

Key Role C3 Provide for the individual needs of people taking part in sport and active recreation

Unit C310 Provide emergency aid

Unit Summary

*This page sums up the main points which the unit covers. It should be read by candidates and assessors as an **introduction only**. It should not be used to carry out assessments. Assessment should only be done using pages 2, 4, 5, 6, 7 and 8.*

About this Unit

This unit is about providing a first response to injuries or illnesses. It deals in particular with unconscious casualties who may have suffered breathing, and/or cardiac arrest, and casualties who are bleeding.

Who is the Unit for?

The unit is aimed at stewards working at all types of sporting and other events where there are spectators and audiences. The unit does not expect the candidate to be a fully qualified first aider. However, they must have had some basic training in emergency aid.

What Does the Candidate Have to Do?

The unit has four elements. These are:

C310.1 Respond to situations where there are injuries and illnesses

The candidate has to approach the situation in a way which gives the people involved confidence, and reduces their anxiety. They must assess the risks and protect those involved from further harm. They must quickly call for qualified assistance and give them clear information about the situation. They should provide reassurance and comfort to those involved and follow reporting procedures.

C310.2 Provide emergency aid to unconscious casualties

The candidate has to check the casualty's responsiveness, clear, open and maintain an airway and check the casualty's breathing and pulse. They should put the casualty in the correct position according to their condition and apply emergency aid accordingly (mouth to mouth resuscitation and/or chest compressions). They should continue to check the casualty's condition during emergency aid and maintain their safety while they are unconscious.

C310.3 Provide emergency aid to casualties who are bleeding

The candidate has to check the extent of the wound, apply enough cover and pressure to keep bleeding to a minimum. They should get the casualty in a position which will slow the flow of blood and where possible take action to minimise infection. They should take measures to keep shock to a minimum and provide comfort and reassurance.

C310.4 Hand casualties over to qualified assistance

The candidate must provide the qualified assistance with information about the incident, the casualty's condition, the emergency aid given and any known medical history. They should follow their instructions correctly and carry out all organisational and legal requirements for reporting the incident.

Requirements for NVQ/SVQ Assessment for the Whole Unit

What Does the Candidate Have to Prove for NVQ/SVQ Assessment?

The candidate has to prove that they can carry out all the elements, meeting all of the performance criteria on more than one occasion. This evidence must come from a real working environment. Assessors must be fully qualified in this area of medical care.

Assessment of each Element

The candidate must show they can meet the *Coverage of Range for NVQ/SVQ Assessment* below each element. Where the candidate is being assessed in the context of a sport or activity for which there is a technical definition developed by a recognised national source and approved by the National Training Organisation, assessment of this unit must cover the relevant parts of the technical definition.

Knowledge, Understanding, Values and Skills

Candidates must show that they possess all of the knowledge, understanding, values and skills shown on the last page of this unit. In some cases the assessor may decide that the candidate has some of this by looking at their performance evidence. Where this is not obvious, the assessor should ask appropriate questions.

Guidance for Assessors and Candidates

Candidates should study the unit carefully and make sure that their day-to-day work meets the standard described. Candidates should also check the *Knowledge, Understanding, Values and Skills* on the last page of the unit and make sure they can answer any questions about the points listed.

The candidate and assessor should discuss the best way of assessing each element in this unit and plan how it will be done. Because of the nature of this unit, realistic simulation is allowed for all the elements, although if the candidate has records or witness testimony of real work situations to cover the elements, these should be used.

The assessor must make sure that all records and witness testimony show that the candidate consistently meets the performance criteria and range required.

The candidate must provide appropriate knowledge evidence for those types of range which do not need performance evidence (as shown in the box headed *Coverage of Range for NVQ/SVQ Assessment* on each element page). This knowledge evidence could be 'what if' scenarios, projects or assignments.

The *Knowledge, Understanding, Values and Skills* listed on the last page of the unit is best assessed by oral questions and discussion between the candidate and assessor, although written evidence in the form of projects or assignments may also be appropriate.

