

5N1207

Occupational First Aid

Training Handbook

Table of Contents

1. Course Outline
2. Course Assessment Outline
3. Learners Charter

CMSE Training

Occupational First Aid Course Outline

Course Objectives

- ❖ On completion of this course, participants will be able to:
- ❖ Provide necessary first aid within the workplace
- ❖ Deal with emergencies while awaiting the arrival of emergency services
- ❖ Implement essential life saving skills if required

Who Is This Course Intended For?

Personnel who wish to become certified first aiders in their workplace.

Entry Requirements

The entry requirements are a Level 4 FETAC Certificate, Leaving Certificate or equivalent qualifications and/or relevant life and work experiences.

Course Content

Responsibilities of a first- aider	Diagnosis and principles of treatment
The Nervous System	Head Injuries
Shock – Fainting	Unconsciousness
Patient Approach	Examination of Casualty
Recovery Position	Asphyxia and its causes
Cardio-pulmonary resuscitation practical and AED	Treatment of foreign bodies
Examination of the eye	Poisoning
Burns and Scalds	Corrosive injuries
Chemical splashes	Blood and the circulation
Wounds and bleeding	Control of bleeding
Dressings and bandages	Fractures – causes, types, signs and symptoms
Sprains, strains and dislocation	Crush injuries
General rules for treatment	
Dressing and bandaging fractures	Epilepsy, Asthma and Diabetes
Emergency First Aid Kits – contents	Revision – practical; any requested subject

During the afternoon of Day 3 both the practical and written exam will take place.

The examination will be divided as follows:

Skill Demonstrations (2)	80%
Written Exam	20%

Participants:

Up to 10 personnel

Duration:

Three Days

All of our instructors are registered with the OFAAA and our course is run in accordance with HSA guidelines.

Certification is valid for 2 years.

Special Requirements

Please make CMSE aware of any special learning needs/requirements to enable you to participate fully in the programme. It is CMSE's policy to support any special requirements of learners during the course program & course assessment.

For course application and further details, please contact CMSE on 1850 315 415

CMSE Training
Information for learners in relation to the
Occupational First Aid (FETAC Level 5)

Course Assessment

Assessment of Course

CMSE training department implement procedures for the assessment of learners, which are required to be fair and consistent. The contents of this document outline the requirements of the assessment.

Summary	Skills Demonstration	80%
	Examination	20%

Skills Demonstration

Skills Demonstration 1 – Candidates will be assessed in the following basic life saving skills

- Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)

Skills Demonstration 2 – Candidates will be assessed in 2 of the following skill areas:

- Patient assessment
- Respiratory emergencies
- Wounds
- Bleeding
- Shock
- Altered levels of consciousness
- Musculoskeletal injuries
- Burns and scalds
- Electric shock

Examination The assessor will devise a theory based examination that assess the candidates ability to recall and apply theory and understanding.

The examination will have 22 short answer questions
Candidates are required to answer 20 (1 mark each)

An OFA instructor recognised by the Health & Safety Authority will act as the internal assessor and assess candidates

Materials required for the examination :- Pens, paper, PPS number, identification & information approved by the instructor.

Assessment Monitoring: - All examinations will be monitored by invigilators appointed by CMSE. People attending the examination must follow the guidelines set out by the invigilator.

Access to Examination Room :- Learners will not be allowed access to the examination 15 minutes after an examination is scheduled to start. No additional time shall be allowed to learners who arrive at the examination centre after the commencement of an examination.

Behaviour during an Examination :-

- Learners may not communicate in any manner with anyone other than the invigilator during the assessment.
- Learners must not use any means whatever to obtain, directly or indirectly, assistance in an assessment or give or attempt to give, directly or indirectly, such assistance to any other student.
- Learners must not indulge in any behaviour which may disturb any other student or any form of conduct which may disrupt the smooth progress of an examination. Learners causing such disturbance or disruption may be required by the invigilator to leave the examination.
- Learners are required to hand their examination papers & completed examination scripts to the invigilator, including any rough work – which should be clearly indicated as such, and to remain seated at the end of the assessment until dismissed by the invigilator.
- Learners must clearly label all work handed back to the invigilator with **their name and PPS no.**

Authorship Statement: - All candidates must submit a statement with his/her assignments clearly stating the work is their own work. The authorship statement must be signed by the candidate and must be included with the assignment (if assignments are required).

Equality & Diversity :- CMSE Training Services is committed to equality of opportunity for staff, learners, stakeholders and all under-represented groups and to a pro-active approach to equality in the workplace. We strive to support and encourage promotion of an inclusive learning culture and fully recognize the value of diversity.

CMSE recognizes that it has a responsibility to provide reasonable accommodation to learners who have a disability, or other persons covered by the nine grounds of Equality Legislation. An accommodation is a modification of classroom or an evaluation procedure designed to accommodate the particular needs of an otherwise qualified learner with a disability.

Please contact the Training Department in the CMSE office for further details – 021-437-5021

Learners with learning disabilities and special requirements :- If any learner has special requirements to complete the assessment of this course please make it known to the instructor. It is CMSE's policy to support any special requirements of learners during the course program & course assessment.

Access, Transfer & Progression :- It is CMSE's intention to recognize a student's prior learning and to promote an equitable and fair admission process whilst also providing programmes of study which facilitate learners who wish to transfer or progress to other programmes leading to recognized awards.

Award/Certification

FETAC Level 5 – 5N1207 - www.fetac.ie/modules/5N1207.pdf

Appeals/Repeats Process: - Any learner may appeal or repeat a result of an assessment. A learner may register an appeal within 14 days of receiving a result from CMSE.

Assessment malpractice :- Candidates found to be involved in any form of assessment malpractice will be immediately disqualified from sitting the course assessment. Some examples of assessment malpractice are,

- Cheating in the examination
- Plagiarism including copying large amounts of work from other sources and not acknowledging or referencing this work
- Pretending to be somebody else
- Fabricating evidence or results
- Failing to follow the instructions of an examination invigilator
- Bringing unauthorised materials into the examination.

CMSE will investigate any form of assessment malpractice which could impact on the validity of the assessment result.

CMSE Learner Charter

CMSE Mission Statement

'To provide flexible and quality based health & safety training programmes to the highest national standards. We offer best value training solutions to meet our client's learning needs and are committed to continually improving our training programmes through systematic evaluation and valued client feedback'

To support our mission statement, we have developed this Learner Charter which details the standard of services you can expect from us.

CMSE will strive to ensure:

- that our training courses are relevant to the current and future industry needs
- the promotion of equality for all learners and the recognition of the diversity of all learner groups
- a safe and healthy training environment for all learners
- the provision of clear and relevant information on all programmes
- all learner personal information is handled sensitively and in accordance with the Data Protection Act
- all training is completed by experienced and qualified staff who deliver well prepared and up to date lessons and training sessions using a range of learning techniques
- that all assessment is fair and consistent
- all learners have opportunities to give feedback on our services
- that all queries and complaints are dealt with in a professional, consistent and timely manner