



HEART &™
STROKE
FOUNDATION

Standard First Aid Skills Checklists

HSFA 1-3

Skills Checklist: Removal of Gloves

Step	Skill	Practiced
OPTIONAL	Spray foam shaving cream onto gloves to simulate contamination	
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Grasp outside of the glove at the bottom rim – do not touch your skin.	
3	Pull the glove off, turning it inside out gently – do not snap it off. As the glove comes off, ball it up in your other gloved hand.	
4	Tuck your fingers under the bottom rim of the other glove – do not touch the outside of the glove.	
5	Pull off the glove over your fingers with the balled up glove inside.	
6	Dispose of the gloves appropriately in a biohazard container or a plastic bag which can be disposed of later. Hand washing for 2 minutes is a must after the removal of gloves.	

HSFA 1-4

Skills Checklist: Performing a Scene Survey

Step	Skill	Practiced
1	Assess the scene for hazards and take charge of the situation.	
2	Identify help - shout for help, identify bystanders and have them activate EMS (phone 9-1-1) get an AED and first aid kit and come back.	
3	Identify what happened and the mechanism of injury. (suspect a neck or spine injury?)	
4	Approach the patient, identify yourself and offer help, and get consent.	

HSFA 1-5

Skills Checklist: Primary Survey

Scenario: You arrive at work at 7 a.m. and you go to get your coffee in the kitchen area. From a distance, you see one of your colleagues lying on the floor. He is a 45-year-old male and he is moaning. What would you do next?

Step	Skill	Practiced
Action: Determine Responsiveness		
1	Tap the patient's shoulders.	
2	Shout in both ears, "Are you all right?" At the same time, look for signs of breathing.	
ACTION: If Patient is Responsive:		
1	Assesses airway (by asking the patient to speak).	
2	Visual check for breathing. Can you see the chest rise and fall?	
3	Check Circulation. Is there any obvious bleeding? What is the patient's skin colour?	
4	Activate EMS (phone 9-1-1) if needed and not already done, continue to monitor ABCs, treat for shock and reassure patient while waiting for EMS.	
ACTION: If Patient is unresponsive		
1	Shout for help. Activate EMS (phone 9-1-1). Send someone to get an AED and first aid kit.	
2	Open airway - head-tilt/chin-lift.	
3	Check breathing (for at least 5, but no more than 10 seconds). Patient is NOT breathing.	
4	Start CPR – perform cycles of 30 compressions and 2 breaths and using the AED (if available) until EMS arrive and takes over.	

HSFA 1-5

Skills Checklist: Ongoing Patient Care

First Aiders must continue to provide First Aid to maintain or improve the patient's condition. This should occur until the patient is handed over to EMS.

Step	Skill	Practiced
1	If needed show the bystander how to continue to provide manual support of any injuries.	
2	Continue to monitor ABCs and reassure the patient while waiting to hand over to EMS.	
3	Do not give anything by mouth – you may moisten patient's lips with a wet cloth.	
4	Record patient's condition, any changes and first aid that was provided.	
5	Be prepared to give a report to EMS personnel.	

HSFA 2-1

Skills Checklist: Turning a Patient to a Supine Position

Scenario: A middle-aged man is found in a collapsed state in an office at your workplace. Your initial assessment tells you that he is unconscious, that his airway is open and has snoring respirations, and he is blue. What would you do next?

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey; activate EMS (phone 9-1-1).	
3	Move the patient's arm that is closest to you above his head.	
4	Tuck his other arm close to his body.	
5	Cross his foot that is farthest away from you on top of the foot that is nearest to you.	
6	Support his head and neck with one hand. Grab hold of his clothing near the waist with your other hand.	
7	Roll patient over onto back as one unit.	

First Aiders may need to move patient that is unresponsive and not breathing adequately into a supine position. The patient's airway and chest must be accessible in case airway or breathing is compromised or CPR needs to be initiated.

HSFA 2-2

Skills Checklist: Putting patient into the Recovery Position

The Recovery Position is used to help maintain an open airway and promote drainage of fluids from the mouth (e.g. vomit)

Step	Skill	Practiced
1	Prepare to turn the patient by positioning the patient's arm that is closest to you up above the head.	
2	Position the patient's arm, furthest from you over the chest and then cross the furthest leg over the leg closest to you.	
3	Tuck your hand under the head and face for support. Place your other hand on the patient's hip and roll towards you as a unit.	
4	Adjust the patient's arm and leg to support the body. Tuck a blanket behind the back to prevent the patient from rolling back.	

HSFA 2-1

Skills Checklist: First Aid for Shock

Scenario: A 45-year-old male is at your workshop when suddenly he sits down on the workshop floor. He appears anxious. He is very pale, breathing rapidly and is in a cold sweat. What would you do next?

