

CANADIAN RED CROSS FIRST AID INSTRUCTOR DEVELOPMENT PROGRAM SKILLS CHECKLIST

Date and Location of course: _____

Instructor/Instructor Candidate Name: _____

Check, Call, Care for an Adult, Child, and Baby

Must See Skills: (<i>First Aid & CPR Manual, Chapter 4, First Aid Instructor Manual Part II, Chapter 4.</i>) <i>Note: some of the skills are found in other chapters of the manual, but are applicable to Check, Call, Care.</i>	Skill Successfully Demonstrated		Comments:
	Yes	No	
Check the scene			
Check the person			
Recognize situations that require calling for help			
Tell someone to call for help and get on AED, and give the correct information			
Give the correct information to dispatcher in a simulated call			
Roll person onto back (if necessary)			
Open airway (using head tilt/chin lift and jaw thrust method)			
Check for breathing (no more than 10 seconds)			
Give two slow breaths/slow puffs (if necessary), each lasting a full second			
Check circulation (no more than 10 seconds) (HCP skill)			
Check for deadly bleeding			
Position the person into the recovery position			

Conscious Adult or Child Choking

Must See Skills: (<i>First Aid & CPR Manual, Chapter 5, First Aid Instructor Manual Part II, Chapter 5</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Recognize choking and tell them you are here to help			
Shout for help			
Demonstrate correct hand positioning			
Do abdominal thrusts			
Repeat until object dislodged or person becomes unconscious			
Adaptations: Choking alone, chest thrusts, choking in a wheelchair			

Unconscious Adult or Child Choking

Must See Skills: (<i>First Aid & CPR Manual, Chapter 5, First Aid Instructor Manual Part II, Chapter 5</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Perform Check, Call, Care steps from checking the scene through to breathing check			
Attempt to give rescue breaths			
If the breath does not go in, reposition the head and attempt to breathe again			
If the breath does not go in, begin chest compressions (CPR) – 30 compressions			
Look in the mouth for an object, remove object if seen			
Follow CPR sequence			
If there is any change in the person's condition, stop CPR and check ABC's			

Note: It is not necessary to reposition the head each time your breath does not go in.

CPR/AED for an Adult or Child

Must See Skills: (<i>First Aid & CPR Manual, Chapters 7 & 8, First Aid Instructor Manual Part II, Chapter 8</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Perform Check, Call, Care steps up to circulation check			
Check carotid pulse (and signs of circulation) for no more than 10 seconds (HCP Skill)			
Put hands in appropriate positions			
Give 30 compressions (at a rate of approximately 100/minute)			
Give 2 slow breaths (each lasting a full second)			
Continue cycles of compressions/breaths			
When AED arrives: Ensure chest is ready for pad placement Apply pads based on the person (adult or child)			
Turn on the AED			
Follow voice prompts			
Respond appropriately when confronted with simulated problems or hazards (i.e. disconnected electrode, wet chest, person lying in a pool of water, pacemaker seen)			
If no AED arrives: Continue CPR until more advanced care takes over			
If unwitnessed arrest, do 5 cycles (two minutes) of CPR first before placing the AED on (HCP skill)			
If a child, and you are alone, do 5 cycles (two minutes) of CPR first, then go call			
Continue CPR until more advanced care takes over			

Conscious Baby Choking

Must See Skills: (<i>First Aid & CPR Manual, Chapter 5, First Aid Instructor Manual Part II, Chapter 5</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Determine if baby is choking			
Shout for help			
Turn baby face down (head lower than the body)			
Give 5 back blows			
Turn baby face up			
Give 5 chest thrusts			
Repeat until object is coughed up or baby becomes unconscious			

Unconscious Baby Choking

Must See Skills: (<i>First Aid & CPR Manual, Chapter 5, First Aid Instructor Manual Part II, Chapter 5</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Perform Check, Call, Care steps from checking the scene through to breathing check			
Attempt to give rescue breaths			
If the breath does not go in, reposition the head and attempt to breathe again			
If the breath does not go in, begin chest compressions (CPR) – 30 compressions			
Look in the mouth for an object, remove object if seen			
Follow CPR sequence			
If there is any change in the baby's condition, stop CPR and reassess ABCs			

Note: It is not necessary to reposition the head each time your breath does not go in.

CPR for a Baby

Must See Skills: (<i>First Aid & CPR Manual, Chapters 7 & 8, First Aid Instructor Manual Part II, Chapter 8</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Perform Check, Call, Care steps up to circulation check			
Check brachial pulse (and signs of circulation) for no more than 10 seconds (HCP Skill)			
Use correct finger position			
Give 30 compressions (at a rate of at least 100 per minute)			
Give 2 slow puffs (each lasting a full second)			
Continue cycles of compressions/breaths			
If alone, call EMS/9-1-1 after 5 cycles (two minutes)			
Continue CPR until more advanced care takes over			

Rescue Breathing for an Adult or Child (HCP Skill)

Must See Skills: (<i>First Aid & CPR Manual, Chapter 8, First Aid Instructor Manual Part II, Chapter 8</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Perform Check, Call, Care steps up to breathing check			
Give 2 slow breaths (each lasting a full second)			
Check carotid pulse (and signs of circulation) for no more than 10 seconds			
Continue rescue breathing Adult (1 breath every 5–6 seconds) Child (1 breath every 3–5 seconds)			
Re-check breathing and signs of circulation every few minutes			
If a child, and you are alone, do 1 minute of rescue breathing first, then go call			

