# CANADIAN RED CROSS

## **Skills Checklist**

#### H.A.IN.E.S. Recovery Position—Adult, Child, Baby

Participant Name: Date:		 
MUST-SEE STEPS	DETAILS	CESSFULLY STRATED NO
Arm Placement	Starting with the person on his back:  Kneel beside the person's waist. Raise the person's farthest arm away from you by rotating it outwards while keeping the palm facing upwards.  Place the arm nearest to you across the person's chest, with the fingers pointing to the opposite shoulder.	
Leg Placement	☐ Bend the person's nearest leg at the knee.	
Head and Neck Placement	<ul> <li>□ Carefully place your forearm that is nearest to the person's head and neck under the person's shoulder to provide extra leverage.</li> <li>□ Place the hand of that arm under the hollow of the person's neck and head to stabilize the person. DO NOT push or lift the person's head or neck.</li> </ul>	
Roll	☐ Carefully roll the person away from you by lifting simultaneously on the person's nearest shoulder with your stabilizing forearm and pushing on the person's flexed knee with your other hand.	
Final Drainage Placement	<ul> <li>□ Pull the person's top leg closer to the chest by bending it at the knee.</li> <li>□ Place the person's upper hand on the outstretched arm against the forehead.</li> <li>□ Check the person's airway and, if required, clear the airway with the face turned slightly downward to permit drainage from the mouth.</li> <li>□ Treat the person for shock, ensure the person's ABCs are present, and monitor the quality of the person's vital signs.</li> <li>□ Ensure the person's head remains in contact with the outstretched arm and is supported by your hand.</li> </ul>	



#### **Assessment**

Participant Name: Date:				
MUST-SEE STEPS	DETAILS	SKILL SUCCESSFULLY DEMONSTRATED YES NO		
Scene Survey	<ul> <li>☐ Is it safe?</li> <li>☐ What happened?</li> <li>☐ How did it happen?</li> <li>☐ How many ill or injured people are there?</li> <li>☐ Is there someone to help me?</li> <li>☐ Is there someone who looks to be unconscious?</li> </ul>			
Primary Survey	<ul> <li>□ Wear gloves and use a barrier device.</li> <li>If it is safe to do so, check the person:</li> <li>□ Ask the person, "Are you okay?"</li> <li>□ If the person does not respond to your voice, tap the person on the shoulder. For a baby, clap loudly and gently flick the bottom of the baby's feet.</li> <li>□ Get consent to help. Does the person want your help? Tell the person:</li> <li>□ Who you are</li> <li>□ That you are trained in first aid</li> <li>□ That you are here to help</li> <li>□ Check the person's ABCs (Airway, Breathing, and Circulation) simultaneously. Checking the ABCs is a rapid assessment that should take no more than 5 to 10 seconds.</li> <li>□ Tilt the head back and lift the chin.</li> <li>□ A = Check the Airway / B = Check Breathing</li> <li>□ C = Check Circulation. Look for deadly bleeding and signs of shock. Quickly look at the person from head to toe.</li> <li>□ Consider spinal precautions.</li> </ul>			
Care for Shock	While you are waiting for help to arrive:  ☐ Care for the cause of the shock. ☐ Have the person rest. ☐ Keep the person warm. ☐ Ensure the person's ABCs are present. ☐ Give comfort and reassurance.			



#### **Assessment (continued)**

MUST SEE STEPS	DETAIL C	SKILL SUCCESSFULLY DEMONSTRATED	
MUST-SEE STEPS	DETAILS	YES	NO
Secondary Survey:		1	1
Subjective Assessment	Ask the SAMPLE questions:  □ S = Signs and symptoms Are there any cuts or bruises? How do you feel? Do you feel any pain? Does anything feel different?  □ A = Allergies Are you allergic to anything?  □ M = Medications Do you take any medicine? What is it for?  □ P = Past medical history Do you have any medical conditions such as heart disease or another illness? Has this happened before?  □ L = Last meal When did you last eat? What did you eat?  □ E = Events leading up to the emergency What happened?		
Objective Assessment	<ul> <li>□ Level of consciousness</li> <li>□ Breathing</li> <li>□ Circulation</li> <li>□ Skin</li> </ul>		
Head-to-Toe Check	If the person is conscious and able to answer questions:  Tell the person what you are going to do and ask the person to stay still.  Look at all exposed areas of the body for discoloration or deformities.  Ask the person to move each body part one at a time, beginning with the head, to see if anything hurts.  (a) If the person has neck pain, do not move the neck. If there is no neck pain, ask if the person can slowly move the head from side to side.  (b) Look in the ears, nose, and mouth for blood or other fluids.  (c) Ask the person to shrug the shoulders. Ask if there is any pain or discomfort.  (d) Check the chest by asking the person to take a deep breath and then blow air out.  (e) Check the abdomen by asking the person to push the stomach out and then pull it in.		