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Lay the patient in a supine position. If this position is not possible, place the patient in a position that is most comfortable.	
4	Maintain body temperature by covering the patient with a blanket or a coat.	
5	Do not give the patient anything to eat or drink.	
6	Continue to monitor ABCs and reassure the patient while waiting to hand them over to EMS.	

HSFA 3-1

Skills Checklist: Distal Circulation

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct primary survey. Identify the site of the bleed. Apply critical intervention if necessary, and activate EMS (9-1-1) if deemed necessary.	
3	Check the patient's circulation. Skin colour. Note any pale, white or bluish-grey colouring of the skin.	
4	Question the patient. Ask the patient if there is any numbness, cold, tightness or tingling sensation in the limbs.	
5	Nail beds. Check the nail beds of the fingers or toes on both limbs by pressing on the nail beds to see how fast the blood returns – the blood should return within 2-3 seconds. Compare each side.	
6	Temperature. Compare the temperature of the uninjured side of the body to the injured side. See if the distal part of the injury is cooler.	
7	Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS	

HSFA 3-2

Skills Checklist: Severe Bleed

Scenario: You notice an elderly female bleeding excessively from her right wrist. What is the first aid treatment for this patient?

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Identify the cause of the bleed. Apply critical intervention if necessary. Apply direct pressure to the wound with a gloved hand. If the patient is able, ask the patient to apply direct pressure to the wound.	
3	Activate EMS (phone 9-1-1).	
4	Position the patient - sit the patient down and tuck some dressings under the patient's hand that is compressing the wound. Continue applying pressure.	
5	When the bleeding is under control, check circulation distal to the injury by checking fingers or toes for colour and temperature. Apply a pressure bandage.	
6	Ensure appropriate tightness of pressure by assessing circulation below the injury. You may need to loosen the bandage slightly to improve circulation.	

Step	Skill	Practiced
7	If dressings become soaked with blood, do not remove them. Simply apply new dressings on top. You do not want to further contaminate the wound or accidentally remove a blood clot.	
8	Continue to apply direct pressure to the wound, monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 3-2

Skills Checklist: Embedded Object

Scenario: A 15-year-old male student was horsing around with his buddy and now has a ball point pen partially imbedded into his left upper arm. What is the first aid treatment for this patient?

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Expose the area of injury. If the object is short, loosely “tent” the object with a clean dressing.	
4	Put pressure around the object with a bulky dressing to stabilize it.	
5	Use narrow triangular bandages to keep dressings in place.	
6	Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 3-2

Skills Checklist: Wound on Palm of Hand

Scenario: A 55-year-old female fell on her drive way and now is bleeding from the palm of her right hand. How would you control the bleeding?

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct primary survey. Activate EMS (9-1-1). Identify the cause and apply critical intervention if necessary.	
3	Expose the hand and remove any jewelry before swelling occurs.	
4	Control the bleeding by getting the patient to apply pressure on the area. Move the patient's hand and put multiple dressings on the area. Bend the patient's fingers over the dressings, forming a fist, or place a roller bandage on the wound then have the patient form a fist.	
5	Put the middle of a narrow bandage on the insides of the patient's wrist.	
6	Bring up both ends and criss-cross them on the back of the hand, then bring down the ends to wrap around the fist.	
7	Leave the thumb exposed so you are able to check circulation. Tie the ends around the wrist.	
8	Support the affected hand with a tubular sling.	

(cont'd over)

Step	Skill	Practiced
9	Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 5

Skills Checklist: Head and Spinal Injury

Scenario: You have been called to a scene of a fall, upon arrival you find a 30-year-old man who has fallen from a ladder about 10 feet onto the workshop floor. What are your next actions?

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent. When you suspect a spinal injury, do not move the patient and advise them not to move.	
2	Have one bystander steady and hold the patient's head and neck by placing your hands on both sides of the head. You can rest your elbows on the ground for better stability. Get another bystander to steady and support the feet. If you are unable to secure enough bystanders, you may stabilize both sides of head and neck with thick blankets.	
3	Conduct a primary survey. If the patient has a compromised airway, perform a head tilt/chin lift in order to open the airway regardless of possible spinal injuries. Activate EMS (9-1-1).	
4	Conduct a secondary survey. Do this very cautiously so not to further irritate the patient's spine. Pay special attention to leakage of cerebral spinal fluid or blood from ears. If found you can cover lightly with a dressing, do not apply pressure. Look for soft spots on the skull. Apply dressings very lightly. Watch for a bleeding nose - let it drain naturally - do not have patient blow nose.	
5	Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 5

Skills Checklist: Log Rolling a Patient

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent	
2	Conduct a primary survey; activate EMS (9-1-1)	
3	When you suspect a spinal injury, do not move the patient. Tell the patient not to move.	
4	First aiders will move into position. The Lead First aider will kneel at the head of the patient and will take command. Two other first aiders should kneel beside the patient on the same side - one by the chest region and one by the hip and leg region.	
5	The first aider at the head will take command.	
6	First aiders will grip the patient firmly.	
7	The first aider at the head will say “roll” and the first aiders at the side of the body will turn and roll the patient as a unit while maintaining and supporting neck and body alignment.	
8	Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand them over to EMS	

**HSFA
8-1**

First Aid Skills Testing: Adult CPR

Date: _____ Student Name: _____

Scenario: You are at a bus shelter waiting for a bus. A woman in her 50's runs up to the bus stop. She is sweating and breathless. Suddenly, she collapses to the ground. Demonstrate what you would do next.

