Standard First Aid, CPR, and AED, Eighth Edition Skill Checkoff Sheets Master Document

Contents:

- 2-1: Removing Gloves
- 3-1: Placing an Unresponsive Breathing Person in the Recovery Position
- 3-2: Checking a Person Appearing to Be Unresponsive
- 3-3: Checking a Responsive Person
- 3-4: Interviewing an Injured or Ill Person
- 4-1: Bleeding Control
- 4-2: Massive Bleeding Control: Applying a Manufactured Tourniquet
- 4-3: Massive Bleeding Control: Applying an Improvised Tourniquet
- 4-4: Applying a Roller Bandage on a Forearm (Spiral Method)
- 4-5: RICE Procedure for Bone, Joint, and Muscle Injuries
- 4-6: Applying an Arm Sling
- 5-1: Using an Inhaler Without a Spacer
- 5-2: Using an Inhaler With a Spacer
- 5-3: Using an Epinephrine Auto-Injector
- 7-1A: Adult CPR
- 7-1B: Child CPR
- 7-2: Infant CPR
- 7-3: Adult or Child Choking: Back Blows
- 7-4: Adult or Child Choking: Abdominal Thrusts
- 7-5: Infant Choking
- 7-6: Using an AED

2-1: F	2-1: Removing Gloves							
No.	Skill Steps	Pass	Needs Practice					
1.	Pinches one glove on the outside near the wrist.							
2.	Gently pulls the glove off, turning it inside out while pulling.							
3.	Holds the removed glove in gloved hand.		l de la companya de					
4.	Slides two fingers of bare hand inside the remaining glove at the wrist.							
5.	Gently stretches the glove away from the hand and gently pulls the glove off, keeping the glove inside out. The first glove remains inside the glove just removed.							
6.	Instructor asks, "What will you do with the gloves and your hands?" Candidate answers, "Dispose of the gloves in a biohazard container or a sealed plastic bag. Wash my hands with soap and running water, or use an alcohol-based hand sanitizer."							

Eval	luator	Comm	ents:

3-1:]	3-1: Placing an Unresponsive Breathing Person in the Recovery Position								
No.	Skill Steps	Pass	Needs Practice						
1.	Kneels next to unresponsive person's side. Straighten both of the person's legs and places one arm out from the body with elbow bent and palm facing up.								
2.	Brings the other arm across the person's chest and places the back of the hand against the cheek nearest the Candidate.								
3.	Raises the person's far knee until it is bent, keeping the foot flat on the ground or floor.								
4.	Grabs the person's bent knee and shoulder. With a smooth motion, rolls the person toward them onto one side. Does not twist the body.		u						
5.	Adjusts the person's top leg so that both the knee and hip are bent at right angles (the bent leg and the elbow touching the ground serve as props).		u						
6.	Keeps the person's top hand under their cheek to cushion it.								

Eval	luator	Comm	ents:

3-2: 0	3-2: Checking a Person Appearing to Be Unresponsive							
No.	Skill Steps	Pass	Needs Practice					
1.	Taps the person's shoulder and shouts, "Are you okay?"							
2.	 If the person does not respond, shouts for help. If someone arrives to help, asks them call 9-1-1 and get a first aid kit and AED. If no one arrives to help and a phone is available, put the phone on speaker mode, call 9-1-1, and follow the dispatcher's instructions. If no one arrives to help and a phone is not available, leave the person to find a phone, call 9-1-1, and get a first aid kit. 							
3.	Checks for breathing: • If the person is breathing normally, places the person in recovery position, calls 9-1-1, and stays with the person until EMS arrives. • If the person is not breathing normally or only gasping, calls 9-1-1 or has someone call 9-1-1, and begins CPR and AED use.							
4.	Scans the person for massive bleeding. Instructor asks, "What do you do if the person is severely injured?" Candidate answers, "Treat the injuries and call 9-1-1, or ask another bystander to call 9-1-1."							
5.	Instructor asks, "What do you do if any life-threatening conditions are found or suspected?" Candidate answers, "Treat the conditions and call 9-1-1, or ask another bystander to call 9-1-1."							

