



# Offshore Norge Training curriculum

Basic first aid course

Version no: 3

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## FOREWORD

This training curriculum has been compiled for course providers approved by Offshore Norge to provide the basic first aid course.

The training is intended to provide competence with the emergency preparedness function concerning first aid.

In this context, competence means *the ability to perform tasks and master complex challenges*.

The contact for this training curriculum in Offshore Norge is the manager, expertise development.

Offshore Norge training curricula are owned by Offshore Norge.

See [Offshore Norge 002 Recommended guidelines for safety and emergency preparedness training](#) and requirements for safety and emergency response training.

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## 1 INTRODUCTION

### 1.1 Purpose

This training curriculum describes requirements for the content and execution of the basic first aid course.

The training is designed to provide competence on:

- organisation of emergency preparedness
- introduction to first aid
- airways and breathing (A+B)
- circulatory failure (C), fractures and fluid therapy
- level of consciousness (D) and acute medical conditions
- cardiopulmonary resuscitation (CPR)
- hypothermia, burns, caustic injuries and electric shock
- trauma patients – head, neck and back injuries (ABCDE)

### 1.2 Learning outcomes

After completing the training, the participant must be able to;

- perform basic life-saving first aid in the event of serious injury or illness
- assist medical personnel in the examination and treatment of patients

### 1.3 Target group

The target group for the training is personnel who are to function as members of a first-aid team.

## 2 CONTENT

### 2.1 Parameters for conducting the course

Teaching at the course centres must reflect a good safety culture.

Theory: one instructor per 24 course participants.

Practical exercises: one instructor per six course participants.

Duration of the course is five days.

- One course day is eight hours with a minimum of six hours of effective training
- One hour is 60 minutes

A minimum of 18 hours of practical exercises.

During practical exercises, the challenges and degree of difficulty must be increased in line with the rising level of mastery.

During practical exercises, the instructor will observe the participants and give immediate feedback, and time must be allotted for feedback and guidance after the exercise is over.

### 2.2 Teaching materials

Teaching materials used during the course must be tailored to the competence objectives specified in this training curriculum.

### 2.3 Prior knowledge

Basic safety and emergency preparedness course.

### 2.4 Facilities and equipment

The training can be conducted through classroom teaching, e-learning, simulator use and use of other appropriate facilities and equipment.

An automated external defibrillator (AED) is necessary equipment.

### 2.5 Instructor expertise

CPR AED instructor (Norwegian Resuscitation Council).

## 2.6 Training curriculum

Participants must be given an introduction before the course starts which reviews the purpose of the course, assessments, the timetable and safety measures.

See the training curriculum set out in table 1 below.

**Table 1: Training curriculum**

<b>Topic</b>		<b>1.0 ORGANISATION OF EMERGENCY PREPAREDNESS</b>			
<b>Competence objectives</b> After completing the training, the participant will be able to:	<b>Specification of competence objectives</b>	<b>Method</b>	<b>Learning environment</b>	<b>References</b>	
1.1 Outline a typical emergency response organisation	The participant must be able to outline; <ul style="list-style-type: none"> <li>the structure of an emergency response organisation and explain the first-aider's role and responsibility in this organisation</li> <li>the purpose of the chains of command in an emergency response organisation</li> <li>other emergency response teams on the facility, their role and their responsibilities</li> </ul>	Theory lesson(s)	Classroom E-learning		
1.2 Outline the commonest behavioural patterns in emergencies, and which factors influence these	The participant must be able to outline; <ul style="list-style-type: none"> <li>the commonest behavioural patterns in an emergency</li> <li>examples of stress factors which could influence their own level of performance and that of others</li> <li>measures for mastering their own stress</li> </ul>	Theory lesson(s) Practical exercises			
1.3 Outline terms and expressions related to emergency response	The participant must be able to outline, <ul style="list-style-type: none"> <li>defined situations of hazards and accidents (DSHA)</li> <li>performance requirements</li> </ul>				

