

Basic First Aid for the Community and Workplace Adult Exam

Instructions: Read each of the following questions carefully and then circle the letter of the correct answer on the separate answer sheet provided. Please do not write on the exam.

- 1. A responsive adult must agree to receive first aid care. This is known as:**
 - a. Refusal
 - b. Consent
 - c. Objection
 - d. Obligation

- 2. To “observe universal precautions” means:**
 - a. Whether or not you think the victim’s blood or body fluid is infected, you act as if it is.
 - b. To quickly look for life-threatening conditions.
 - c. To reassure and comfort the victim.
 - d. To obtain Implied Consent.

- 3. When dragging a victim in an emergency, DO NOT:**
 - a. Use your legs and keep the weight as close to your body as possible.
 - b. Protect the spine as best as possible.
 - c. Know your physical ability and respect your limitations.
 - d. Pull the victim sideways or pull the head away from the neck and shoulders.

- 4. The Emergency Action Steps for an UNRESPONSIVE victim include all the following EXCEPT:**
 - a. Assessing the scene and victim.
 - b. Alerting EMS or activating your emergency action plan.
 - c. Opening the airway.
 - d. Asking if it’s okay to help.

- 5. The Emergency Action Steps for a RESPONSIVE victim include all the following EXCEPT:**
 - a. Assessing the scene and victim.
 - b. Assuming it is okay to help.
 - c. Alerting EMS or activating your emergency action plan.
 - d. Helping victim maintain normal body temperature.

- 6. A responsive adult victim has given you permission to provide first aid care. The victim is awake, talking and complains of feeling weak and dizzy. You should:**
 - a. Place victim in recovery position using the HAINES method.
 - b. Call 9-1-1 or activate your emergency action plan.
 - c. Give the victim an alcoholic beverage.
 - d. Apply cool, wet cloths to the victim’s skin.

- 7. You are attending to a victim who unresponsive from an overdose of pain medicine. EMS has been alerted. You have opened the victim's airway by tilting the head and lifting the chin. Why?**

 - a. Without an open airway, the unresponsive victim will die.
 - b. To manually stabilize a suspected spinal injury.
 - c. To reassure and comfort victim.
 - d. To observe Universal Precautions.

- 8. You are attending to a seriously injured, unresponsive victim who is lying face up on the pavement. You hear gurgling and the victim vomits. You should:**

 - a. Wait for EMS providers to arrive and explain what happened.
 - b. Quickly place the victim in the recovery position using the HAINES method.
 - c. Tell the injured victim not to move.
 - d. Perform a series of abdominal thrusts until the victim's stomach is empty.

- 9. You are attending to a responsive accident victim who has blood gushing out of a large wound in the leg. To control the bleeding you should:**

 - a. Wash wound with clean, running tap water for 5 minutes until bleeding stops.
 - b. Apply direct pressure with absorbent pad until bleeding stops.
 - c. Apply triple antibiotic lotion or cream and cover the wound with an adhesive bandage.
 - d. Apply a tourniquet.

- 10. An injured victim is shivering and wet from heavy sweating. His tissue color is pale and he is pleading for something to drink. You should;**

 - a. Give warm salty water.
 - b. Give cool, clean tap water.
 - c. Give nothing to drink; remove any blood soaked dressings.
 - d. Give nothing to drink; cover him with a blanket to maintain normal temperature.

- 11. You are caring for a coworker with a painful, blistered burn on the arm from a hot liquid. You should:**

 - a. Cool it with cold water as quickly as possible and continue cooling until pain is relieved.
 - b. Quickly pop each blister, then apply cold butter until the pain is relieved.
 - c. Apply triple antibiotic ointment to the burn and cover it with an adhesive bandage.
 - d. Apply ice directly to the burn and keep it there until pain is relieved.

- 12. You are attending to a responsive adult who tripped and fell. She has sharp pain, swelling and deformity in her right leg. EMS has been alerted. You should:**

 - a. Tap and shout, "Are you okay?"
 - b. Manually stabilize the injured leg.
 - c. Firmly snap the dislocated bone ends back into place.
 - d. Apply a pressure bandage around the entire length of the extremity.