\mathbf{E}	V	al	u	a	to	r	Co	m	m	en	ts	:
--------------	---	----	---	---	----	---	----	---	---	----	----	---

3-3: Checking a Responsive Person							
No.	Skill Steps	Pass	Needs Practice				
1.	Asks the person, "Are you okay?"						
2.	If the person responds, Candidate introduces themselves, asks for the person's name, and tells them that they are trained in first aid.						
3.	Obtains the person's consent to give care by asking if they can help them.						
4.	Asks the person where they are now and for the current day or date.						
5.	Quickly checks for any breathing difficulty.						
6.	Scans the person for massive bleeding. Instructor asks, "What do you do if the person is severely injured?" Candidate answers, "Treat the injuries and call 9-1-1, or ask another bystander to call 9-1-1."						
7.	Instructor asks, "What do you do if any life-threatening conditions are found or suspected?" Candidate answers, "Treat the conditions and call 9-1-1, or ask another bystander to call 9-1-1."						

Evaluator Comments

3-4: 1	3-4: Interviewing an Injured or Ill Person							
No.	Skill Steps	Pass	Needs Practice					
1.	Instructor asks, "What mnemonic is used to help remember what to ask an injured or ill person?" Candidate answers, "The SAMPLE mnemonic."							
2.	S = Symptoms? Asks the injured or ill person, "Where do you hurt?"							
3.	A= Allergies? Asks, "Are you allergic to anything?"							
4.	M = Medications? Asks, "Are you taking any medications? What are they for? When did you last take them?"							
5.	P = Pertinent past medical history? Asks, "Have you had this problem before? Do you have other medical conditions?"							
6.	L = Last food or drink? Asks, "When did you last eat or drink anything? What was it? How much?"							
7.	E = Events leading up to the condition, injury, or illness? Asks, "How did you get hurt?" for injuries or "Do you know why you are feeling ill?" for illnesses.							

Eval	luator	Com	ments	•
I'v a	IUALVI	$\sim vm$	ments	•

4-1: I	4-1: Bleeding Control								
No.	Skill Steps	Pass	Needs Practice						
1.	Puts on gloves and exposes the wound.								
2.	Covers the wound with a dressing.								
3.	Applies direct pressure using the flat part of their fingers or palm of their hand to press on the wound until the bleeding stops.								
4.	Instructor asks, "What do you do if the bleeding does not stop?" Candidate answers, "Add more dressings onto the first one and press harder over a wider area."								
5.	Instructor asks, "What do you do if the bleeding stops?" Candidate answers, "Apply a bandage over the dressing. Dispose of the gloves and wash hands with soap and running water."								
6.	Instructor asks, "What two other procedures could be applied if severe bleeding continues?" Candidate answers, "A tourniquet and hemostatic dressing."								

\mathbf{E}	V	al	u	a	to	r	Co	m	m	en	ts	:
--------------	---	----	---	---	----	---	----	---	---	----	----	---

4-2: N	4-2: Massive Bleeding Control: Applying a Manufactured Tourniquet					
No.	Skill Steps	Pass	Needs Practice			
1.	Applies the tourniquet firmly in place about 2 to 3 inches (5 to 8 cm) above the wound. Does not apply it anywhere other than an arm or leg. Does not apply it over a joint.					
2.	Tightens the tourniquet by twisting the rod in one direction until the bleeding stops. Secures the rod in place.					
3.	Writes the time the tourniquet was applied on the tourniquet's tag or, if tag is not available, writes "TQ" or "TK" (for tourniquet) and the time it was applied on a piece of tape, and sticks it on the person's forehead. Does not cover the tourniquet. Does not release the tourniquet.					
4.	Instructor asks, "What do you do if the bleeding does not stop?" Candidate answers, "Tighten the tourniquet, and if bleeding still continues, apply a second tourniquet near the first."					

Eval	luator	Comm	ents
L va	luatoi	Comm	ciits.