Explanations and Examples for Some of the Terms Used

The following are provided as guidance to candidates and assessors:

Casualty	<i>the person who has suffered the injury or illness</i>
Emergency aid	<i>providing an immediate response to an injury or illness which will help to preserve life, limit the effects of the injury or illness and promote recovery until qualified assistance arrives.</i>
Legal procedures	<i>the basic requirements of the law relevant to accidents and emergencies, in particular the Health and Safety at Work Act</i>
Organisational procedures	<i>the procedures laid down in the setting's health and safety policy</i>
Other people involved	<i>this may be other spectators or members of staff</i>
Particular needs	<i>people with disabilities or medical conditions which mean that they require special attention during accidents or emergencies</i>
Qualified assistance	<i>someone who designated to deal with the type of emergency, for example the onsite first aider or a member of the emergency services</i>
Responsiveness	<i>whether the casualty responds to shouting or shaking</i>

Element C310.1

The candidate must be able to:

Respond to situations where there are injuries or illnesses

Performance criteria

When doing so, the candidate must:

1. approach the **situation** in a way which gives the **people involved** confidence and reduces their anxiety
2. assess risks and follow the emergency procedures to protect the **people involved** from further harm
3. quickly call for qualified assistance appropriate to the **situation**
4. provide the qualified assistance with clear information about the **situation**
5. provide appropriate reassurance and comfort to all those involved
6. follow organisational and legal procedures for reporting the **situation**

Range

This element covers the following types of situation:

- a) injury
- b) illness

the following types of people involved:

- a) adults
- b) children and young people
- c) people with particular needs

Coverage of Range for NVQ and SVQ Assessment

Evidence of what the candidate does

Candidates must show they can meet all of the performance criteria covering as a minimum:

- both types of **situation**;
- one type of **people involved**;

Realistic simulations may be used.

Supplementary assessment

The remaining types of range must be assessed by other means, for example 'what if scenarios', projects or assignments.

Element C310.2

The candidate must be able to:

Provide emergency aid to unconscious casualties

Performance criteria

When doing so, the candidate must:

1. check the **casualty's** responsiveness
2. clear, open and maintain the **casualty's** airway using approved techniques
3. correctly check the **casualty's condition**
4. put the **casualty** in a position appropriate to their **condition**
5. correctly apply **emergency aid** appropriate to the **casualty's** condition
6. check the **casualty's condition** throughout the **emergency aid**
7. maintain the **casualty's** safety while they are unconscious

Range

*This element covers the following types of **casualty**:*

- a) adults
- b) children and young people
- c) people with particular needs

*the following types of **condition**:*

- a) breathing
- b) not breathing
- c) no pulse
- d) not breathing and no pulse

*and the following types of **emergency aid**:*

- a) recovery position
- b) mouth to mouth resuscitation
- c) cardio pulmonary resuscitation

Coverage of Range for NVQ and SVQ Assessment

Evidence of what the candidate does

Candidates must show they can meet all of the performance criteria covering as a minimum:

- one type of **casualty**;
- all types of **condition**;
- all types of **emergency aid**.

Realistic simulations may be used.

Supplementary assessment

The remaining types of range must be assessed by other means, for example 'what if scenarios', projects or assignments.

Element C310.3

The candidate must be able to:

Provide emergency aid to casualties who are bleeding

Performance criteria

When doing so, the candidate must:

1. check the extent of the wound
2. apply enough covering and pressure to the wound to control the bleeding
3. where possible, take action to minimise infection
4. position the **casualty** in a way which controls the bleeding
5. take action to keep shock to a minimum
6. provide reassurance and comfort appropriate to the **casualty** and the situation

Range

*This element covers the following types of **casualty**:*

- a) adults
- b) children and young people
- c) people with particular needs

Coverage of Range for NVQ and SVQ Assessment

Evidence of what the candidate does

Candidates must show they can meet all of the performance criteria covering as a minimum:

- one type of **casualty**.

Realistic simulations may be used.

Supplementary assessment

The remaining types of range must be assessed by other means, for example 'what if scenarios', projects or assignments.

