

National Unit Specification: general information

UNIT Assist with Accidents and Emergencies

NUMBER DJ3X 10

COURSE

SUMMARY

On completion of this unit the candidate will be able to assist with basic injuries and illnesses, assist with emergency procedures effectively and help to complete the appropriate reports to their line manager that meets centre/organisational guidelines and health and safety legislation.

OUTCOMES

1. Assist with injuries and illnesses.
2. Assist with emergency procedures.

RECOMMENDED ENTRY

Access to this unit is at the discretion of the centre. Basic knowledge of first aid would be advantageous to the candidate.

CREDIT VALUE

0.5 Credit at Intermediate 1 (3 SCQF credit points at SCQF level 4*)

**SCQF credit points are used to allocate credit to qualifications in the Scottish Credit and Qualifications Framework (SCQF). Each qualification in the Framework is allocated a number of SCQF credit points at an SCQF level. There are 12 SCQF levels, ranging from Access 1 to Doctorates.*

Administrative Information

Superclass: PL

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National Unit Specification: general information (cont)

CORE SKILLS

There is no automatic certification of core skills or core skills components in this unit.

Information on the automatic certification of any core skills in this unit is published in *Automatic Certification of Core Skills in National Qualifications* (SQA, publication code BA0906).

National Unit Specification: statement of standards

UNIT Assist with Accidents and Emergencies

Acceptable performance in this Unit will be the satisfactory achievement of the standards set out in this part of the Unit specification. All sections of the statement of standards are mandatory and cannot be altered without reference to the Scottish Qualifications Authority.

OUTCOME 1

Assist with injuries and illnesses.

Performance criteria

- a) Follow organisational procedures when dealing with injuries and illnesses.
- b) Remain calm and assist with the person responsible to give reassurance and comfort to those involved.
- c) Assist with the person responsible to ensure the casualty and other people involved are protected from harm.
- d) Call for qualified assistance when asked to by the person responsible.
- e) Assist the person responsible to give clear and accurate information to the qualified assistance about the injury or illness.
- f) Follow the organisations accident reporting procedures.

Evidence requirements

The performance evidence ideally is assessed in a real working environment. However where naturally occurring evidence is not available, simulation may be used. The candidate has to show evidence of working with:-

All of the following types of injuries and illnesses:-

- Minor – requiring first aid assistance from qualified colleagues.
- Major – requiring medical assistance from emergency services.

Two of the following types of casualty:-

- Adult
- Children
- People with particular needs

The candidate must ensure that they have the knowledge and understanding for the following:

- The importance of following the organisation's procedures when dealing with accidents, illnesses and injuries.
- Know why they, the casualty and other people must be protected from further harm.
- Know the correct procedures for reporting accidents, illnesses and injuries and how to complete the organisation's reports
- Know the significance of maintaining confidentiality of reports.

Evidence may be gained from the following:-

- Evidence can be in written and/or oral format where there the candidate's assessment has to be carried out on more than one occasion.
- Observation reports and witness statements.
- Statements and reports from candidates
- If no naturally occurring evidence can be gained in the working environment, evidence can be gained from projects or scenarios ensuring that all criteria are met.

National Unit Specification: statement of standards (cont)

UNIT Assist with Accidents and Emergencies

OUTCOME 2

Assist with emergency procedures.

Performance criteria

- a) Follow the organisations procedures at all times when assisting with emergency procedures.
- b) Assist the person responsible to ensure the people involved in the emergency are given clear and correct instructions.
- c) Assist the person in charge to maintain the safety of the people involved.
- d) Follow the correct procedures for reporting the emergency.
- e) Report any problems to the person responsible.

Evidence requirements

The performance evidence ideally is assessed in a real working environment. However where naturally occurring evidence is not available, simulation may be used. The candidate has to show evidence of working with two of the following types of emergencies:-

- Fires
- Security incidents
- Missing persons

The candidate must ensure that they have the knowledge and understanding for the following:

- Following organisational procedures at all times during the emergency.
- Know the importance of giving clear and correct instructions to the people involved in the emergency.
- Know how to deal with emergency procedures with adults, children and people with particular needs.
- Know the different types of problems that may occur when carrying out the emergency procedures.
- Know who to report the emergency to and why the relevant reports need to be made – written and spoken.

Evidence may be gained from the following:-

- Evidence can be in written and/or oral format where the candidate's assessment has to be carried out on more than one occasion.
- Observation reports and witness statements.
- Statements and reports from candidates
- If no naturally occurring evidence can be gained in the working environment, evidence can be gained from projects or scenarios ensuring that all criteria are met.

National Unit Specification: support notes

UNIT Assist with Accidents and Emergencies

This part of the unit specification is offered as guidance. The support notes are not mandatory.

While the exact time allocated to this unit is at the discretion of the centre, the notional design length is 20 hours.

GUIDANCE ON THE CONTENT AND CONTEXT FOR THIS UNIT

This unit is designed to enable candidates to be able to assist the person responsible to carry out the organisations procedures when dealing with injuries, illness and a range of different emergency procedures. Candidates will have to show that they can assist with an incident ensuring that they remain calm and assist the person responsible to give reassurance at all times. The candidate will be able to assist the person responsible to carry out the appropriate action in relation to the severity of the accident, illness and emergency. Communication from candidates will have to be clear and correct when reporting to their line managers or when assisting the person responsible to convey information to emergency services. They will have basic knowledge how to complete the relevant report forms that are in line with the organisations procedures and health and safety requirements.

GUIDANCE ON LEARNING AND TEACHING APPROACHES FOR THIS UNIT

Candidates must have a basic knowledge of first aid. They must have know how to assist the person responsible when carrying out the organisations procedures for dealing with a range of emergencies, illnesses and injuries and how to report these by verbal or written communication that is in line with the organisations policies and candidate's responsibilities. Candidates have to be aware of the confidentiality and sensitivity of dealing with casualty information and relaying, clearly and accurately, information to the appropriate people, ie line managers, emergency services etc.

In order for the candidate to achieve this unit they will have to be in a real working environment and assisting the person responsible, where they will gain naturally occurring evidence in the workplace. However, where this cannot be gained, project or scenarios may be set up to cover all of the performance criteria.

GUIDANCE ON APPROACHES TO ASSESSMENT FOR THIS UNIT

Candidates can gain further evidence in the workplace to support their assessment. This could be from accident report forms (casualty confidential data removed), reports made to line managers, records of the types of emergencies e.g. fire drill log, near misses, missing people, etc. copy of first aid certificate, witness statements. Where no naturally occurring evidence can be gained, projects and/or scenarios may be used to cover this unit.

SPECIAL NEEDS

This unit specification is intended to ensure that there are no artificial barriers to learning or assessment. Special needs of individual candidates should be taken into account when planning learning experiences, selecting assessment instruments or considering special alternative outcomes for units. For information on these, please refer to the SQA document *Guidance on Special Assessment Arrangements* (SQA, September 2003).