4-3: Massive Bleeding Control: Applying an Improvised Tourniquet				
No.	Skill Steps	Pass	Needs Practice	
1.	Applies a folded triangle bandage, wide roller bandage, or a similar cloth about 2 inches (5 cm) wide and several layers thick. Does not use narrow material such as rope or cord.			
2.	Wraps the band twice around the arm or leg about 2 to 3 inches (5 to 8 cm) above the wound and ties an overhand knot. Does not apply it anywhere other than an arm or leg. Does not apply it over a joint.			
3.	Places a short, rigid object (eg, screwdriver, stick) on top of the knot and then ties a square knot over the rigid object.			
4.	Twists the rigid object in one direction until the bleeding stops. Secures the rigid object in place with another cloth band or tape to prevent the tourniquet from untwisting.			
5.	Writes "TQ" or "TK" (for tourniquet) and the time it was applied on a piece of tape and sticks it on the person's forehead.			
6.	Instructor asks, "What do you do if the bleeding does not stop?" Candidate answers, "Tighten the tourniquet, and if bleeding still continues, apply a second tourniquet near the first."			

Eval	luator	Comm	ents
1714	шаш	COMM	C

4-4: Applying a Roller Bandage on a Forearm (Spiral Method)				
No.	Skill Steps	Pass	Needs Practice	
1.	Starts below and at the edge of the dressing. Makes two straight anchoring turns with the bandage.			
2.	Wraps upward toward the wider part of the arm to make the bandage more secure.			
3.	Makes a series of crisscross (figure-eight) turns, progressing up the arm. Each turn overlaps the previous wrap by about 50%.			
4.	Finishes with two straight turns and secures (eg, tapes) the bandage.			

F	va	luat	or	C_0	m	m	en1	fe	•

4-5: F	4-5: RICE Procedure for Bone, Joint, and Muscle Injuries					
No.	Skill Steps	Pass	Needs Practice			
1.	R = Rest. Does not move the injured body part or allow the person to use the injured body part.					
2.	I = Ice. Applies a thin cloth and then a cold or ice pack. Does not apply cold or ice pack directly on the skin.					
3.	C = Compression. Applies an elastic bandage when not applying ice.					
4.	E = Elevation. Elevates the injured part.					

F	va	luat	or	C_0	m	m	en1	fe	•

4-6: Applying an Arm Sling					
No.	Skill Steps	Pass	Needs Practice		
1.	Places bandage between injured person's forearm and chest: • Point of the bandage is pointing toward and stretched beyond the elbow of the injured arm. • Upper end of the bandage is pulled over the uninjured shoulder.				
2.	Brings the lower end of the bandage over the injured forearm.				
3.	Brings the end of the bandage around the neck to the uninjured side and ties it to the upper end of the bandage, above the clavicle on the uninjured side.				
4.	Places a swathe around the upper arm and body: • Center of swathe is placed over the arm. • Hand is in thumb-up position and slightly above the level of the elbow.				

Evaluator (Commen	ts:
-------------	--------	-----

5-1: Using an Inhaler Without a Spacer				
No.	Skill Steps	Pass	Needs Practice	
1.	Removes cap from inhaler and inspects to make sure mouthpiece and spray hole are clean.			
2.	Shakes the inhaler 10 to 15 times.			
3.	Instructs the person to take a deep breath in and then breathe out all the way.			
4.	Instructs the person hold the inhaler upright and between their index finger and thumb.			
5.	Instructs the person put the inhaler mouthpiece in their mouth above their tongue and between their teeth, and then close their lips around the inhaler.			
6.	Instructs the person to use the inhaler: • Begin breathing in slowly. • Press down on the inhaler once, while breathing in as much air as possible.			
7.	Instructs the person to hold their breath for 5 to 10 seconds with their mouth closed.			
8.	After 5 to 10 seconds, instructs the person to open their mouth and breathe out slowly.			
9.	Instructor asks, "What do you do if the person needs another dose?" Candidate answers, "Wait 1 minute then repeat the process."			

Eval	luator	Comm	ents.
1774	luatoi	Comm	CHLS.