Step	Skill	Successful	Remediation Required
1	Conducts a scene survey; uses personal protection; finds out what happened; identifies themselves and gets consent or implied consent.		
2	Checks for responsiveness – taps and shouts.		
3	Shouts for help - alerts nearby people to come help. Sends someone to activate EMS (phone 9-1-1), get an AED and first aid kit and return immediately.		
4	Quickly opens airway (A) - head-tilt/chin-lift.		
5	Checks breathing (B) - scans the chest for rise and fall for no less than 5 seconds and no more than 10 seconds.		
6	Provides 30 compressions. Time: Completes 30 compressions in 15 to 18 seconds.	TIME:	TIME:
7	Gives 2 breaths. Observe visible chest rise.		
8	Provides second set of 30 compressions. Observe proper hand placement.		

Step	Skill	Successful	Remediation Required
9	Gives 2 breaths. Time: Gives 2 breaths in less than 10 seconds.	TIME:	TIME:
10	AED arrives – Turns on AED.		
11	Correctly attaches pads.		
12	Clears for analysis.		
13	Clears to safely deliver shock.		
14	Presses button to deliver shock.		
15	Immediately resumes CPR starting with chest compressions.		
16	Provides third set of 30 compressions. Observe for adequate compression depth and chest recoil.		
17	Gives 2 breaths. Observe each breath delivered over 1 second.		
Instructor says: “You have completed 5 sets of 30 compressions and 2 breaths and EMS has arrived and is taking over.”			

Please circle results

Pass	ADULT CPR	Remediation
NR – Needs remediation	PASS NR	PASS NR

Instructor Signature: _____

Print Instructor Name: _____

HSFA 8-1

Skills Checklist: Using a Pocket Mask

Step	Skill	Practiced
1	Remove the pocket mask from the case. Fully open/unfold the mask and attach the one-way valve, if necessary.	
2	Place the narrow pointed end of the mask on the bridge of the patient's nose. Position the wide end so that it covers the patient's mouth.	
3	With your hand that is closer to the patient's forehead, put your index finger and thumb on the edge of the mask.	
4	With your other hand, put your thumb on the bottom edge of the mask and place your remaining fingers along the bony part of the patient's chin.	
5	Perform a head tilt/chin lift while pressing firmly around the outside edge of the mask to create a seal on the patient's face.	
6	Give 2 breaths over 1 second each and watch for chest rise as you give each breath.	

HSFA 8-1

Skills Checklist: Using an AED

Step	Skill	Practiced
1	Place the AED on the ground up near the patient's head.	
2	Open the lid and press the "ON" button (some AEDs will automatically turn on when you lift the lid).	
3	Attach the pads to the patient's bare chest.	
4	Use adult pads on anyone 8 years old or older. DO NOT use child pads on adults as they may not deliver enough of an electrical shock.	
5	Peel backing off pads and position the pads according to the diagram shown on each pad.	
6	Attach the AED connection cables to the AED.	
7	The AED will prompt you to "clear" the patient. To do this, call out "I'm clear, you're clear, we're all clear." Some machines may require you to press an analyze button.	

(cont'd over)

Step	Skill	Practiced
8	<p>If the AED tells you a shock is needed:</p> <ul style="list-style-type: none"> • Clear the patient again and make sure nobody is touching the patient. • Press the shock button. The delivered shock will make the patient jerk. <p>If the AED tells you no shock – quickly resume CPR starting with chest compressions.</p>	
9	Once the patient is shocked, quickly resume CPR starting with chest compressions.	
10	After 2 minutes or 5 cycles of CPR (30:2), the AED will prompt you to repeat the analyze/shock step.	
11	If defibrillation is successful, the patient may resume breathing yet still be unconscious. Keep the pads in place on the patient and attached to the AED, as some machines will continue to monitor the patient's heart rhythms. You may need to reuse the AED if the patient's heart stops again.	
12	Place the breathing patient in a recovery position. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

**HSFA
8-2**

Skills Checklist: First Aid for Conscious Adult – Mild Choking

Scenario: You notice a middle-aged woman choking while at a restaurant, she is conscious and coughing. What is the first aid treatment for this patient?