Topic	2.0 INTRODUCTION TO FIRST AID			
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
2.1 Outline the abbreviation ABCDE	The participant must be able to outline; A- airway B- breathing C- circulation D- disability E- exposure	Theory lesson(s)	Course premises E-learning	
2.2 Deal with normal stress reactions in an emergency	The participant must be able to look after the patient in an emotional acute condition; <ul style="list-style-type: none"> <li>• reassure, calm, secure, listen, inform matter-of-factly and activate the patient</li> </ul> The participant must be able to describe the commonest reactions: inhibition, paralysis, apathy, hyperactivity, impulsive actions, panic <ul style="list-style-type: none"> <li>• physical stress reactions (palpitation, dry mouth (xerostomia), nausea)</li> <li>• mental stress reactions (anxiety, anger, panic, apathy)</li> </ul>	Theory lesson(s) Practical exercises	Classroom E-learning	
2.3 Describe the organisation of the acute medical emergency response	The participant must be able to describe; <ul style="list-style-type: none"> <li>• the Norwegian Radio Medico service</li> <li>• duty doctor (first line)</li> <li>• emergency response doctor (second line)</li> <li>• the search and rescue (SAR) service</li> </ul>	Theory lesson(s)	Classroom E-learning	
2.4 Describe acute medical treatment protocols	The participant must be able to describe; <ul style="list-style-type: none"> <li>• structure and content</li> </ul>	Theory lesson(s)	Classroom E-learning	Operator's acute medical treatment protocols

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2.5 Use the patient monitoring form	The participant must be able to; <ul style="list-style-type: none"><li>• keep patient records</li><li>• deal with the duty of confidentiality</li></ul>	Practical exercises	Classroom E-learning	
2.6 Describe the principles for establishing an emergency hospital	The participant must be able to describe; <ul style="list-style-type: none"><li>• establishment</li><li>• equipment</li></ul>	Theory lesson(s)	Classroom E-learning	
2.7 Describe the contents of the medical emergency grab bag	The participant must be able to describe; <ul style="list-style-type: none"><li>• the content of the medical emergency grab bag</li></ul>	Demonstration		
2.8 Use the contents of the grab bag	The participant must be able to; <ul style="list-style-type: none"><li>• name and describe the function of the equipment</li><li>• use the equipment</li></ul>	Practical exercises		

Topic	3.0 AIRWAYS AND BREATHING (A AND B)			
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
3.1 Demonstrate securing a free airway (A)	Through a practical exercise, the participant must be able to; <ul style="list-style-type: none"> <li>• establish and maintain free airways (chin lift, pistol grip)</li> <li>• remove possible foreign bodies/obstructions</li> </ul>	Presentation Demonstration Practical exercise where the patient; <ul style="list-style-type: none"> <li>• is difficult to access</li> <li>• is in the recovery position</li> <li>• is unconscious with vomit in the airways (aspiration)</li> <li>• vomits while free airway is being established</li> </ul>	Course premises	Norwegian Resuscitation Council (NRR)
3.2 Use the technique for removing foreign bodies (A)	The participant must be able to; <ul style="list-style-type: none"> <li>• recognise foreign bodies</li> <li>• perform abdominal thrusts and back blows</li> </ul> The participant must be able to simulate the removal of foreign bodies from a; <ul style="list-style-type: none"> <li>• conscious person with breathing difficulty (coughing)</li> <li>• conscious person choking (back blows, abdominal thrust/Heimlich manoeuvre)</li> <li>• unconscious person (CPR)</li> </ul>	Theory lesson(s) Practical exercise	Classroom Course premises	NRR

3.3 Respiratory assessment (B)	The participant must be able to describe normal breathing, frequency and depth.  Through a practical exercise, the participant must be able to demonstrate relevant observations (look, listen and feel for general signs of respiratory distress – cyanosis, thoracic stability, laboured breathing).	Theory lesson(s) Practical exercises	Classroom Course premises	NRR
3.4 Perform assisted ventilation (B)	The participant must be able to; <ul style="list-style-type: none"> <li>• demonstrate ventilation of the patient (manikin) using the mouth-to-mouth method and a pocket mask</li> <li>• assist medical personnel with the use of mask/bag, tracheal tube or laryngeal tube</li> </ul>	Practical exercises Demonstration	Classroom Course premises	NRR
3.5 Assist with oxygen treatment (B)	The participant must be able to; <ul style="list-style-type: none"> <li>• locate nasal catheter and mask</li> <li>• handle oxygen in a safe manner</li> </ul>	Theory lesson(s) Practical exercises Demonstration	Classroom Course premises	Norwegian electronic medical handbook  Norwegian handbook of emergency medicine
3.6 Describe the most important reasons for and symptoms of respiratory distress (B)	The participant must be able to describe; <ul style="list-style-type: none"> <li>• a punctured lung (pneumothorax)</li> <li>• medical conditions which threaten breathing</li> </ul>	Theory lesson(s) Demonstration	Plenary/ group sessions	Norwegian electronic medical handbook  Norwegian handbook of emergency medicine