Rescue Breathing for a Baby (HCP Skill)

Must See Skills: (<i>First Aid & CPR Manual, Chapter 8, First Aid Instructor Manual Part II, Chapter 8</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Perform Check, Call, Care steps up to breathing check			
Give 2 slow breaths			
Check brachial pulse (and signs of circulation) for no more than 10 seconds			
Continue rescue breathing (1 breath every 3–5 seconds)			
Re-check breathing and signs of circulation every few minutes			
If you are alone, do 1 minute of rescue breathing first, then go call			

Two-Rescuer CPR for an Adult or Child (HCP Skill)

Must See Skills: (<i>First Aid & CPR Manual, Chapter 8, First Aid Instructor Manual Part II, Chapter 8</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Make sure help was called			
Check carotid pulse (and signs of circulation) for no more than 10 seconds			
Give 30 compressions (15 for child)			
Second rescuer gives 2 slow ventilations using a BVM (each lasting a full second)			
Continue cycles of compressions/ventilations			
Switch with second rescuer between cycles			

Two-Rescuer CPR for a Baby (HCP Skill)

Must See Skills: (<i>First Aid & CPR Manual, Chapter 8, First Aid Instructor Manual Part II, Chapter 8</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Make sure help was called			
Check for brachial pulse (and signs of circulation) for no more than 10 seconds			
Use correct thumb position			
Give 15 compressions			
Second rescuer gives 2 slow ventilations with BVM (each lasting 1 second)			
Continue cycles of compressions/ventilations			
Switch with second rescuer between cycles			

Bleeding

(Demonstrate how to control bleeding for a major open wound of forearm and leg)

Must See Skills: (<i>First Aid & CPR Manual, Chapter 11, First Aid Instructor Manual Part II, Chapter 11</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Have the person rest (i.e., lay down)			
Apply direct pressure to the bleeding			
Put a pressure bandage on the wound			
Treat for shock			

Secondary Survey

Must See Skills: (<i>First Aid & CPR Manual, Chapter 4, First Aid Instructor Manual Part II, Chapter 4</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Ask the person and/or bystanders about the history of the injury			
Ask SAMPLE questions			
Check vital signs Check level of consciousness Check breathing rate and effectiveness Check skin appearance and temperature			
Perform head to toe survey (hands off – conscious; hands on – unconscious): Visually inspect body Check skin appearance and temperature Check ears, nose and mouth Check head and neck Check shoulders Check chest and abdomen Check hips and legs Check arms			
Do not ask the person to move the injured part if movement causes pain or discomfort			

H.A.IN.E.S. Recovery Position

Must See Skills: (<i>First Aid & CPR Manual, Chapter 9, First Aid & CPR Instructor Manual Part II, Chapter 9.</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
1. Kneel beside the injured person's waist. Raise the person's arm furthest away from you by rotating it outwards, while keeping the palm facing upwards.			
2. Place the arm nearest to you across the chest, with fingers pointing to the opposite shoulder.			
3. Bend the injured person's nearest lower leg at the knee.			
4. Carefully place your forearm nearest to the injured person's head and neck, under the nearest shoulder to provide extra leverage, and to avoid pushing on the head and neck.			
5. Place the hand near the head under the hollow of the injured person's neck and head to provide stabilization. DO NOT push or lift the head or neck.			
6. Carefully roll the injured person away from yourself, by simultaneously pushing on the nearest shoulder, with the forearm of your stabilizing hand, and the flexed knee.			
7. Pull the near leg closer to the chest.			
8. Place the hand of the person's upper arm on the outstretched arm against the forehead.			
9. Check the airway and if required, clear with the face turned slightly downwards to permit drainage from the mouth.			

Bone, Muscle, and Joint Injuries — Choose two of the following five

Must See Skills: (<i>First Aid & CPR Manual, Chapter 10, First Aid Instructor Manual Part II, Chapter 10</i>)	Skill Successfully Demonstrated		Comments:
	Yes	No	
Applying an Anatomic Splint to the Leg Position bandages under the legs Put rolled blanket or pillow between the legs and move uninjured leg next to injured leg Tie the ends to secure injured limb to uninjured limb Add padding under knots and in anatomical spaces Check circulation before and after			
Applying a Soft Splint Apply the splint Secure the splint in place Add padding under knots and in anatomical spaces Check circulation before and after			
Applying a Rigid Splint Support the limb Apply a rigid splint Secure the splint in place Add padding under knots and in anatomical spaces Check circulation before and after			
Applying a Sling and Binder Position the triangular bandage Tie the ends Secure bandage at elbow Secure arm to chest Add padding under knots and in anatomical spaces Check circulation before and after			
Applying a Sling and Binder for Collarbone Fractures Position the arm and triangular bandage Carry the lower end around the back and tie the ends Secure the bandage Add padding under knots and in anatomical spaces Check circulation before and after			

Instructor/Instructor Candidate Signature: _____

Instructor Trainer Signature: _____ Date: _____

NOTE: The Instructor Trainer should keep completed skills checklists that meet Red Cross standards. The skills checklist, along with all other documentation, should be forwarded to the Contact Centre for those participants who *do not* successfully complete the course.