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Encourage the patient to continue to cough.	
3	If the patient is unable to relieve his choking after forceful coughing and you are concerned about his breathing, activate EMS (9-1-1).	
4	Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 8-2

Skills Checklist: First Aid for an Adult – Severe Choking

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Ask the patient, “Are you choking?” If he nods yes, tell him you are going to help him and verbalize each step so he is aware of what you are doing.	
3	Stand behind and slightly to the side of the patient. Support the patient’s upper body with your arm and bend him forward from the waist.	
4	With the heel of your other hand, give him 5 firm back blows between the shoulder blades.	
5	If the obstruction is not removed, proceed to abdominal thrusts.	
6	Move behind the patient and place one foot in between the patient’s feet for good support.	
7	Make a fist (with thumbs out) and place the thumb side of your fist above the patient’s belly button. Wrap your other hand on top of your fist and pull in and up forcefully 5 times.	
8	If the obstruction is not removed, alternate back blows then abdominal thrusts until the obstruction is removed or the patient becomes unconscious.	

(cont'd over)

Step	Skill	Practiced
9	If the obstruction is removed, monitor the patient's ABCs and reassure. Have the patient see a medical doctor as abdominal thrusts can cause internal injuries and the obstructed object can cause throat injury.	

HSFA 8-2

Skills Checklist: First Aid for Unconscious Adult - Severe Choking

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Gently lower the patient onto the ground.	
3	Activate EMS (9-1-1). If available, send a bystander to activate EMS (9-1-1) and get an AED if possible.	
4	Commence CPR immediately starting with 30 chest compressions. PUSH HARD – PUSH FAST	
5	After 30 compressions, check the patient's mouth and remove the foreign object with a finger sweep ONLY if you see the object. NEVER perform "blind finger sweeps" on anyone, as this may push the object further into the airway, causing injury or further blockage.	
6	Give one rescue breath. If you are unable to see the patient's chest rise, repeat head tilt/chin lift.	
7	Try to give another rescue breath. If you are still unable to make the patient's chest rise, go back to giving 30 chest compressions.	

(cont'd over)

Step	Skill	Practiced
8	Repeat this cycle of 30:2 until you are able to get breaths in, the patient breathes or EMS arrives and takes over.	

HSFA 8-2

Skills Checklist: First Aid for Large or Pregnant Adult – Severe Choking

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Stand behind and slightly to the side of the patient and give 5 back blows between the shoulder blades.	
3	Then stand behind the patient and wrap both your arms around her chest just under her arm pits.	
4	Make a fist and position the thumb side of your fist against the lower half of the patient's breast bone.	
5	Cover your fist with your other hand and pull straight back towards you forcefully. Perform this 5 times then give 5 back blows.	
6	Continue the 5 chest thrusts and 5 back blows until the object is removed or the patient becomes unconscious (then follow the steps for an unconscious choking patient).	

HSFA 8-2

Skills Checklist: First Aid for Seated Adult – Severe Choking

Step	Skill	Practiced
If you are unable to wrap your arms around both the chair and the patient, perform the following steps:		
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Push the back of the chair against a wall.	
3	Lock the brakes of the chair.	
4	Kneel in front of the patient. Place the heel of one hand, with the other hand on top, on the lower half of the patient's breast bone.	
5	Give chest thrusts until the foreign object is removed or the patient becomes unconscious.	
6	If the patient becomes unconscious, gently guide the patient down onto the ground and activate EMS (9-1-1).	
7	Begin CPR starting with chest compressions (then follow the steps for an unconscious choking patient).	

HSFA 10-1

First Aid Skills Checklist: Child CPR

Scenario: You come across a seven-year-old child while on a walk during your lunch break. There's no one else around and you left your cell phone in your office. Demonstrate what you would do next.

Step	Skill	Practiced
1	Conducts a scene survey; uses personal protection; finds out what happened; identifies themselves and gets consent from the parents or guardian. If no parent or guardian is present – assumes implied consent.	
2	Checks for responsiveness – taps and shouts.	
3	Shouts for help - alerts nearby people to come help.	
4	Quickly opens the airway (A) - head-tilt/chin-lift.	
5	Checks breathing (B) - scans the chest for rise and fall for no less than 5 seconds and no more than 10 seconds.	
6	If alone with no cell phone or nearby phone - provides 5 sets of 30 compressions and 2 breaths before leaving the child to activate EMS (phone 9-1-1) and get an AED and first aid kit.	
7	Provides 30 compressions. Time: Completes 30 compressions in 15 to 18 seconds.	TIME:
8	Gives 2 breaths. Observe visible chest rise.	

Step	Skill	Practiced
9	Provides second set of 30 compressions. Observe proper hand placement, compression depth and chest recoil.	
10	Gives 2 breaths. Time: Gives 2 breaths in less than 10 seconds.	TIME:
Instructor says: “you have just completed 5 sets of 30 compressions and 2 breaths”.		
11	Student verbalizes the need to leave to activate EMS (phone 9-1-1) and get an AED and first aid kit.	

