



General information

Unit title: Administer First Aid (SCQF level 5)

Unit code: J42M 47

Superclass: ZS

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Unit purpose

This unit is applicable to administering first aid and links to undertaking initial investigations into incidents in ports, managing port users in an emergency, responding to incidents and protecting the port environment.

This unit applies to authorised Port Operations supervisors and first line managers with responsibility for responding to and preventing incidents and emergencies.

The performance criteria, knowledge and understanding requirements are related to the individual's own organisation, job role and area of operations. This includes but is not limited to the individual's immediate place of work. It extends to areas, operations and persons that may be impacted upon by the individual's activity in the workplace.

The performance criteria, knowledge and understanding requirements are specific to the: regulations, industry and other guidance recognised by the individual's employer, employing organisation's objectives, policies, procedures, and working practices; that relate to the elements covered in this unit.

The performance criteria, knowledge and understanding requirements are specific to the individual's own level of authority and responsibility.

Ports and the activities which take place there vary. Employers and any other duty holders must comply with the legal duties imposed on them by health and safety legislation, including the Health and Safety at Work Act 1974. This will also involve careful and continuing risk assessments to enable duty holders to plan, implement, manage and review policies and procedures which address the risks associated with the conduct of their business. The statutory duty of the employee to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to cooperate with the employer with regard to the employer's health and safety duties, are an essential part of this standard.

Credit points and level

5 SCQF credit points at SCQF level 5.

Statement of standards

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 SQA.

Performance criteria

- P1 respond to the needs of casualties with minor injuries and illnesses through:
- 1.1 checking the area for danger and responding accordingly
 - 1.2 reassuring the casualty and obtaining, where possible, the history and symptoms of the injury/illness
 - 1.3 assessing the casualty and establishing the nature and extent of any injury
 - 1.4 applying first aid treatment appropriate to the type and severity of the condition
 - 1.5 calling for additional help, if necessary
 - 1.6 informing the casualty of the action taken and sources of further help and advice
- P2 respond to the needs of casualties with major injuries through:
- 2.1 checking the area for danger and responding accordingly
 - 2.2 reassuring the casualty and obtaining, where possible, the history of the incident
 - 2.3 assessing the extent and severity of the casualty's condition
 - 2.4 placing the casualty in an appropriate position of rest
 - 2.5 protecting the casualty from heat or cold
 - 2.6 treating the casualty in accordance with current practice
 - 2.7 complying with hygiene procedures and avoiding infection as much as possible
 - 2.8 controlling any bleeding by applying direct or indirect pressure and appropriate dressings or bandages
 - 2.9 checking for and, where possible, maintaining circulation beyond bandaging
 - 2.10 immobilising and supporting injuries in line with current practice
 - 2.11 calling promptly for additional help
- P3 respond to the needs of casualties with medical conditions through:
- 3.1 checking the area for danger and responding accordingly
 - 3.2 reassuring the casualty and obtaining, where possible, the history of the problem
 - 3.3 assessing the extent and the severity of the casualty's condition
 - 3.4 placing the casualty in an appropriate position of rest
 - 3.5 protecting the casualty from heat or cold
 - 3.6 complying with hygiene procedures as much as possible
 - 3.7 treating the casualty in accordance with current practice
 - 3.8 calling for additional help promptly
- P4 respond to the needs of unconscious casualties through
- 4.1 checking the area for danger and responding accordingly
 - 4.2 checking the casualty's level of consciousness and breathing
 - 4.3 opening the casualty's airway by head tilt
 - 4.4 looking for and removing obvious obstructions in the mouth
 - 4.5 lifting the casualty's chin
 - 4.6 checking the casualty for injuries, if appropriate
 - 4.7 checking for the presence of any life-threatening conditions (severe bleeding)
 - 4.8 moving the casualty to the recovery position in line with current practice
 - 4.9 monitoring the casualty's condition and noting any change
 - 4.10 reassuring the casualty throughout

- P5 perform cardio-pulmonary resuscitation (CPR) through:
- 5.1 checking the area for danger and responding accordingly
 - 5.2 checking the casualty's level of consciousness
 - 5.3 opening the casualty's airway by tilting the head
 - 5.4 checking for breathing and removing any obstructions from their mouth
 - 5.5 lifting the casualty's chin
 - 5.6 applying rescue breaths at the correct rate and depth
 - 5.7 checking for signs of circulation
 - 5.8 applying chest compressions in the correct position and at the correct rate and depth
 - 5.9 continuing with effective rescue breaths and chest compressions in line with current practice
 - 5.10 monitoring for returning circulation in line with current practice
 - 5.11 calling promptly for additional help

Knowledge and understanding

- K1 the legal responsibilities for maintaining own and others' health and safety in your workplace
- K2 the requirements placed upon the individual and the organisation by current legislation, relevant to own area of operations
- K3 current industry guidance, relevant to own area of operations
- K4 own organisation's policies, procedures and working practices relevant to own area of operations
- K5 the principle types of hazard and risk likely to be found in own area of operations
- K6 the precautions appropriate for minimising the risks to self in own area of operations, when to emergency situation in the port
- K7 how to wear, use and maintain personal protective equipment, relevant to own area of operations
- K8 accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to own area of operations
- K9 the limitations and risks associated with applying first aid to others
- K10 how to check for signs of life and for life-threatening conditions
- K11 how to manage an unconscious casualty and the main causes of unconsciousness
- K12 how to detect an obstructed airway and understand the methods of clearing obstructions
- K13 methods of resuscitation and how to use these correctly
- K14 the precautions to be taken when performing resuscitation
- K15 how to recognise and assess the severity and extent of injuries
- K16 the methods for controlling bleeding
- K17 the signs and symptoms of shock
- K18 the different types of wounds and their treatment
- K19 the main safety considerations when dealing with burns and scalds
- K20 how to recognise and treat sprains, strains and fractures
- K21 the correct treatments for hypothermia, frostbite, heat-stroke and heat exhaustion

Assessment for this unit

This unit can only be delivered, taught and assessed within the subject area of the group award to which it contributes. Please refer to the assessment strategy for the group award.

Equality and inclusion

This unit specification has been designed to ensure that there are no unnecessary barriers to learning or assessment. The individual needs of learners should be taken into account when planning learning experiences, selecting assessment methods or considering alternative evidence.

Further advice can be found on our website www.sqa.org.uk/assessmentarrangements.

History of changes to unit

Version	Description of change	Date

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