified and selected in relation to the emergency situation.
- 1.7 Identification for improvement of casualty's condition follows life saving sequence (ABC).

Element 2: Apply first aid procedures and or techniques

Range:

Assistance from and to others may include but is not limited to First Aiders, emergency services, employees, visitors, contractors and bystanders.

Content of a First Aid Kit as per all relevant legislations including any subsequent amendments will include but limited to: prescribed wound cleaner, disposable gloves and a breathing device (mouth piece), scissor, forceps and safety pins, cotton wool, swabs (sterile and non-sterile), adhesive strips/rolls, first aid dressings, roller bandages, triangular bandages, burn shields, eye pad with shield, pen, accident report registers and list of content.

Performance Criteria

- 2.1 Hygiene is maintained in all contact with casualty/s in distress, using supplies from the first aid kit.
- 2.2 Assistance from others is organized appropriately.
- 2.3 Casualty is reassured in a caring and calm manner, requesting consent, and made comfortable.

- 2.4 First aid is provided using the prescribed techniques and procedures.
- 2.5 Shelter from elements is established according to environmental standards and first aid requirements.
- 2.6 Casualty/s condition is monitored and responded to.
- 2.7 Decision is made whether to transport the casualty to medical assistance, pending on severity of injury, casualty/s condition, environmental conditions, distance, and time required for medical assistance to arrive and movement that might hinder rescue procedures.

Element 3: Report on casualty's condition, treatment and hand over to EMS

Range

This unit includes but is not limited to: identifying the Risk and Hazards at the emergency scene and procedures to minimize or eliminate associated dangers at the emergency scene, protection against possible transmittable diseases, and requesting consent to assist and to provide assistance, summoning the appropriate Emergency Management System (EMS), applying the first aid technique applicable to condition found, using the appropriate first aid kit as per requirements, moving the casualty using the applicable transporting methods available and reporting and or recording on casualty's condition.

Performance Criteria

- 3.1 Casualty is informed about the condition in a proper manner and advice is given to seek further medical assistance.
- 3.2 Casualty management is finalized according to casualty/ needs and prescribed first aid principles.
- 3.3 Assistance in the evacuation of the casualty/s by emergency services is provided as required.
- 3.4 Details of casualty/s physical condition, changes in condition, first aid treatment, and response to treatment are accurately reported to emergency services or relieving personnel in line with basic first aid procedures.
- 3.5 All fittings including light and switches are installed square, surface or flush, and are securely attached using fastenings appropriate to the weight of the fitting and the material of the mounting.

Element 4: Report to maintain records

Range:

Records may include but are not limited to First Aid Kit (material used), patient report and incident reporting.

Communication links to medical services may include but are not limited to mobile phone, satellite phone, High Frequency (HF) / Very High Frequency (VHF) radio, 2 way radio, flags, flares, hand and smoke signals, and other electronic equipment.

Performance Criteria

- 4.1 The reports are clear, accurate, and timely.
- 4.2 Details of casualty/s physical condition, changes in condition, first aid treatment, and response to treatment are accurately conveyed to emergency services or relieving personnel in line with basic first aid procedures.

Registration Data

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