HSFA 10-2

Skills Checklist: First Aid for Child with Severe Choking

Scenario: You are a teacher at the local elementary school. While sitting in the school cafeteria, you see a Grade 2 student start choking on the sausage on a bun that he was eating. What is the first aid treatment for this patient?

Step	Skill	Practiced
If child is conscious:		
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Ask the child, "Are you choking?" If he nods yes, tell him you are going to help him and verbalize each step so he is aware of what you are doing.	
3	Stand behind and slightly to the side of the child. Support the child's upper body with your arm and bend him forward from the waist. If the child is small, you may need to kneel behind him in order to perform back blows and abdominal thrusts.	
4	With the heel of your other hand, give him 5 firm back blows between the shoulder blades.	
5	If the obstruction is not removed, proceed to abdominal thrusts.	
6	Move behind the patient and place one foot in between the patient's feet for good support.	

(cont'd over)

Step	Skill	Practiced
7	Make a fist (with thumbs out) and place the thumb side of your fist above the patient's belly button. Wrap your other hand on top of your fist and pull in and up forcefully 5 times.	
8	If the obstruction is not removed, alternate back blows then abdominal thrusts until the obstruction is removed or the patient becomes unconscious.	
9	If the obstruction is removed, monitor the patient's ABCs and reassure. Have him see a medical doctor as abdominal thrusts can cause internal injuries and the obstructed object can cause throat injury.	
If child becomes unconscious:		
1	Gently lower the patient onto the ground.	
2	Yell for help. If a bystander responds, tell her to activate EMS (9-1-1) and get an AED if available.	
3	Commence CPR immediately starting with 30 chest compressions. PUSH HARD – PUSH FAST	
4	After 30 compressions, check the patient's mouth and remove the foreign object with a finger sweep ONLY if you see the object. NEVER perform "blind finger sweeps" on anyone.	
5	Give one rescue breath. If you are unable to see the patient's chest rise, repeat head tilt/chin lift.	
6	Try to give another rescue breath. If you are still unable to make the child's chest rise, go back to giving 30 chest compressions.	
7	Repeat this cycle of 30:2 until you are able to get breaths in, the child breathes or EMS arrives and takes over.	

HSFA 10-3

First Aid Skills Checklist: Infant CPR/AED

Scenario: A colleague has come to work to visit, and has brought their young infant son with them. While you are talking, you notice that the has been baby very quiet and not moving. Demonstrate what you would do next.

Step	Skill	Practiced
1	Conducts a scene survey; uses personal protection; finds out what happened; identifies themselves and gets consent or implied consent.	
2	Checks for responsiveness – taps and shouts. Observe for tapping on bottom of feet.	
3	Shouts for help - alerts nearby people to come.	
4	Sends someone to activate EMS (phone 9-1-1) get an AED and first aid kit and immediately return.	
5	Quickly opens airway (A) - head-tilt/chin-lift. Observe for head tilt into a neutral position (avoids over-extending the neck).	
6	Checks breathing (B) - scans the chest for rise and fall for no less than 5 seconds and no more than 10 seconds.	
7	Provides 30 Compressions. Time: Completes 30 compressions in 15 to 18 seconds.	TIME:
8	Gives 2 breaths. Watch for visible chest rise	
9	Provides second set of 30 compressions. Observe proper finger placement and chest recoil	

Step	Skill	Practiced
10	Gives 2 breaths. Time: Gives 2 breaths in less than 10 seconds.	TIME:
11	Provides third set of 30 compressions. Observe for adequate compression depth and complete chest recoil.	
12	Gives 2 breaths. Observe each breath over 1 second.	
Instructor says: “You have completed 5 sets of CPR, EMS has arrived and has taken over.”		

HSFA 10-4

Skills Checklist: First Aid for Infant with Severe Choking

Step	Skill	Practiced
If infant is conscious:		
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Pick up the infant and hold him face down on your forearm, supporting his head and jaw with your hand. Rest your forearm (with the infant on it) on your thigh for better support.	
3	With the infant's head lower than the rest of his body, give 5 back blows straight down, between the shoulder blades, with the heel of your hand.	
4	"Sandwich" the infant between both your forearms and turn the infant face up as a unit onto your other thigh. Support the infant's head and neck as you turn him.	
5	Turning infant face up	
6	Give 5 chest thrusts using 2 fingers just below the nipple line, as you would do in infant CPR.	
7	Repeat the 5 back blows and 5 chest thrusts until the infant can cry, breathe or cough, or he becomes unconscious.	