5-2: U	5-2: Using an Inhaler With a Spacer				
No.	Skill Steps	Pass	Needs Practice		
1.	Removes cap from inhaler and inspects to make sure mouthpiece is clean.				
2.	Shakes the inhaler 10 to 15 times.				
3.	Inserts the inhaler mouthpiece into the end of the spacer.				
4.	Instructs the person hold the inhaler and spacer upright and between their index finger and thumb.				
5.	Asks the person to take a deep breath in and then breathe out all the way.				
6.	Instructs the person put the spacer mouthpiece in their mouth above their tongue, and then close their lips around the spacer.				
7.	Instructs the person to use the inhaler with spacer: • Tilt head back slightly toward ceiling. • Press down on the top of the inhaler. • Slowly breathe in all the air they can. • Hold breath for 5 to 10 seconds.				
8.	After 5 to 10 seconds, instructs the person to open their mouth, move inhaler away from mouth, and breathe out slowly.				
9.	Instructor asks, "What do you do if the person needs another dose?" Candidate answers, "Wait 1 minute then repeat the process."				

Eval	luator	Comm	ente.
r,va	шигог		

5-3: l	5-3: Using an Epinephrine Auto-Injector					
No.	Skill Steps		Needs Practice			
1.	Finds the injection site on the side of the person's thigh, halfway between the knee and the hip. Checks for coins, keys, and pant seams.					
2.	Takes epinephrine auto-injector out of its package and removes the safety cap by pulling it straight out, with the tip pointing down, without touching either end of the pen.					
3.	Without touching either end of the pen, pushes the auto-injector firmly against the thigh until a click is heard. Holds in place for about 3 seconds.					
4.	Pulls the auto-injector straight out from the leg.					
5.	Rubs the injection site for about 10 seconds.					
6.	Puts auto-injector back into its safety case.					

Evaluator	Comments :
-----------	-------------------

7-1A: Adult CPR					
No.	Skill Steps	Pass	Needs Practice		
1.	 R = Responsive? Taps the person on the shoulder and shouts, "Are you okay?" If the person responds, asks SAMPLE history questions and looks for and asks about DOTS. If the person does not respond, continues to next step. 				
2.	 A = Activate EMS and get an AED. Shouts for nearby help. If someone responds, Candidate has them call 9-1-1 and get an AED while Candidate provides care. If no one responds and a phone is available, Candidate calls 9-1-1 and puts the phone on speaker mode. If no one responds and a phone is not available, Candidate leaves the person to locate a phone and get an AED. 				
3.	B = Breathing? Places the person faceup on a flat, firm surface. Observes the person's chest for movement for 5 to 10 seconds.				
4.	 C = Compressions. Removes enough clothing to locate correct hand position. Places the heel of one hand on the center of the person's chest and on the lower half of their breastbone. Places the other hand on top of the first one with fingers interlocked and off the person's chest. Keeps arms straight and elbows locked, with shoulders positioned directly over hands. Pushes hard (at least 2 inches [5 cm]) and pushes fast (100 to 120 compressions per minute). Allows the chest to fully recoil after each compression. 				
5.	 A = Airway. Opens the person's airway using the head tilt—chin lift maneuver. Places one hand on person's forehead and applies pressure. Places two finders of other hand under bony part of person's jaw. Tilts the head backwards. 				
6.	B = Breaths. Gives two breaths. • Pinches the person's nose shut and makes tight seal with mouth over the person's mouth or over a mouth-to-barrier device. • Gives two breaths, each lasting 1 second. • Takes a normal breath after each breath.				
7.	Instructor asks, "What do you do if the first breath does not make the chest rise?" Candidate retilts the person's head and gives a second breath.				
8.	Instructor asks, "What do you do if the second breath does not make the chest rise?" Candidate does the following: • Begins CPR (30 compressions and 2 breaths). • Each time before giving the first of the two breaths, opens the mouth and looks for				

	an object; if seen, removes it.	
9.	Continues sets of 30 chest compressions and 2 breaths until an AED arrives.	