Topic	<b>4.0 CIRCULATORY FAILURE (C), FRACTURES AND FLUID THERAPY</b>			
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
4.1 Describe causes and symptoms of circulatory failure at a basic level	The participant must be able to describe; <ul style="list-style-type: none"> <li>• causes and symptoms of circulatory failure <ul style="list-style-type: none"> <li>○ bleeding</li> <li>○ heart failure</li> <li>○ anaphylaxis</li> <li>○ neurological</li> </ul> </li> </ul>	Theory lesson(s)	Classroom E-learning	
4.2 Perform clinical assessments	The participant must know how to; <ul style="list-style-type: none"> <li>• check the respiratory rate</li> <li>• locate and check the pulse, carotid artery and wrist</li> <li>• measure blood pressure</li> <li>• assess anxiety, agitation or reduced consciousness</li> <li>• communicate critical values/findings and changes to medical personnel</li> </ul>	Practical exercises	Classroom Group sessions	
4.3 Halt external haemorrhage	The participant must know how to; <ul style="list-style-type: none"> <li>• apply a pressure dressing to an external haemorrhage</li> </ul>	Practical exercises Demonstration	Classroom Group sessions	

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4.4 Describe the principles for treatment of fractures and the use of immobilisation devices	The participant must know how to; <ul style="list-style-type: none"><li>• help the medical personnel if required in repositioning fractures, applying traction and vacuum splint</li><li>• help the medical personnel if required with femur and pelvic fracture stabilisation</li></ul>	Demonstration	Classroom Group sessions	
4.5 Assist in establishing intravenous access and administering fluid therapy	The participant must know how to; <ul style="list-style-type: none"><li>• assist the medical personnel in inserting a peripheral venous cannula and providing fluid therapy</li></ul>	Practical exercises Demonstration	Classroom Group sessions	

Topic	5.0 LEVEL OF CONSCIOUSNESS (D) AND ACUTE MEDICAL CONDITIONS			
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
5.1 Make an overall assessment: A+B+C+D	<b>A+B+C+D</b> The participant must be able to sum up and prioritise observations and measures, A+B+C+D.	Course participants present/ demonstrate	Plenary/ group sessions	
5.2 Assess level of consciousness	The participant must be able to determine and report the level of consciousness; <ul style="list-style-type: none"> <li>• awake</li> <li>• responding to questions</li> <li>• reacting to pain</li> <li>• no reaction to pain</li> </ul>	Practical exercises	Classroom	Norwegian electronic medical handbook
5.3 Outline the symptoms of acute medical conditions	The participant must be able to outline the symptoms of; <ul style="list-style-type: none"> <li>• heart disease</li> <li>• serious allergic reaction</li> <li>• stroke</li> </ul>			
5.4 Assist medical personnel in treatment of acute medical conditions	The participant must be able to; <ul style="list-style-type: none"> <li>• assess ABC</li> <li>• apply a mask on the patient and administer O<sub>2</sub></li> <li>• locate and prepare monitoring equipment</li> <li>• practise handling medication while applying aseptic technique</li> <li>• reassure the patient</li> </ul>	Theory lesson(s) Practical exercises Demonstration		