#### **Assessment (continued)**

MUST-SEE STEPS	DETAILS		CESSFULLY STRATED NO
Head-to-Toe Check (continued)	<ul> <li>(f) Check the hips by asking the person to move them slightly.</li> <li>If there is no pain in the hips, ask the person to wiggle the toes.</li> <li>If there is no pain in the toes, ask the person to move the ankles.</li> <li>If there is no pain in the ankles, ask the person to bend the knees.</li> <li>(g) Check the hands by asking the person to wiggle the fingers.</li> <li>If there is no pain in the fingers, ask the person to move the wrists.</li> <li>If there is no pain in the wrists, ask the person to move the elbows.</li> <li>If the person doesn't complain of any pain and doesn't have tender areas or signs of injury, ask the person to rest for a few minutes in a comfortable position.</li> <li>Check the quality of vital signs and make sure the ABCs are present. If you see no problem, help the person to stand up slowly when ready.</li> <li>If the person has pain or dizziness or cannot move a body part, check the ABCs again. Have the person rest, help keep the body temperature normal, and give reassurance.</li> <li>If you find any injuries, provide first aid as needed.</li> </ul>		
Assessment Summary	☐ Identify the injury or illness.		
Plan	<ul> <li>Identify the priority level.</li> <li>Identify the action plan (e.g., evacuation, extended care, sending messengers, etc.).</li> </ul>		



#### **Severe Choking—Conscious Adult or Child**

Participant Name: Date		 
MUST-SEE STEPS	DETAILS	CESSFULLY STRATED NO
Scene Survey	<ul><li>☐ Check the scene to ensure it is safe.</li><li>☐ Shout for help.</li></ul>	
Primary Survey	<ul><li>☐ Wear gloves and use a barrier device.</li><li>☐ If it is safe to do so, check the person and the person's ABCs.</li></ul>	
First Aid:		
Positioning	<ul> <li>Stand (or kneel for a small child) behind the person and wrap one of your arms diagonally across the person's chest.</li> <li>Bend the person forward at the waist until the person's upper airway is at least parallel to the ground.</li> </ul>	
Back Blows	☐ With the heel of your other hand, deliver five firm back blows between the shoulder blades. To deliver effective back blows, you may need to stand behind and slightly to the side of the person rather than directly behind the person.	
Abdominal Thrusts	<ul> <li>□ If the object has not been dislodged, make a fist and place it just above the belly button.</li> <li>□ Place your other hand over the fist and pull sharply in and up, doing five abdominal thrusts.</li> <li>□ Continue the cycle of five firm back blows and five abdominal thrusts until the object comes out or the person begins to breathe or cough or becomes unconscious.</li> </ul>	
Continual Care	☐ If the person becomes unconscious, support the person to the ground, protecting the head. Place the person on her back. Recheck the person's ABCs. Follow the steps for an unconscious, choking adult.	



