



## SESSION PLAN

# FAA LEVEL 3 AWARD IN ACTIVITY FIRST AID (RQF) AWARD IN ACTIVITY FIRST AID AT SCQF LEVEL 6

### Unit 1 : First Aid Essentials : 6 hour duration

Full qualification requires Unit 1 and Unit 2

Please note that session plan timings are approximate. Trainer/Assessors may need to be flexible and responsive taking into account the needs of the learners but must ensure that the minimum 6 contact hours are met.

### Unit 1 Overview

---

#### DAY 1

Module 1	Introduction
Module 2	What is first aid?
Module 3	Legislation
Module 4	Responsibilities
Module 5	Action in an emergency
Module 6	Primary survey
Module 7	Secondary assessment
Module 8	The respiratory system
Module 9	Resuscitation and AED
Module 10	Disorders of respiration
Module 11	Disorders of circulation
Module 12	Wounds and bleeding
Module 13	Seizures
Module 14	Minor burns and scalds
Module 15	Foreign objects and Unit closure

---

#### MODULE 1 INTRODUCTION

Session content	Trainer/Assessor introduction Learner introductions Course information <ul style="list-style-type: none"><li>• Administration</li><li>• Learning outcomes and assessment criteria</li><li>• Reasonable adjustments</li><li>• Certification</li><li>• Complaints and appeals</li><li>• Assessment information</li></ul>
-----------------	--

Session duration **20 minutes**

---

#### MODULE 2 WHAT IS FIRST AID?

Session content	Definition of first aid The aims of first aid
-----------------	--

Session duration **10 minutes**

---

## SESSION PLAN

### **MODULE 3**      **LEGISLATION**

**Session content**      Health and safety regulations  
First aid provision  
First aid kits and contents  
Accident and incident reporting  
RIDDOR

**Session duration**      **15 minutes**

---

### **MODULE 4**      **RESPONSIBILITIES**

**Session content**      Roles and responsibilities of the First Aider  
Consent  
Priorities of first aid treatment  
Communication with casualties  
Contacting the emergency services  
Infection control and minimising risk to self and others

**Session duration**      **15 minutes**

---

### **MODULE 5**      **ACTION IN AN EMERGENCY**

**Session content**      Factors involved in an emergency  
Assessing the scene (dangers)  
Safety approach

**Session duration**      **15 minutes**

---

### **MODULE 6**      **PRIMARY SURVEY**

**Session content**      DR ABC  
Safety  
Calling for help  
Assessing the levels of responsiveness  
Airway and breathing checks  
Your bystander

**Session duration**      **30 minutes**

---

### **MODULE 7**      **SECONDARY ASSESSMENT**

**Session content**      Casualty assessment  
Recovery position - how and why

**Assessment**      Scenario 1 – Primary survey and recovery position

**Session duration**      **20 minutes**

---

### **MODULE 8**      **THE RESPIRATORY SYSTEM**

**Session content**      How oxygen enters and travels around the body  
How we breathe in and out  
Composition of air we breathe in and out

**Session duration**      **10 minutes**

---



## SESSION PLAN

### **MODULE 9 RESUSCITATION AND AED**

<b>Session content</b>	Principles of cardiopulmonary resuscitation Current resuscitation guidelines CPR on your own CPR with help available CPR protocols for children CPR protocols for victims of drowning Alternative types of expired air ventilation Use of face shields and masks Safe use of an AED Chain of survival Problems encountered during resuscitation
<b>Assessment</b>	Scenario 2 – CPR & the safe use of an AED
<b>Session duration</b>	<b>60 minutes</b>

---

### **MODULE 10 DISORDERS OF RESPIRATION**

<b>Session content</b>	Choking - responsive adult Choking - unresponsive adult
<b>Assessment</b>	Scenario 3 - Choking
<b>Session duration</b>	<b>30 minutes</b>

---

### **MODULE 11 DISORDERS OF CIRCULATION**

<b>Session content</b>	How the circulatory system works Blood composition The definition, causes, recognition and treatment of the following disorders: <ul style="list-style-type: none"><li>• Shock</li><li>• Fainting</li></ul>
<b>Session duration</b>	<b>20 minutes</b>

---

### **MODULE 12 WOUNDS AND BLEEDING**

<b>Session content</b>	Types of wound Types and severity of bleeding Preventing cross-infection General rules for bandaging Treatment of bleeding Wounds with embedded objects Internal bleeding recognition and treatment Amputations Nose bleeds Minor cuts and grazes Bruising
<b>Assessment</b>	Scenario 4 – Major bleeding and shock
<b>Session duration</b>	<b>45 minutes</b>