13. You are caring for a responsive victim that was thrown from a motorcycle. He has given you permission to provide first aid care and complains of a burning sensation in his fingers. He is wearing a helmet and has no severe bleeding. You should:

- a. Tell him to sit up so you can check for a pain response.
- b. Place your hands on both sides of the helmet to keep his head, neck and spine in line.
- c. Remove his helmet and perform a physical assessment.
- d. Place him in the recovery position.

14. You are assisting a person with an asthma take their prescribed medication. There is no improvement from the medicine after 20 minutes and the person seems to be struggling to breathe. You should:

- a. Instruct the person to double their prescribed dose and try again.
- b. Be patient. Wait for the medication to take effect.
- c. Perform a physical assessment.
- d. Alert EMS or activate your emergency action plan.

15. You are caring for a victim who has been stung by a wasp and is severely allergic to them. The victim has an epinephrine auto-injector but is having trouble handling the device due to her constant coughing. Her lips and face appear swollen. You should:

- a. Help the victim use the device. If she is unable, administer it yourself.
- b. Comfort, calm and stay with victim until the swelling goes down.
- c. Attempt to raise the victim's blood sugar level as quickly as possible.
- d. Leave the victim alone to provide privacy and minimize embarrassment.

16. You are attending to a victim of suspected heat exhaustion. All of the following are correct, EXCEPT:

- a. Have the victim lie down in a shady cool place.
- b. Loosen or remove excess clothing.
- c. Give a cool sports drink to replace lost fluid, salts and minerals.
- d. Cover head and neck to help retain body heat.

17. You are called to attend to a coworker who collapsed while working in a hot warehouse. The victim is unresponsive. His skin is hot and wet. EMS has been alerted. You should:

- a. Spray or pour water on the victim and fan them.
- b. Comfort, calm and stay with the victim until fully recovered.
- c. Apply heat packs to the victim's neck, groin and armpits.
- d. Administer the victim's prescribed medication.

- 18. You are caring for a coworker who is complaining that his fingers are numb after long day working outside in the winter cold. His fingers look pale and they feel very cold and hard. There is a medical clinic not too far away. You should:**
- Put his fingers in warm 100°F to 105°F (38° to 40°C) water.
 - Place a sterile dressing between his fingers and seek medical attention.
 - Place hot water near, but not in contact with the skin.
 - Instruct the victim to briskly rub the affected area.
- 19. You are attending to a responsive victim of hypothermia. The victim has been moved inside. Wet clothes have been replaced with dry and you have covered the victim with warm blankets. Next, you should:**
- Place the victim near a heat source and place containers of warm water in contact with the skin.
 - Briskly massage the victim's arms and legs.
 - Give a cool sports drink.
 - Give a warm alcohol drink.
- 20. You have been called to provide first aid for a coworker who is complaining of a headache and nausea after inhaling a chemical cleaning product. The scene is safe and other than the symptoms described, the victim seems fine. You should:**
- Encourage the victim to go back to work.
 - Induce vomiting with syrup of ipecac.
 - Administer a whole adult aspirin tablet (325 mg.).
 - Call the Poison Center.

Basic First Aid for the Community and Workplace Adult Exam – Answer Sheet

PRINT NAME _____

Date _____

Place an "X" over the correct answer.

1.	A	B	C	D
2.	A	B	C	D
3.	A	B	C	D
4.	A	B	C	D
5.	A	B	C	D
6.	A	B	C	D
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17.	A	B	C	D
18.	A	B	C	D
19.	A	B	C	D
20.	A	B	C	D

Basic First Aid for the Community and Workplace Adult Exam – Answer Key

1.	A	•	C	D
2.	•	B	C	D
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5.	A	•	C	D
6.	A	•	C	D
7.	•	B	C	D
8.	A	•	C	D
9.	A	•	C	D
10.	A	B	C	•
11.	•	B	C	D
12.	A	•	C	D
13.	A	•	C	D
14.	A	B	C	•
15.	•	B	C	D
16.	A	B	C	•
17.	•	B	C	D
18.	A	•	C	D
19.	•	B	C	D
20.	A	B	C	•

Basic First Aid for the Community and Workplace Pediatric Exam

Instructions: Read each of the following questions carefully and then circle the letter of the correct answer on the separate answer sheet provided. Please do not write on exam.