#### **Severe Choking—Conscious Baby**

Participant Name: Da			
MUST-SEE STEPS	DETAILS	SKILL SUCCESSFULL DEMONSTRATED YES NO	
Scene Survey	<ul><li>☐ Check the scene to ensure it is safe.</li><li>☐ Shout for help.</li></ul>		
Primary Survey	<ul><li>☐ Wear gloves and use a barrier device.</li><li>☐ If it is safe to do so, check the baby and the baby's ABCs.</li></ul>		
First Aid:		1	-
Positioning	<ul> <li>Kneel on the ground. Sandwich the baby between your forearms, supporting the head.</li> <li>Turn the baby face down with the head lower than the body.</li> </ul>		
Back Blows	☐ Lower your forearm onto your thigh. With the heel of your hand, deliver five firm back blows between the shoulder blades.		
Chest Thrusts	<ul> <li>□ If the object has not been dislodged, while still supporting the head, turn the baby face up, with your arm supported on your thigh.</li> <li>□ Place two fingers on the middle of the chest just below the nipple line and "push hard, push fast"—at least 4 cm (1.5 in.) or ¹/₃ to ¹/₂ the depth of the baby's chest—five times.</li> <li>□ Repeat the five firm back blows and five chest thrusts until the object is coughed up; the baby starts to cry, breathe, or cough; or the baby becomes unconscious.</li> </ul>		
Continual Care	☐ If the baby becomes unconscious, follow the steps for an unconscious, choking baby.		



#### **Unconscious, Choking Adult, Child, or Baby**

Participant Name: Date:				
MUST-SEE STEPS	r-see steps Details		SKILL SUCCESSFULLY DEMONSTRATED YES NO	
Scene Survey	<ul><li>☐ Check the scene to ensure it is safe.</li><li>☐ Shout for help.</li></ul>			
Primary Survey	<ul><li>☐ Wear gloves and use a barrier device.</li><li>☐ If it is safe to do so, check the person and the person's ABCs.</li></ul>			
Call (urban setting only)	<ul> <li>☐ If the person does not respond, have someone call EMS/9-1-1 and get an AED.</li> <li>☐ If alone with an adult or child, call EMS/9-1-1 yourself, get an AED, and then return to care for the person. If alone with a baby, do five cycles (two minutes) of CPR first. If a head and/or spine injury is not suspected, take the baby with you to call EMS/9-1-1 and get an AED, and then return to providing care.</li> </ul>			
First Aid:				
Chest Compressions	<ul> <li>□ Start chest compressions in the middle of the person's chest.</li> <li>□ "Push hard, push fast"—at least 5 cm (2 in.) for an adult.</li> <li>□ "Push hard, push fast"—at least 5 cm (2 in.) for a child (or ¹/₃ to ½ the depth of the child's chest).</li> <li>□ "Push hard, push fast"—at least 4 cm (1.5 in.) for a baby (or ¹/₃ to ½ the depth of the baby's chest).</li> <li>□ Allow the chest to recoil after each compression.</li> <li>□ Perform 30 compressions in about 18 seconds.</li> </ul>			
Airway	☐ Open the airway using a head-tilt/chin-lift.			
Breathing	<ul> <li>Give one rescue breath lasting one second, with just enough volume to make the chest start to rise.</li> <li>If the person's chest does not rise after the first breath, perform the head-tilt/chin-lift again. For an adult or a child, tilt the head farther back.</li> <li>Attempt to give another breath.</li> <li>If your breath still does not go in, repeat the cycle of 30 compressions, then look in the person's mouth by grasping both the tongue and lower jaw and lifting.</li> <li>If the object is not visible, return to the rescue breathing steps.</li> <li>If you see an object, turn the person's head to the side, slide your finger down the inside of the cheek to the base of the tongue, and try to sweep the object out. When the object is out of the mouth, return to giving rescue breaths.</li> <li>After repositioning the head and attempting to give a second breath once, do not repeat the repositioning step between chest compression cycles.</li> </ul>			

# CANADIAN RED CROSS

## **Skills Checklist**

#### **Unconscious, Choking Adult, Child, or Baby (continued)**

MUST-SEE STEPS	DETAILS	SKILL SUCCESSFULLY DEMONSTRATED YES NO	
Considerations	<ul> <li>□ When both breaths go in and there is no obvious response, start the CPR sequence of 30 compressions and 2 breaths.</li> <li>□ If there is any change in the person's condition during the CPR sequence, stop and check the person's ABCs.</li> <li>□ If there are two First Aiders present, alternate every five cycles (about two minutes).</li> <li>□ Continue CPR until an AED arrives, more advanced care takes over, the scene becomes unsafe, you become physically unable to continue, or you are in a wilderness situation and 30 minutes have passed.</li> </ul>		