---



## SESSION PLAN

### MODULE 13

### SEIZURES

**Session content**

Recognition of a seizure  
Treatment for a minor seizure  
Treatment for a major seizure  
When to contact the emergency services

**Assessment**

Scenario 5 – Major seizure

**Session duration**

**20 minutes**

---

### MODULE 14

### MINOR BURNS & SCALDS

**Session content**

Minor burns and scalds

- Causes of burns
- Classification of burns
- Treatment of burns

**Session duration**

**20 minutes**

---

### MODULE 15

### FOREIGN OBJECTS AND UNIT CLOSURE

**Session content**

Small splinters  
Unit closure

**Assessment**

Scenario 6 – Minor injuries

**Session duration**

**30 minutes**

---

## SESSION PLAN

# FAA LEVEL 3 AWARD IN ACTIVITY FIRST AID (RQF) AWARD IN ACTIVITY FIRST AID AT SCQF LEVEL 6

### Unit 2 : Recognition and Management of Illness and Injuries in Activities : 6 hour duration

Full qualification requires Unit 1 and Unit 2

Please note that session plan timings are approximate. Trainer/Assessors may need to be flexible and responsive taking into account the needs of the learners but must ensure that the minimum 6 contact hours are met.

#### Unit 2 Overview

---

##### DAY 2

<b>Module 1</b>	Introduction
<b>Module 2</b>	Secondary assessment
<b>Module 3</b>	Bones, joints and muscle injuries
<b>Module 4</b>	Head and spinal injuries
<b>Module 5</b>	Chest injuries
<b>Module 6</b>	Eye injuries
<b>Module 7</b>	Anaphylaxis
<b>Module 8</b>	Major illnesses
<b>Module 9</b>	Effects of extreme heat and cold
<b>Module 10</b>	Bites and stings
<b>Module 11</b>	Course closure

---

#### MODULE 1 INTRODUCTION

<b>Session content</b>	Unit 2 information <ul style="list-style-type: none"><li>• Administration</li><li>• Learning outcomes and assessment criteria</li><li>• Reasonable adjustments</li><li>• Complaints and appeals</li><li>• Assessment information</li></ul>
------------------------	--

**Session duration** 10 minutes

---

#### MODULE 2 SECONDARY ASSESSMENT

<b>Session content</b>	Secondary assessment Top to toe survey Gathering a casualty history
<b>Assessment</b>	Scenario 7 – Secondary assessment (top to toe survey)

**Session duration** 30 minutes

---

#### MODULE 3 BONES, JOINTS AND MUSCLE INJURIES

<b>Session content</b>	The muscular and skeletal system Recognition and treatment for fractures Recognition and treatment for dislocations Recognition and treatment for soft tissue injuries Application of a support and elevated sling
<b>Assessment</b>	Scenario 8 – Injured limbs

**Session duration** 1 hour

---

## SESSION PLAN

### MODULE 4 HEAD AND SPINAL INJURIES

**Session content** The nervous system  
The causes of unresponsiveness  
The definition, causes, recognition and treatment of the following conditions:

- Concussion
- Skull fracture
- Cerebral compression

Recognition and treatment for spinal injuries  
Maintaining the airway for a casualty with a suspected spinal injury

**Assessment** Scenario 9 – Head & spinal injuries

**Session duration** 40 minutes

---

### MODULE 5 CHEST INJURIES

**Session content** Crush injuries  
Penetrating chest wounds  
Rib cage injuries

**Assessment** Scenario 10 – Chest injuries

**Session duration** 40 minutes

---

### MODULE 6 EYE INJURIES

**Session content** Foreign body in the eye  
Eye injuries

**Assessment** Scenario 11 – Eye injuries

**Session duration** 30 minutes

---

### MODULE 7 ANAPHYLAXIS

**Session content** What causes it?  
Signs and symptoms  
Treatment

**Session duration** 40 minutes

---

### MODULE 8 MAJOR ILLNESSES

**Session content** Recognition and treatment of:

- Heart attack
- Epilepsy
- Asthma attack
- Diabetic emergency

**Assessment** Scenario 12 – Major illness

**Session duration** 45 minutes

---

### MODULE 9 EFFECTS OF EXTREME HEAT AND COLD

**Session content** How the body temperature works  
Shivering  
Hypothermia  
Dehydration  
Heat exhaustion  
Hyperthermia

**Assessment** Scenario 13 – Effects of extreme heat & cold

**Session duration** 45 minutes

---



## SESSION PLAN

### MODULE 10

### BITES AND STINGS

Session content

Bites

Stings

Assessment

Scenario 14 – Bites & stings

Session duration

**20 minutes**

---

### MODULE 11

### COURSE CLOSURE

Session content

Question and answer module

Final administration

---