- 1. When life-threatening situations exist and the parent or legal guardian is not available, first aid care should be given based on:**
 - a. Refusal
 - b. Implied Consent
 - c. Objection
 - d. Obligation

- 2. To “observe universal precautions” means:**
 - a. Whether or not you think the child’s blood or body fluid is infected, you act as if it is.
 - b. To quickly look for life-threatening conditions.
 - c. To reassure and comfort the child.
 - d. To obtain Implied Consent.

- 3. When dragging a victim in an emergency, DO NOT:**
 - a. Use your legs and keep the weight as close to your body as possible.
 - b. Protect the spine as best as possible.
 - c. Know your physical ability and respect your limitations.
 - d. Pull the victim sideways or pull the head away from the neck and shoulders.

- 4. The Emergency Action Steps for an UNRESPONSIVE child include all the following EXCEPT:**
 - a. Assessing the scene and victim.
 - b. Alerting EMS or activating your emergency action plan.
 - c. Opening the airway.
 - d. Asking if it is okay to help.

- 5. The Emergency Action Steps for a RESPONSIVE child include all the following EXCEPT:**
 - a. Assessing the scene and victim.
 - b. Opening the airway.
 - c. Alerting EMS or activating your emergency action plan.
 - d. Helping victim maintain normal body temperature.

- 6. A child complains that he is short of breath and his chest hurts. The child appears very ill. You should:**
 - a. Place the victim in the recovery position using the HAINES method.
 - b. Call 9-1-1 or activate your emergency action plan.
 - c. Give the child fruit juice and encourage them to rest.
 - d. Apply cool, wet cloths to the child’s neck.

- 7. You are attending to a child who is unresponsive following an accidental overdose of pain medicine. EMS has been alerted. You have opened the child's airway by tilting the head and lifting the chin. Why?**
- Without an open airway, the child will die.
 - To manually stabilize a suspected spinal injury.
 - To reassure and comfort the child.
 - To observe Universal Precautions.
- 8. You are attending to a seriously injured, unresponsive child who is lying face up on the pavement. You hear gurgling and the child coughs up blood. You should:**
- Wait for EMS providers to arrive and explain what happened.
 - Quickly place the child in the recovery position using the HAINES method.
 - Tell the injured child not to move.
 - Perform a series of abdominal thrusts until the victim's stomach is empty.
- 9. You are attending to a responsive child who has blood pouring out of a large wound in the leg following a boating accident. To control the bleeding you should:**
- Wash wound with clean, running tap water for 5 minutes until bleeding stops.
 - Apply direct pressure with absorbent pad until bleeding stops.
 - Apply triple antibiotic lotion or cream and cover wound with an adhesive bandage.
 - Apply a tourniquet.
- 10. An injured child is shivering and his tissue color is pale. He is pleading with you for a drink of water. You should:**
- Give warm salty water.
 - Give cool clean tap water.
 - Give nothing to drink; remove any blood soaked dressings.
 - Give nothing to drink; cover him with a blanket to maintain normal temperature.
- 11. You are caring for a child with a painful, blistered burn on the arm from a hot liquid. You should:**
- Cool it with cold water as quickly as possible and continue cooling until the pain is relieved.
 - Quickly pop each blister, then apply cold butter until the pain is relieved.
 - Apply triple antibiotic ointment to the burn and cover it with an adhesive bandage.
 - Apply ice directly to the burn and keep it there until the pain is relieved.

- 12. You are attending to a responsive child injured in a skateboard accident. He has sharp pain and swelling in the right leg which looks strangely bent. EMS has been alerted. You should:**
- Tap and shout, “Are you okay?”
 - Manually stabilize the injured leg.
 - Firmly snap the dislocated bone ends back into place.
 - Apply a pressure bandage around the entire length of the extremity.
- 13. You are caring for a 12-year-old male that was struck and thrown from a bicycle. He complains of a burning sensation in his fingers. He is wearing a helmet and has no severe bleeding. EMS has been alerted. You should:**
- Tell him to sit up so you can check for a pain response.
 - Place your hands on both sides of the helmet to keep his head, neck and spine in line.
 - Remove his helmet and perform a physical assessment.
 - Place him in the recovery position.
- 14. You are assisting a child with asthma take their prescribed medication. Ten minutes later the child is bent over and can’t stop coughing. You should:**
- Double the prescribed dose of medication and have the child try again.
 - Be patient. Wait for the medication to take effect.
 - Perform a physical assessment.
 - Alert EMS or activate your emergency action plan.
- 15. You are caring for a child who has been stung by a wasp and is severely allergic to them. The child has an epinephrine auto-injector but is having trouble handling the device because she is so anxious and trembling. Her lips and face are swelling quickly. You should:**
- Help the child use the device. If she is unable, administer it yourself.
 - Comfort, calm and stay with child until the swelling goes down.
 - Attempt to raise child’s blood sugar level as quickly as possible.
 - Provide privacy to minimize embarrassment and calm the child.
- 16. You are attending to a child you suspect has heat exhaustion. All of the following are correct, EXCEPT:**
- Have the victim lie down in a shady cool place.
 - Loosen or remove excess clothing.
 - Give a cool sports drink to replace lost fluid, salts and minerals.
 - Cover head and neck to help retain body heat.