Evaluator (Comments:
-------------	-----------

7-1B: Child CPR				
No.	Skill Steps	Pass	Needs Practice	
1.	 R = Responsive? Taps the person on the shoulder and shouts, "Are you okay?" If the person responds, asks SAMPLE history questions and looks for and asks about DOTS. If the person does not respond, continues to next step. 			
2.	 A = Activate EMS and get an AED. Shouts for nearby help. If someone responds, Candidate has them call 9-1-1 and get an AED while Candidate provides care. If no one responds and a phone is available, Candidate calls 9-1-1 and puts the phone on speaker mode. If no one responds and a phone is not available, Candidate gives 5 sets of 30 chest compressions and 2 breaths before leaving to locate a phone and get an AED. 			
3.	B = Breathing? Places the person faceup on a flat, firm surface. Observes the person's chest for movement for 5 to 10 seconds.			
4.	 C = Compressions. Removes enough clothing to locate correct hand position. Places the heel of one hand on the center of the person's chest and on the lower half of their breastbone. Places the other hand on top of the first one with fingers interlocked and off the person's chest. Keeps arms straight and elbows locked, with shoulders positioned directly over hands. Pushes hard (about one-third the depth of the chest) and pushes fast (100 to 120 compressions per minute). Allows the chest to fully recoil after each compression. 			
5.	 A = Airway. Opens the person's airway using the head tilt—chin lift maneuver. Places one hand on person's forehead and applies pressure. Places two fingers of other hand under bony part of person's jaw. Tilts the head backwards. 			
6.	B = Breaths. Gives two breaths. • Pinches the person's nose shut and makes tight seal with mouth over the person's mouth or over a mouth-to-barrier device. • Gives two breaths, each lasting 1 second. • Takes a normal breath after each breath.			
7.	Instructor asks, "What do you do if the first breath does not make the chest rise?" Candidate retilts the person's head and gives a second breath.			
8.	Instructor asks, "What do you do if the second breath does not make the chest rise?" Candidate does the following: • Begins CPR (30 compressions and 2 breaths). • Each time before giving the first of the two breaths, opens the mouth and looks for			

	an object; if seen, removes it.	
9.	Continues sets of 30 chest compressions and 2 breaths until an AED arrives.	

Evaluator Comments:

7-2: Infant CPR				
No.	Skill Steps	Pass	Needs Practice	
1.	 R = Responsive? Taps the infant's foot and shouts their name. If the infant moves, cries, or reacts, continues with first aid. If the infant is unresponsive, continues to next step. 			
2.	 A = Activate EMS and get an AED. Shouts for nearby help. If someone responds, Candidate has them call 9-1-1 and get an AED while Candidate begins CPR. If no one responds and a phone is available, Candidate calls 9-1-1, puts the phone on speaker mode, and begins CPR. If no one responds and a phone is not available, Candidate performs 5 cycles of CPR and then leaves to find a phone. 			
3.	B = Breathing? Places the infant faceup on a flat, firm surface. Observes the infant's chest for movement for 5 to 10 seconds.			
4.	 C = Compressions. Encircling thumbs technique: Places both thumbs on the lower third of the breastbone, both touching the imaginary nipple line and the fingers encircling around the infant's back and chest. Two-finger technique: Places the pads of two fingers on the breastbone, with one touching just below the imaginary nipple line. Gives 30 chest compressions. Pushes hard (about 1.5 inches [4 cm] straight down, or at least one-third of the chest's diameter) and pushes fast (100—120 compressions per minute). Allows the chest to fully recoil after each compression. 			
5.	 A = Airway. Opens the infant's airway using the head tilt—chin lift maneuver. Places one hand on infant's forehead and applies pressure. Places two fingers of other hand under bony part of infant's jaw. Tilts the head backwards. 			
6.	 B = Breaths. Gives two breaths. Covers the infant's mouth and nose with mouth or mouth-to-barrier device and makes an airtight seal. Gives two breaths, each lasting 1 second, to make the infant's chest rise. Takes a normal breath after each breath. 			
7.	Continues CPR until one of the following occurs: • The infant begins breathing. • EMS arrives and takes over. • Candidate become physically exhausted and unable to continue.			