(cont'd over)

Step	Skill	Practiced
If the infant becomes unconscious:		
1	Yell for help. If a bystander responds, tell her to activate EMS (9-1-1) and get an AED if available.	
2	Place the infant on a hard, flat, firm surface and perform CPR starting with 30 compressions.	
3	After 30 compressions, open the infant's airway with a head tilt/chin lift. If you see a foreign object and it can be removed easily, turn the infant's head and remove the object with a finger sweep.	
4	Try to give 2 breaths.	
5	After 5 cycles of 30 compressions and 2 breaths, activate EMS (9-1-1) if no one has done so.	
6	Continue to give compressions and breaths until the infant starts to respond or EMS arrives to take over care.	

HSFA 11

Skills Checklist: Vital Signs

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent	
2	Assess patient's level of consciousness. Check for eye opening, verbal response and motor response.	
3	Check pulse. Take a radial pulse. Is the rate fast or slow, is the rhythm regular or irregular and is the strength thready or strong?	
4	Check respiration. How is the patient breathing? Check for the rate, rhythm, depth, sound and effort.	
5	Check skin temperature and condition. Place the back of your hand against the patient's forehead to feel the temperature and condition. You can also assess skin colour at this time.	

HSFA 11

Skills Checklist: Secondary Survey

Scenario: A 12-year-old boy fell off his bike. How would you perform a secondary survey?

Step	Skill	Practiced
1	Perform history taking of patient.	
2	Assess vital signs.	
3	Perform a head to toe assessment. LOC E V M Pulse _____ Respirations _____ Skin condition _____ Skin temp _____	
4	Set the scene. Prepare patient for first aid care and handover to EMS personnel.	

HSFA 12

Skills Checklist: Upper Arm with Compound Fracture

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Remove clothing and jewelry around the injury site.	
4	Apply dressing over open fracture and then apply enough bulky dressings lengthwise of the fracture – to protect bone ends.	
5	Check circulation below injury by checking nail beds for colour and temperature.	
6	Hold bulky dressing in place either with tape or bandage but make sure the bandage does not put any pressure on the bone ends.	
7	Immobilize arm with a sling and use broad bandages above and below the fracture to hold the arm against body to prevent any movement of the arm.	
8	Tuck padding under patient's elbow if this provides comfort.	
9	Check circulation below injury again after immobilization – if impaired, adjust sling/broad bandages.	

(cont'd over)

Step	Skill	Practiced
10	Apply RICE while waiting for EMS to arrive, if possible.	
11	Conduct a secondary survey if able to do so.	
12	Check for signs of circulation below the injury after the application of dressings, bandages and splints.	
13	Provide ongoing care. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 12

Skills Checklist: Upper Arm with Simple Fracture

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Remove clothing and jewelry around the injury site.	
4	Check circulation below the injury by checking nail beds for colour and temperature.	
5	Immobilize the affected arm with a sling and use broad bandages above and below the suspected fracture to hold the arm against the body.	
6	Check circulation below the injury – if impaired, adjust sling/bandages.	
7	Apply RICE while waiting for EMS to arrive, if possible.	
8	Conduct a secondary survey if able to do so.	
9	Check for signs of circulation below the injury after the application of dressings, bandages and splints.	
10	Provide ongoing care. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 12

Skills Checklist: Knee Injury

Scenario: You are at a gym and you find a man on the ground with a right knee injury. He is able to straighten his leg. There is a phone and a first aid kit at the front desk. Show what you would do.

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Remove clothing around the injury site.	
4	Have a bystander help support and steady the patient's leg or if possible, have the patient help.	
5	If the patient can straighten leg – do so gently. If not (see below).	
6	Expose area and dress and bandage any open wound.	
7	Check the circulation below the injury by checking nail beds for colour and temperature – also compare to unaffected leg.	
8	Measure splint against the unaffected leg from the middle of the thigh to the bottom of the foot.	
9	Position the affected leg gently on a padded splint. Ensure the patient's natural hollows are padded	

Step	Skill	Practiced
10	Secure leg to splint with broad bandages and apply a Figure 8 bandage on the ankle and foot for more support.	
11	Check circulation below the injury again.	
12	Apply RICE while waiting for EMS to arrive, if possible	
13	Conduct a secondary survey if able to do so.	
14	Check for signs of circulation below the injury after the application of dressings, bandages and splints.	
15	Provide ongoing care. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 12

Skills Checklist: Ankle Injury

Scenario: You are leaving a house party and you find a woman sitting on the steps. She said she injured her left ankle. Show what you would do.

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Remove clothing around the injury site.	
Severe injury		
4	Assess injury: Your assessment of the severity of the ankle injury will determine how you will provide first aid.	
5	If severe - follow the instructions under How to Immobilize a Fracture of Tibia/Fibula (Lower Leg).	
Ankle injury is not severe		
5	Check circulation below the injury by checking the nail beds for colour and temperature – also compare to unaffected foot.	