Element C310.4

The candidate must be able to:

Hand casualties over to qualified assistance

Performance criteria

When doing so, the candidate must:

1. clearly provide the qualified assistance with information about the **casualty's** current **condition** and any **emergency aid** which has been given
2. clearly provide the qualified assistance with any information about the **casualty's** medical history
3. clearly inform the qualified assistance of how the injury/illness occurred
4. follow instructions from the qualified assistance as required

Range

*This element covers the following types of **casualty**:*

- a) adults
- b) children and young people
- c) people with particular needs

*the following types of **condition**:*

- a) breathing
- b) not breathing
- c) no pulse
- d) not breathing and no pulse
- e) bleeding

and the following types of **emergency aid**:

- a) recovery position
- b) mouth to mouth resuscitation
- c) cardio pulmonary resuscitation
- d) action to reduce bleeding

Coverage of Range for NVQ and SVQ Assessment

Evidence of what the candidate does

Candidates must show they can meet all of the performance criteria covering as a minimum:

- one type of **casualty**;
- all types of **condition**;
- all types of **emergency aid**.

Realistic simulations may be used.

Supplementary assessment

The remaining types of range must be assessed by other means, for example 'what if scenarios', projects or assignments.

What Knowledge, Understanding, Values and Skills Does the Candidate Need?

The candidate must show that they know and understand:

Responding to situations involving injuries and illnesses

1. why it is important to approach the situation in a way which promotes confidence and reduces anxiety, and how to do so
2. how to assess the risks involved in the situation
3. emergency procedures injuries and illnesses
4. who is the qualified assistance for injuries and illness and how to contact them
5. the importance of providing qualified assistance with clear information about the situation and the basic points to cover
6. why it is important to provide comfort and reassurance to everyone involved and how to do so
7. the organisational procedures and legal requirements for reporting injuries and illnesses

Providing emergency aid to unconscious casualties

8. why it is important to check how responsive the casualty is and how to do so safely
9. why it is important to clear and establish an airway
10. types of obstructions which may be present in the casualty's airway and how to clear these safely
11. how to establish and maintain an airway
12. how to check breathing and pulse
13. how to respond correctly to the four types of conditions listed in the range
14. the importance of the recovery position, what it is and how to get the casualty safely into the recovery position
15. how to position the casualty for mouth to mouth resuscitation and chest compressions
16. the correct way to apply mouth to mouth resuscitation and chest compressions to adults and children
17. the importance of monitoring the casualty's condition during emergency aid and how to do so
18. dangers to the casualty while they are unconscious and how to protect the casualty against these

Providing emergency aid to casualties who are bleeding

19. why it is important to check the extent of the wound
20. techniques to keep bleeding to a minimum
21. dangers of infection and how to minimise these
22. the signs and dangers of shock and how to keep these to a minimum
23. how to provide reassurance and comfort to the different types of casualty

Handing the casualty over to the qualified assistance

24. the importance of bringing the qualified assistance up to date on what has happened and what the candidate has done
25. the importance of the qualified assistance having information about the casualty's medical history which may be available
26. the importance of following their instructions

What Key Skills Could the Candidate Cover?

If a candidate successfully completes this unit, they could provide evidence for the following key skills:

Communications

Element 2.1 Take part in discussions

Element 2.4 Read and respond to written materials

Application of Number

Element 1.1 Collect data

Element 1.2 Tackle problems

Working with others

Element 2.1 Identify collective goals and responsibilities

Element 2.2 Work to collective goals

Problem solving

Element 2.1 Use established procedures to clarify routine problems

Element 2.2 Select standard solutions to routine problems

What Core Skills Could the Candidate Cover? (For candidates in Scotland)

If a candidate successfully completes this unit, they could provide evidence for the following core skills:

Spoken Communication

Element 2.1 Demonstrate an understanding of simple but detailed spoken communication on familiar subjects

Element 2.2 Take part in discussions

Written Communication

Element 2.1 Demonstrate an understanding of simple but detailed written communication on familiar topics

Element 2.2 Produce simple but detailed written communication

Using Number

Element 1.1 Apply basic numerical skills to solve simple problems encountered in the workplace

Element 1.2 Interpret and communicate data relevant to the workplace

Working with others

Element 2.1 Identify collective and personal responsibilities in relation to set targets

Element 2.2 Establish working relationships in relation to set targets, in familiar circumstances

Element 2.3 Review personal contribution to working with others to achieve targets

Problem solving

Element 3.1 Explain the nature of a non-routine problem

Element 3.2 Identify a strategy for solving a non-routine problem and plan its implementation

Element 3.3 Implement a strategy for solving a non-routine problem

Element 3.4 Assess the effectiveness of a strategy for solving a non-routine problem