- 17. You are called to attend to a child who collapsed while playing outside on a hot, humid day. The child is unresponsive. His skin is hot and wet. EMS has been alerted. You should:**
- Spray or pour water on the child and fan them.
 - Comfort, calm and stay with the child until fully recovered.
 - Apply heat packs to the child's neck, groin, and armpits.
 - Administer the child's prescribed medication.
- 18. You are caring for a child who says his fingers are "dead" after playing outside in the winter cold. His fingers look pale and they feel very cold and hard. There is a medical clinic not too far away. You should:**
- Put his fingers in warm 100°F to 105°F (38° to 40°C) water.
 - Place a sterile dressing between his fingers and seek medical attention.
 - Place hot water near, but not in contact with the skin.
 - Instruct the child to briskly rub the affected area.
- 19. You are attending to a responsive child you suspect may have hypothermia. The child has been moved inside. Wet clothes have been replaced with dry and you have covered her with warm blankets. Next, you should:**
- Place the child near a heat source and place containers of warm water in contact with the skin.
 - Briskly massage the child arms and legs.
 - Give a cool sports drink.
 - Give a warm alcohol drink.
- 20. You been called to provide first aid for a 3-year old child who was discovered on the floor of the bathroom drinking from an open bottle of skin care lotion. Other than crying loudly when you quickly take the bottle away, the child appears fine. You should:**
- Administer sips of lemon juice or vinegar to neutralize the product.
 - Administer 25–50 grams of activated charcoal in a glass of water to dilute the product.
 - Administer ½ ounce syrup of ipecac to help the child vomit out the product.
 - Call the Poison Center.

Basic First Aid for the Community and Workplace Pediatric Exam – Answer Sheet

PRINT NAME _____

Date _____

Place an "X" over the correct answer.

1.	A	B	C	D
2.	A	B	C	D
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Basic First Aid for the Community and Workplace Pediatric Exam – Answer Key

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11.	•	B	C	D
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13.	A	•	C	D
14.	A	B	C	•
15.	•	B	C	D
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 - Give a warm alcohol drink.
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- Administer sips of lemon juice or vinegar to neutralize the product.
 - Administer 25–50 grams of activated charcoal in a glass of water to dilute the product.
 - Administer ½ ounce syrup of ipecac to help the child vomit out the product.
 - Call the Poison Center.

Basic First Aid for the Community and Workplace Adult and Pediatric Exam – Answer Sheet

PRINT NAME _____

Date _____

Place an "X" over the correct answer.

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Basic First Aid for the Community and Workplace Adult and Pediatric Exam – Answer Key

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13.	A	•	C	D
14.	A	B	C	•
15.	•	B	C	D
16.	A	B	C	•
17.	•	B	C	D
18.	A	•	C	D
19.	•	B	C	D
20.	A	B	C	•

Basic First Aid for the Community and Workplace™ Performance Evaluation #1 Unresponsive, Uninjured Victim with Normal Breathing

Participant Name: _____ Class Date: _____

- Adult BFA Pediatric BFA Universal BFA (adult and child)
 Initial Renewal

Scenario: You find the victim, who is very pale and motionless, slumped against the wall in the bathroom. There is no indication of injury.

ASSESS

- Checks scene safety (scene is safe). Observes Universal Precautions.
 Checks for response (Unresponsive, not moving).

ALERT

- Calls 9-1-1, activates Emergency Action Plan or has someone else do it.

ATTEND

A= AIRWAY

- Positions victim on back and opens airway using head-tilt, chin-lift.