Evaluator Comments:

Standard	First Aid,	CPR,	and AED,	Eighth	Edition

Skill Checkoff Sheets

7-3:	7-3: Adult or Child Choking: Back Blows				
No.	Skill Steps	Pass	Needs Practice		
1.	Stands behind the person and slightly to one side.				
2.	Reaches across the person's chest by wrapping one arm either over the person's arm or under their armpit. Places the palm of that hand on the person's upper chest or shoulder. Leaves the other hand free.				
3.	Has the person bend over at the waist to a 90° angle.				
4.	With fingertips up, uses the heel of their free hand to firmly strike the person between the shoulder blades five times.				
5.	Instructor asks, "What do you do if five back blows do not dislodge the object?" Candidate answers, "Give up to five abdominal thrusts."				
6.	 Instructor asks, "What do you do if the person becomes unresponsive or a person is found unresponsive?" Candidate does the following: Gives 30 chest compressions. Gives two breaths. Continues sets of 30 chest compressions and 2 breaths. Each time before giving the first of two breaths, looks into the mouth for an object. If seen, removes it. 				

Eva	luator	Comment	ts:
-----	--------	---------	-----

7-4: Adult or Child Choking: Abdominal Thrusts			
No.	Skill Steps	Pass	Needs Practice
1.	Stands behind an adult; stands or kneels behind a child. Wraps arms around the person's waist. Locates the person's navel with a finger.		
2.	Makes a fist with the other hand and places the thumb side of the hand just above the person's navel and below the tip of the breastbone.		
3.	Grasps the fist with the other hand. Thrusts the fist into the person's abdomen with a quick upward motion. (Uses chest thrusts on a person who is choking and obese or pregnant.) Each thrust is a separate and distinct effort to dislodge the object. Continues without interruption until the person coughs up the object; speaks, moves, or breathes; or EMS or a person who is trained takes over.		
4.	Instructor asks, "What do you do if the person becomes unresponsive or a person is found unresponsive?" Candidate does the following: • Gives 30 chest compressions. • Gives two breaths. • Continues sets of 30 chest compressions and 2 breaths. • Each time before giving the first of two breaths, looks into the mouth for an object. If seen, removes it.		

Eval	luator	Com	ments	
L'V A	luatoi	v.om	HIGHLS	

7-5: Infant Choking				
No.	Skill Steps	Pass	Needs Practice	
1.	 Gives up to five separate and distinct back blows. Supports the infant's head with hand. Lays the infant facedown over forearm, with the head lower than their chest. Braces forearm and the infant against thigh. Gives the back blows between the infant's shoulder blades with the heel of the other hand. 			
2.	Turns the infant onto their back while supporting the head. Gives up to five separate and distinct chest thrusts. • Supports the infant's head with hand. • Lays the infant faceup over forearm, with the head lower than their chest. • Braces forearm and the infant against thigh. • Places two fingers of other hand in same location as giving CPR compressions. • Gives thrusts 1 second apart (slower than CPR compressions).			
3.	Continues alternating the five back blows and five chest thrusts without interruption until the infant stops responding or can breathe, cough, or cry, or until EMS or a person who is trained takes over.			
4.	Instructor asks, "What do you do if the infant is found or becomes unresponsive?" Candidate does the following: Gives 30 chest compressions. Looks into the infant's mouth for an object. If seen, removes it. Gives two breaths.			

Eval	lustor	Comm	ents.
L va	luatoi	Comm	CHUS.

7-6: Using an AED			
No.	Skill Steps	Pass	Needs Practice
1.	Turns on the AED.		
2.	Attaches the pads to the person's bare, dry chest (as shown on the pads). If needed, plugs the cables into the AED.		
3.	Stays clear of the person. Makes sure no one is touching the person. Says, "Clear!"		
4.	Allows the AED to analyze the heart rhythm (pushes the Analyze button, if necessary) and prompt one of two actions: • Stay clear and press the shock button if advised to deliver a shock. • Do not give shock but give CPR, starting with chest compressions with the AED pads staying in place.		
5.	After either of the two actions, gives five sets of CPR unless the person moves, begins to breathe, or wakes up.		

Eval	luator	Comm	ents.
L v a	luatui	CUIIIII	CHUS.