#### **CPR—Adult or Child**

Participant Name:	Date:		
MUST-SEE STEPS	DETAILS	SKILL SUCCESSFULLY DEMONSTRATED YES NO	
Scene Survey	<ul><li>☐ Check the scene to ensure it is safe.</li><li>☐ Shout for help.</li></ul>		
Primary Survey	<ul><li>☐ Wear gloves and use a barrier device.</li><li>☐ If it is safe to do so, check the person and the person's ABCs.</li></ul>		
Call (urban setting only)	<ul> <li>□ If the person does not respond, have someone call EMS/9-1-1 and get an AED.</li> <li>□ If alone, call EMS/9-1-1 yourself, get an AED, and then return to care for the person.</li> </ul>		
First Aid:		-	•
Chest Compressions	<ul> <li>☐ Start chest compressions in the middle of the person's chest.</li> <li>☐ "Push hard, push fast"—at least 5 cm (2 in.). Allow the chest to recoil after each compression.</li> <li>☐ Perform 30 compressions in about 18 seconds.</li> </ul>		
Airway	☐ After 30 compressions, open the person's airway with a head-tilt/chin-lift.		
Breathing	☐ Give two rescue breaths, each lasting one second and with just enough volume to make the chest start to rise.		
Considerations	<ul> <li>□ If both breaths go in, repeat the cycle of 30 compressions and 2 breaths until an AED arrives, more advanced care takes over, the scene becomes unsafe, or you become physically unable to continue.</li> <li>□ If breaths do not go in, provide care for obstructed airway.</li> <li>□ If there is any change in the person's condition during CPR, stop and check the person's ABCs.</li> <li>□ If there are two First Aiders present, alternate every five cycles (about two minutes).</li> </ul>		
AED	<ul> <li>□ If an AED is available, turn it on and follow the voice prompts while minimizing interruptions in chest compressions.</li> <li>□ Remove any clothing or objects (e.g., jewellery and medical patches) from the person that may come in contact with the pads. Check for a pacemaker.</li> <li>□ Make sure the chest is dry and free of hair so the pads can stick.</li> <li>□ Using the appropriate pads, follow the diagrams to place them on the person.</li> <li>□ Follow the AED's automated prompts.</li> <li>□ When prompted to give a shock, stand clear and say, "I'm clear, you're clear, everybody's clear." Make sure that no one is touching the person in cardiac arrest during the "analyze" and "shock" modes.</li> </ul>		



#### **CPR—Adult or Child (continued)**

		SKILL SUCCESSFULLY DEMONSTRATED	
MUST-SEE STEPS	DETAILS	YES	NO
Plan (wilderness and remote settings only)	<ul><li>☐ Consider whether to stop after 30 minutes.</li><li>☐ Treat the situation as a death when appropriate.</li></ul>		



#### **CPR—Baby**

Participant Name: Date:				
MUST-SEE STEPS	DETAILS		SKILL SUCCESSFULLY DEMONSTRATED YES NO	
Scene Survey	<ul><li>☐ Check the scene to ensure it is safe.</li><li>☐ Shout for help.</li></ul>			
Primary Survey	<ul><li>☐ Wear gloves and use a barrier device.</li><li>☐ If it is safe to do so, check the baby and the baby's ABCs.</li></ul>			
Call (urban setting only)	<ul> <li>☐ If the baby does not respond, have someone call EMS/9-1-1 and get an AED.</li> <li>☐ If alone with a baby, do five cycles (two minutes) of CPR first. As long as a head and/or spine injury is not suspected, take the baby with you to call EMS/9-1-1 and get an AED, and then return to providing care.</li> </ul>			
First Aid:		1	1	
Chest Compressions	<ul> <li>□ Keep the airway open by using your hand to maintain a head-tilt.</li> <li>□ Start chest compressions with two fingers in the middle of the baby's chest.</li> <li>□ "Push hard, push fast"—at least 4 cm (1.5 in.) or 1/3 to 1/2 the depth of the baby's chest. Allow the chest to recoil after each compression.</li> <li>□ Perform 30 compressions in about 18 seconds.</li> </ul>			
Breathing	☐ Give two rescue breaths, each lasting one second and with just enough volume to make the chest start to rise.			
Considerations	<ul> <li>☐ If both breaths go in, repeat the cycle of 30 compressions and 2 breaths until an AED arrives, more advanced care takes over, the scene becomes unsafe, or you become physically unable to continue.</li> <li>☐ If breaths do not go in, provide care for obstructed airway.</li> <li>☐ If there is any change in the baby's condition during CPR, stop and check the baby's ABCs.</li> <li>☐ If there are two First Aiders present, alternate every five cycles (about two minutes).</li> </ul>			