B= BREATHING

- Looks, listens and feels for 5, but no more than 10 sec. (victim is breathing)
 Places victim in recovery position to protect airway.

C= CIRCULATION

- Looks for blood pumping or pouring out of a wound (none).
 Assesses tissue color and temperature (pale and cool).
 Continues to attend to the ABCs (Monitors airway, breathing, tissue color and temperature.
Maintains normal body temperature).

Overall Performance (check one only)

- Outstanding (Competent)
 Adequate (Competent)
 Inadequate (Not Competent)

ASHI Authorized Instructor: _____

Basic First Aid for the Community and Workplace™ Performance Evaluation #2 Responsive Victim with Severe Bleeding and Shock

Participant Name: _____ Class Date: _____

- Adult BFA Pediatric BFA Universal BFA (adult and child)
 Initial Renewal

Scenario: You find the victim sitting on the ground bleeding severely from a major wound of the lower leg.

ASSESS

- Checks scene safety. Observes Universal Precautions.
 Identifies self and asks if it's okay to help (victim consents).

ALERT

- Calls 9-1-1, activates Emergency Action Plan or has someone else do it.

ATTEND

A= AIRWAY

- Assures airway open and clear (airway okay).

B= BREATHING

- Assures victim is breathing (breathing okay).

C= CIRCULATION

- Looks for blood pumping or pouring out of a wound (large amount of blood is gushing from open wound).
 Places absorbent pad directly over wound & applies firm direct pressure over wound.
 Applies pressure bandage snugly over the pad (bleeding controlled).
 Knows what to do if first dressings become soaked with blood (Does not remove first dressings. Apply more pads. Maintains direct pressure).
 Assesses tissue color and temperature (pale, cool and moist).
 Knows how to manage shock (Continue to attend to the ABCs - monitor airway, breathing, keep bleeding under control, maintain normal body temperature, oxygen if available).

Overall Performance (check one only)

- Outstanding (Competent)
 Adequate (Competent)
 Inadequate (Not Competent)

ASHI Authorized Instructor: _____

Basic First Aid for the Community and Workplace™ Performance Evaluation #3 Responsive Victim with Back Injury

Participant Name: _____ Class Date: _____

- Adult BFA Pediatric BFA Universal BFA (adult and child)
 Initial Renewal
-

Scenario: You find the victim lying on their back, complaining of back pain after falling about 8 feet.

ASSESS

- Checks scene safety. Observes Universal Precautions (as appropriate).
- Identifies self and asks if it's okay to help (victim consents). Tells victim not to move.
- Places hands on both sides of victim's head to stabilize it

ALERT

- Calls 9-1-1, activates Emergency Action Plan or has someone else do it.

ATTEND

A= AIRWAY

- Assures airway open and clear (airway okay).

B= BREATHING

- Assures victim is breathing normally (breathing okay).

C= CIRCULATION

- Looks for blood pumping or pouring out of a wound (none).
- Assess tissue color and temperature (pink, warm and dry).
- Continues to attend to the ABCs (Monitors airway, breathing, tissue color and temperature.
Maintains normal body temperature).
- Prevents further movement.

Overall Performance (check one only)

- Outstanding (Competent)
- Adequate (Competent)
- Inadequate (Not Competent)

ASHI Authorized Instructor: _____

Basic First Aid for the Community and Workplace™ Performance Evaluation #4 Responsive Victim with a Painful, Deformed Limb

Participant Name: _____ Class Date: _____

- Adult BFA Pediatric BFA Universal BFA (adult and child)
 Initial Renewal
-

Scenario: You find the victim lying on their back, complaining of sharp pain in the forearm after slipping and falling. Victim's right lower leg is swollen and deformed.

ASSESS

- Checks scene safety. Observes Universal Precautions (as appropriate).
- Identifies self and asks if it's okay to help (victim consents). Tells victim not to move.

ALERT

- Calls 9-1-1, activates Emergency Action Plan or has someone else do it.

ATTEND

A= AIRWAY

- Assures airway open and clear (airway okay).

B= BREATHING

- Assures victim is breathing normally (breathing okay).