Step	Skill	Practiced
6	If possible, gently remove footwear only if it does not further aggravate the injury. Otherwise just loosen the patient's footwear as this provides extra support.	
7	Immobilize the ankle with either a pillow or a rolled-up blanket.	
8	Secure with two broad bandages – using one to form a Figure 8 bandage on the ankle.	
9	Check circulation below the injury. Apply a cold pack to the injury.	
10	Apply RICE and continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 12

Skills Checklist: Possible Femur Fracture

Scenario: You and a co-worker are walking by a stairwell at work and you find a man lying at the steps. He tells you he fell and injured his right thigh. There is a first aid kit and phone at the security desk. Show what you would do.

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened. What is the mechanism of injury - this is very important as you need to find out how much force was involved with this particular incident. Identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Remove clothing around the injury site.	
4	Have a bystander help support and steady the patient's leg.	
5	Treat wound - if there is bleeding, expose the wound (you may need to cut clothing) and apply a large piece of gauze to tent the bone ends. Then build up a bulky dressing length wise on both sides of bone's ends. Secure with bandages but avoid pressing on wound.	
6	Check circulation below the injury by checking nail beds for colour and temperature and compare to unaffected leg.	

Step	Skill	Practiced
7	<p>Measure splints: Measure short splint on inside of leg from just below groin to below foot.</p> <p>The long splint should be measured outside of leg just under armpit to below the foot.</p>	
8	<p>Position bandages under the patient. You will need at least 6 bandages. Position the bandages under the chest, hips, above injury – and below injury, knees, calves and ankles.</p>	
9	<p>Pad and position the splints in place.</p>	
10	<p>Tie the bandages, working from the chest down to the feet. Ensure the knots are positioned against the splint and not on the patient.</p>	
11	<p>Tie a Figure 8 bandage on the ankle for support.</p>	
12	<p>Apply RICE while waiting for EMS to arrive, if possible</p>	
13	<p>Conduct a secondary survey if able to do so.</p>	
14	<p>Check for signs of circulation below the injury after the application of dressings, bandages and splints.</p>	
15	<p>Provide ongoing care. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.</p>	

HSFA 12

Skills Checklist: Possible Fractured of Tibia/Fibula

Scenario: You and a friend find a man lying on the road with his motorbike nearby. The man tells you he fell off his bike. His left pant leg is torn, you see blood and bone ends exposed on his lower leg. You have a first aid kit in your car and a cell phone. Show what you would do.

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Remove clothing around the injury site.	
4	Have a bystander help support and steady the patient's leg.	
5	Bandage injury: Expose the area and if there is an open fracture, tent the bone ends with gauze then build up bulky dressing length wise on both sides of fracture.	
6	Check the circulation below the injury by checking nail beds for colour and temperature – also compare to unaffected leg.	
7	Immobilize the affected leg with two padded splints that are long enough to reach just below the groin to beyond the foot.	
8	Tie broad bandages to hold splint on thigh, knee, above fracture, below fracture and ankle, starting on stable end (thigh) working down to unstable end.	

Step	Skill	Practiced
9	Use the Figure 8 bandage to tie the ankle for added support.	
10	Apply RICE while waiting for EMS to arrive, if possible	
11	Conduct a secondary survey if able to do so.	
12	Check circulation below injury again.	
13	Provide ongoing care. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 12

Skills Checklist: Possible Dislocated Joint

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	If you suspect a dislocation, immobilize in the position found. Do not try to put the joint back into place as this may cause damage to ligaments, nerves or muscles. This is best done by a medical team	
4	Use slings, splints and lots of padding to stabilize the injury.	
5	Apply ice to the injured joints to decrease swelling after you finished immobilizing joint.	
6	Monitor circulation below the injury by checking nail beds for colour and temperature. you do this before and after immobilization.	
7	Apply RICE and continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS	

HSFA 12

Skills Checklist: Shoulder/Collarbone Injury

Scenario 1: You are ice skating and you see a man fall on the ice injuring his right shoulder. He is able to move the injured arm. There is a first aid kit at the skate rental booth. Show what you would do.

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Check circulation below the injury by checking nail beds for colour and temperature – the most affected limb would be the arm.	
4	Place the patient in a position that is comfortable. Immobilize the affected arm using the tubular sling method as this will transfer weight to the unaffected side.	
5	Secure arm to body with a broad bandage. Do not tie bandage tight as it can pull on affected shoulder.	
6	Check circulation below the injury.	
7	Apply RICE while waiting for EMS to arrive, if possible	
8	Conduct a secondary survey if able to do so.	
9	Provide ongoing care. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 12

Skills Checklist: Elbow injury

Scenario: You and your friend are shoveling snow in front of his house. He slips and falls, injuring his left elbow. He is still able to bend injured elbow. He has a first aid kit in the house. Show what you would do.