#### **CPR—Baby (continued)**

MUST-SEE STEPS	DETAILS	SKILL SUCCESSFULLY DEMONSTRATED YES NO	
AED	<ul> <li>□ If an AED is available, turn it on and follow the voice prompts while minimizing interruptions in chest compressions.</li> <li>□ Remove any clothing or objects (e.g., jewellery and medical patches) from the baby that may come in contact with the pads. Check for a pacemaker.</li> <li>□ Make sure the chest is dry so the pads can stick.</li> <li>□ Using the appropriate pads, follow the diagrams to place them on the baby.</li> <li>□ Follow the AED's automated prompts.</li> <li>□ When prompted to give a shock, stand clear and say, "I'm clear, you're clear, everybody's clear." Make sure that no one is touching the baby in cardiac arrest during the "analyze" and "shock" modes.</li> </ul>		
Plan (wilderness and remote settings only)	<ul><li>☐ Consider whether to stop after 30 minutes.</li><li>☐ Treat the situation as a death when appropriate.</li></ul>		



#### **External Deadly Bleeding**

Participant Name: Date:		 
MUST-SEE STEPS	DETAILS	CESSFULLY STRATED NO
Scene Survey	<ul><li>☐ Check the scene to ensure it is safe.</li><li>☐ Shout for help.</li></ul>	
Primary Survey	<ul><li>☐ Wear gloves and use a barrier device.</li><li>☐ If it is safe to do so, check the person and the person's ABCs.</li></ul>	
Call (urban setting only)	☐ Have someone call EMS/9-1-1 and get an AED. If alone, call EMS/9-1-1 yourself, get an AED, and then return to care for the person.	
First Aid	<ul> <li>Expose the wound.</li> <li>Apply direct pressure to the bleeding.</li> <li>Secure the dressing.</li> <li>Ensure the person's ABCs are present.</li> </ul>	
Care for Shock	While you are waiting for help to arrive:  Care for the cause of the shock.  Have the person rest.  Keep the person warm.  Ensure the person's ABCs are present.  Give comfort and reassurance.	
Secondary Survey	☐ Complete a secondary survey.	
Plan	☐ Identify the priority level. ☐ Identify the action plan (e.g., evacuation, extended care, sending messengers, etc.).	



#### **Regular Sling and Binder**

Participant Name: Date:			
MUST-SEE STEPS	DETAILS	SKILL SUCCESSFULLY DEMONSTRATED YES NO	
First Aid	<ul> <li>□ Treat the injury using the RICE method.</li> <li>□ Check circulation by comparing the warmth and colour of the fingers with the fingers of the uninjured hand.</li> <li>□ From the most comfortable position, have the person support the injured arm, holding it across the stomach.</li> <li>□ Position an open triangular bandage under the injured arm, against the body. The point of the triangular bandage should extend past the elbow. The opposite, or bottom, end should be straight up and down on the body with the upper end over the shoulder.</li> <li>□ Take the bottom end of the bandage and place it over the opposite shoulder.</li> <li>□ Tie the bandage at the back of the neck, without creating any discomfort.</li> <li>□ Twist the point of the bandage closed.</li> <li>□ Tie a broad bandage from the elbow on the injured side across the body.</li> <li>□ Recheck circulation and ask the person if there is any numbness or tingling in the fingers.</li> </ul>		



#### **Rigid Splint for Lower Arm**

Participant Name:	Date:		
MUST-SEE STEPS	DETAILS	SKILL SUCCESSFULLY DEMONSTRATED YES NO	
First Aid	<ul> <li>□ Treat the injury using the RICE method.</li> <li>□ Check circulation by comparing the warmth and colour of the fingers with the fingers of the uninjured hand.</li> <li>□ When possible, splint the injured arm in the position in which it was found.</li> <li>□ For bone and joint injuries, immobilize above and below the site of the injury. The splint should extend from the elbow to past the fingers.</li> <li>□ Pad the splint to make the person more comfortable.</li> <li>□ Recheck circulation and ask the person if there is any numbness or tingling in the fingers.</li> </ul>		