C= CIRCULATION

- Looks for blood pumping or pouring out of a wound (none).
- Assess tissue color and temperature (pale, cool and moist).
- Gently places hands above and below the injury to limit movement and prevent further injury.
- Knows ice or a cold pack may be applied to injury to reduce pain and swelling.
- Continues to attend to the ABCs (Monitors airway, breathing, tissue color and temperature, Maintains normal body temperature).

Overall Performance (check one only)

- Outstanding (Competent)
- Adequate (Competent)
- Inadequate (Not Competent)

ASHI Authorized Instructor: _____

APPENDIX

- Scenario Sheets
- Course Roster
- Student Course Roster
- Student Record

Scenario Sheet 1: Injured Person

Requirements: 2-3 persons; Rescuer, Victim, and Coach. Equipment: gloves, safety glasses, dressings and bandages.

Scenario: You are responding to person injured in an accident.

Emergency Action Steps	Necessary Tasks	Performed
Assess		
Scene	Assures scene is safe. Observes universal precautions. <i>Coach: Scene is safe. Victim is sitting on the ground complaining of severe pain in the left lower leg, which is bloody.</i>	<input type="checkbox"/>
Victim	Identify yourself; ask if it's okay to help. <i>Coach: Victim appears seriously injured and consents to care.</i>	<input type="checkbox"/>
Alert		
	Alert EMS or Emergency Action Plan. <i>Coach: EMS alerted.</i>	<input type="checkbox"/>
Attend to the ABCs		
Airway Breathing	Assures the airway is open, breathing is normal. <i>Coach: Airway and breathing okay</i>	<input type="checkbox"/>
Circulation	Expose the wound (as necessary). Look for blood pumping or pouring out of a wound. <i>Coach: Blood is pouring out a large jagged wound on lower leg.</i>	<input type="checkbox"/>
Control Bleeding	Place an absorbent pad directly over the bleeding area. Apply firm, direct pressure. Wrap an adhesive bandage snugly over the pad to maintain pressure and hold the gauze in place. Maintain direct pressure.	
Manage Shock	<i>Coach: Bleeding seems to have stopped. Victim is shivering and complains of being cold and very thirsty. His skin is wet from heavy sweating and looks a little bluish.</i> Keep the victim calm and comfortable, maintain normal body temperature.	<input type="checkbox"/>
Continues to Attend to the ABCs.	Monitor airway and breathing. Controls bleeding. Monitor tissue color and temperature. Help maintain normal body temperature. If available and properly trained, give emergency oxygen.	<input type="checkbox"/>
END	Demonstrate proper removal of contaminated gloves.	<input type="checkbox"/>

Discuss what went right and what needed improvement.

Scenario Sheet 2: Unknown Problem

Requirements: 2-3 persons; Rescuer, Victim, and Coach. Equipment: gloves, safety glasses, dressings and bandages.

Scenario: You are responding to a person passed out in the bathroom.

Emergency Action Steps	Necessary Tasks	Performed
Assess		
Scene	Assure scene is safe. Observe universal precautions. <i>Coach: Scene is safe. Victim blue and motionless, lying face down on the bathroom floor. There are no signs of injury.</i>	<input type="checkbox"/>
Victim	Gently tap or squeeze shoulder and ask, "Are you all right?" <i>Coach: No response.</i>	
Alert		
	Alert EMS or Emergency Action Plan. <i>Coach: EMS alerted.</i>	<input type="checkbox"/>
Attend to the ABCs		
Airway Breathing	Position victim face up. Tilt the head and lift the chin to open the airway. Look, listen and feel for 5, but no more than 10 sec. <i>Coach: Victim takes a deep gasp, starts coughing and breathing normally. Remains unresponsive.</i> Place the victim in recovery position.	<input type="checkbox"/>
Circulation	Look for bleeding. <i>Coach: No bleeding.</i> Look for normal color and body temperature. <i>Coach: Victim's tissue color quickly improves.</i>	<input type="checkbox"/>
Continues to Attend to the ABCs.	<ul style="list-style-type: none"> ▪ Monitors the airway and breathing. ▪ Monitors tissue color and temperature. ▪ Helps maintain normal body temperature. ▪ If available and properly trained, gives emergency oxygen. 	<input type="checkbox"/>
END	<ul style="list-style-type: none"> ▪ Demonstrate proper removal of contaminated gloves 	<input type="checkbox"/>

Discuss what went right and what needed improvement.