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Check circulation below the injury by checking nail beds for colour and temperature and compare to unaffected arm.	
4	Apply dressing to any open wound.	
5	Immobilize the arm in the position found or in a position that will provide the most comfort.	
Patient Unable to Bend Elbow		
6	Support the arm at the wrist with a narrow bandage then immobilize above and below elbow with a broad bandage and padding.	
7	Check circulation again – if it is impaired, adjust sling/broad bandages.	

Step	Skill	Practiced
Patient Able to Bend Elbow		
6	Immobilize arm with a sling but leave it loose at the elbow so not to further aggravate injury.	
7	Secure a broad bandage above the elbow to immobilize the arm further.	
8	Check circulation again – if it is impaired, adjust sling/broad bandage.	

HSFA 12

Skills Checklist: Wrist Injury

Scenario: You are in a shopping mall and you find a woman on the ground holding her left injured wrist. There is a first aid kit at the customer service counter. Show what you would do.

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Remove clothing and jewelry around the injury site.	
4	Check circulation below the injury by checking nail beds for colour and temperature and compare to unaffected arm.	
5	Have the patient or a bystander steady the affected arm while you look for a splint.	
6	Measure the length of the splint on unaffected arm – this should be long enough to support the elbow, forearm and hand. Pad the splint with something soft to keep the affected wrist in the position found.	
7	Gently position affected arm onto the splint; take care not to cause too much movement.	

Step	Skill	Practiced
8	Apply roller bandages - have patient/bystander support the arm and splint while you wrap it firmly in place with roller bandages (not too tight). Wrap roller bandages starting above the injury. More stable to unstable. DO NOT wrap on top of the injury. Finish wrapping to just above nail beds. Check circulation on fingertips.	
9	Use broad bandages above and below the injury to provide added support and security. Carefully tuck in loose ends.	
10	Apply an arm sling to support and slightly elevate the arm.	
11	Apply RICE while waiting for EMS to arrive, if possible	
12	Conduct a secondary survey if able to do so.	
13	Check distal circulation; if impaired, adjust bandages and sling gently.	
14	Provide ongoing care. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 12

Skills Checklist: Hand Injury

Scenario:Your mother is reaching for cooking supplies on the top shelf of your cupboard. She slips and falls and lands on her right hand. You have a first aid kit in the bathroom and a phone in the kitchen. Show what you would do.

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Conduct a primary survey. Activate EMS (9-1-1).	
3	Check distal circulation by checking nail beds for colour and temperature and also compare to other hand.	
4	Apply dressing to any open wound. If wounds are between or close to the fingers, tuck small pieces of gauze between each affected finger; this prevents the fingers from sticking together from the blood/fluids.	
5	Measure the length of the splint on the unaffected hand – the length of the splint should be from the middle of forearm to the end of the fingertips. Pad the splint with something soft and add extra padding under the affected hand/fingers to maintain the position of function.	
6	Secure the patient's hand to splint with a roller bandage, rolling upward from nail beds. Expose the nail beds for a circulation check.	
7	Immobilize the arm; elevate slightly in a sling.	

Step	Skill	Practiced
8	Conduct a secondary survey if able to do so	
9	Apply RICE while waiting for EMS to arrive, if possible	
10	Check distal circulation again.	
11	Provide ongoing care. Continue to monitor ABCs, treat for shock and reassure the patient while waiting to hand over to EMS.	

HSFA 12

Skills Checklist: First Aid for a Strain

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; What is the mechanism of injury? identify yourself and get consent or implied consent.	
2	Have patient stop the activity and rest in a comfortable position. The goal is to reduce pain and swelling.	
3	Conduct a primary survey. Treat chief complaint.	
4	Use the RICE method to treat injury. Conduct a secondary survey	
5	Seek medical help for injury especially if circulation is compromised or there is a loss of function to the area to rule out any fractures.	

HSFA 17

Skills Checklist: Human Crutch

Step	Skill	Practiced
1	Have the patient place the arm of his affected side around your shoulder and then you grab hold of that wrist (i.e., if the right foot is injured, the patient will put his right arm around the first air provider's shoulder).	
2	Wrap your other arm around the patient's waist and grab hold of the clothes.	
3	Support the patient's weight as both of you take steps and walk.	

HSFA 18

Skills Checklist: Managing Multiple Casualty Incidents

Step	Skill	Practiced
1	Ensure the scene is safe; use personal protection; find out what happened; identify yourself and get consent or implied consent.	
2	Activate EMS (9-1-1).	
3	Determine how many patients are injured.	
4	Attend to the nearest patient. Assess responsiveness and conduct a primary survey. Provide first aid only for life threatening conditions. If patient is obviously dead, go to next patient.	
5	Do this for each patient, going to the next nearest.	
6	Prioritize the patient's injuries and give first aid to the highest priority first.	
7	Perform secondary surveys one by one on patients in order of the priorities assigned.	
8	Patients will be transported in order of priority by EMS.	
9	Give ongoing patient care and reassess priorities, one by one.	