## **Anatomical Splint for Leg**

Participant Name:	Date:		
MUST-SEE STEPS	DETAILS	SKILL SUCCESSFULLY DEMONSTRATED YES NO	
First Aid	<ul> <li>□ Treat the injury using the RICE method.</li> <li>□ Check circulation by comparing the warmth and colour of the foot with the uninjured foot.</li> <li>□ When possible, splint the injured leg in the position in which it was found.</li> <li>□ For bone and joint injuries, immobilize above and below the site of the injury.</li> <li>□ Pad the splint to make the person more comfortable.</li> <li>□ Recheck circulation and ask the person if there is any numbness or tingling in the foot.</li> </ul>		



#### **Soft Splint for Ankle**

Participant Name: Date:			
MUST-SEE STEPS	DETAILS	1	CCESSFULLY ISTRATED NO
First Aid	<ul> <li>□ Treat the injury using the RICE method.</li> <li>□ Check circulation by comparing the warmth and colour of the ankle with the uninjured ankle.</li> <li>□ When possible, splint the injured ankle in the position in which it was found.</li> <li>□ Immobilize the ankle by splinting the bone above and below the site of the injury.</li> <li>□ Pad the splint to make the person more comfortable.</li> <li>□ Recheck circulation and ask the person if there is any numbness or tingling in the ankle.</li> </ul>		



#### Immobilizing a Head and/or Spine Injury\*

\*This skill requires two First Aiders

Participant Name: Date:				
MUST-SEE STEPS	DETAILS		SKILL SUCCESSFULLY DEMONSTRATED YES NO	
Scene Survey	<ul><li>☐ Check the scene to ensure it is safe.</li><li>☐ Shout for help.</li></ul>			
Primary Survey	<ul> <li>☐ Wear gloves and use a barrier device.</li> <li>☐ If it is safe to do so, check the person and the person's ABCs.</li> <li>☐ Apply and maintain manual stabilization until the person is immobilized.</li> </ul>			
First Aid	<ul> <li>☐ Move the head to an in-line position if necessary.</li> <li>☐ Do not move the head if severely angled to one side; if the person complains of pain, pressure, or muscle spasms in the neck when moved; or if there is resistance when attempting to realign the head.</li> <li>☐ Apply an improvised collar with minimal excessive movement.</li> <li>☐ If required, move the person appropriately, with minimal excessive movement to the spine.</li> <li>☐ Secure the person to an improvised backboard:</li> <li>☐ Secure the legs.</li> <li>☐ Secure the head last.</li> <li>☐ Check circulation, sensation, and mobility.</li> </ul>			
Care for Shock	While you are waiting for help to arrive:  ☐ Care for the cause of the shock. ☐ Have the person rest. ☐ Keep the person warm. ☐ Ensure the person's ABCs are present. ☐ Give comfort and reassurance.			
Secondary Survey	☐ Complete a secondary survey.			
Plan	<ul> <li>Identify the priority level.</li> <li>Identify the action plan (e.g., evacuation, extended care, sending messengers, etc.).</li> </ul>			



#### **Caring for Hypothermia (Hypothermia Wrap)**

Participant Name: _	Date:		
		SKILL SUCCESSFULLY DEMONSTRATED	
MUST-SEE STEPS	DETAILS	YES	NO
First Aid	<ul> <li>□ Remove the person from the cold.</li> <li>□ Remove any wet clothing.</li> <li>□ For the base of the wrap, lay out rope in a zigzag pattern and then place a tarp on top.</li> <li>□ Cover the person's head, hands, and feet.</li> <li>□ Cover the person's groin with an improvised diaper.</li> <li>□ Sandwich the person between layers of insulation and waterproofing, ensuring no skin-to-skin contact.</li> <li>□ Apply warm objects to the armpits, groin, head, neck, and torso.</li> <li>□ Fold the ends of each layer of insulation and waterproofing over the person and then fold the sides over.</li> <li>□ Tie the package; for severe hypothermia, keep the person in a horizontal position.</li> </ul>		