Scenario Sheet 3: Injured Person

Requirements: 2-3 persons; Rescuer, Victim, and Coach. Equipment: gloves, safety glasses, dressings and bandages.

Scenario: You are responding to a victim who fell

Emergency Action Steps	Necessary Tasks	Performed
Assess		
Scene	Assures scene is safe. Observe universal precaution. <i>Coach: Scene is safe.</i>	<input type="checkbox"/>
Victim	Identify yourself; ask if it's okay to help. <i>Coach: Victim consents to care. Victim is in a lot of pain and very anxious Right leg has bleeding wound with bone sticking out.</i>	<input type="checkbox"/>
Alert		
	Alert EMS or Emergency Action Plan. <i>Coach: EMS alerted.</i>	<input type="checkbox"/>
Attend to the ABCs		
Airway Breathing	Assure the airway is open, breathing is normal. <i>Coach: Airway and breathing okay.</i>	<input type="checkbox"/>
Circulation Controls Bleeding	Look for blood pumping or pouring out of a wound. <i>Coach: Small amount of blood trickles from open wound on lower leg.</i> Expose injury (as necessary). Cover open wounds with a sterile or clean dressing.	<input type="checkbox"/>
Specific Care Stabilizes Injured Limb	Gently place hands above and below injury site to limit movement and prevent further injury. Apply ice to the injury to reduce pain, bleeding and swelling. Limit application to 20 minutes or less.	<input type="checkbox"/>
Continues to Attend to the ABCs.	Monitor the airway and breathing. Control bleeding. Monitor tissue color and temperature. Help maintain normal body temperature. If available and properly trained, give emergency oxygen.	<input type="checkbox"/>
END	Demonstrate proper removal of contaminated gloves.	<input type="checkbox"/>

Discuss what went right and what needed improvement.

Scenario Sheet 4: Injured Person

Requirements: 2-3 persons; Rescuer, Victim, and Coach. Equipment: gloves, safety glasses, dressings and bandages.

Scenario: You are responding to a victim who fell off a bike and struck his or her head on a large rock. Victim is not wearing helmet.

Emergency Action Steps	Necessary Tasks	Performed
Assess		
Scene	Assure scene is safe. Observe universal precautions. <i>Coach: Scene is safe, Victim is lying face up and has a bleeding wound on the head.</i>	<input type="checkbox"/>
Victim	Identify yourself; ask if it's okay to help. <i>Coach: Victim consents to care, but seems confused as to who you are and what happened.</i>	<input type="checkbox"/>
Alert		
	Alert EMS or Emergency Action Plan. <i>Coach: EMS alerted.</i>	<input type="checkbox"/>
Attend to the ABCs		
Airway	Assure the airway is open, breathing is normal. <i>Coach: Airway and breathing okay.</i>	<input type="checkbox"/>
Breathing		
Circulation	Look for blood pumping or pouring out of a wound. <i>Coach: Blood trickles from numerous scrapes abrasions on face, shoulder and arms.</i>	<input type="checkbox"/>
Stabilizes Suspected Spinal Injury	Tell the victim not to move. Manually stabilize suspected spinal injury.	<input type="checkbox"/>
Continues to Attend to the ABCs.	Monitor the airway and breathing. Monitor tissue color and temperature. Help maintain normal body temperature. If available and properly trained, give emergency oxygen.	<input type="checkbox"/>
END	Demonstrate proper removal of contaminated gloves	<input type="checkbox"/>

Discuss what went right and what needed improvement.

Course Roster

Please PRINT all information

___ Initial Course

___ Renewal Course

Course Date: _____

Time Start: _____ Time End: _____

New Student s _____

Renewal Students _____

Students Completing Course _____ *

To be completed by BTC

Date roster received:

Date cards issued:

Notes:

Course Location: _____

* Please attach a note stating the reason any student did not successfully complete the program and what remediation steps are being taken.

Lead Instructor: _____

Renewal Date: _____

Street: _____ City: _____ State: _____

Zip: _____

Work Phone: _____ E-mail: _____

Assisting Instructors – PRINT all information

Name	E-mail Address	Inst	IT	Expiration Date
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

I verify that this information is accurate and truthful and that it may be confirmed. This course was taught in accordance with the administrative guidelines of the American Safety & Health Institute.

Signature of Lead Instructor: _____