Topic	6.0 CARDIOPULMONARY RESUSCITATION (CPR)			
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
6.1 Describe causes of cardiac arrest	The participant must be able to describe causes of cardiac arrest; <ul style="list-style-type: none"> <li>• primary heart attack (myocardial infarction)</li> <li>• respiratory arrest/hypoxia (drowning, poisoning, foreign bodies)</li> </ul>	Theory lesson(s)	Classroom E-learning	
6.2 Perform basic CPR (CPR)	The participant must know; <ul style="list-style-type: none"> <li>• the criteria for initiating CPR <ul style="list-style-type: none"> <li>• unconscious person with abnormal breathing</li> </ul> </li> <li>• how to perform basic CPR <ul style="list-style-type: none"> <li>• check level of consciousness</li> <li>• check breathing with open airway</li> <li>• call help/notify</li> <li>• train on resuscitation (mouth-to-mouth and pocket mask)</li> <li>• train with chest compression, including changing without unnecessary delay</li> <li>• frequency 30:2</li> <li>• how to place in the recovery position</li> </ul> </li> </ul>	Theory lesson(s) and practical exercises in accordance with Norwegian guidelines for basic CPR (Norwegian Resuscitation Council)	Classroom E-learning Practical exercises Group sessions	<a href="http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015">http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015</a>

<p>6.3</p> <p>Perform CPR with AED</p>	<p>The participant must know;</p> <p>the criteria for CPR with AED</p> <ul style="list-style-type: none"> <li>• describe the functioning of an automated external defibrillator (AED)</li> <li>• describe safety routines when using this technique</li> </ul> <p>how to perform CPR with AED;</p> <ul style="list-style-type: none"> <li>• turn on the AED</li> <li>• electrode positioning</li> <li>• maintain basic CPR</li> <li>• follow the audio guidance from the AED</li> <li>• take care of their own safety and that of others when shocking</li> <li>• follow up if respiration/circulation is restored</li> </ul>	<p>Theory lesson(s) and practical exercises in accordance with Norwegian guidelines for CPR with AEG (Norwegian Resuscitation Council)</p> <p>Use at least two scenarios per participant, one with shockable and the other with non-shockable rhythm</p>	<p>Group sessions</p>	<p><a href="http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015">http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015</a></p>
<p>6.4</p> <p>Describe advanced CPR as a treatment method</p>	<p>The participant must be able to describe;</p> <ul style="list-style-type: none"> <li>• relevant tasks for a first aider with advanced CPR</li> <li>• preparing medication and instruments</li> </ul>	<p>Theory lesson(s)</p>	<p>Classroom E-learning</p>	<p><a href="http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015">http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015</a></p>

Topic	7.0 HYPOTHERMIA, BURNS, CAUSTIC INJURIES AND ELECTRIC SHOCK				
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References	
7.1 Treat burns, caustic injuries to skin and eyes, and electric shock	<p>The participant must be able to;</p> <ul style="list-style-type: none"> <li>• make assessments at the injury site, own and others' safety</li> <li>• give first aid (ABC)</li> <li>• describe principles for cooling down/cleaning the injury</li> <li>• cover with a moist sterile dressing or burn dressing in the event of burns, be familiar with the risk of hypothermia when covering large areas of the body with moistened dressings</li> <li>• wash eyes</li> <li>• describe the danger of inhalation injuries and symptoms of these</li> </ul>	<p>Theory lesson(s) Practical exercises</p> <p>Eyewash bottle must be demonstrated</p>	<p>Classroom E-learning</p>		
7.2 Describe the dangers and symptoms of general loss of body heat (hypothermia) and wrap the patient up	<p>The participant must be able to describe;</p> <ul style="list-style-type: none"> <li>• symptoms of mild, moderate and severe hypothermia</li> <li>• how hypothermia is prevented</li> <li>• how to handle a patient with hypothermia – importance of gentle treatment and changing posture</li> <li>• prehospital principles for rewarming – active/passive</li> <li>• monitoring a hypothermia patient, take temperature</li> <li>• threat of disruption to heart rhythm after electric shock</li> </ul> <p>The participant must be able to describe CPR in cases of hypothermia and drowning.</p> <p>The participant must be able to assist in wrapping a hypothermia/traumatised patient up.</p>	<p>Theory lesson(s) Practical exercises Demonstration</p>	<p>Classroom E-learning</p>		
Topic	8.0 TRAUMA PATIENTS – HEAD, NECK AND BACK INJURIES (ABCDE)				

Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
8.1 Prioritise in accordance with ABCDE when treating a badly injured patient	The participant must be able to describe; <ul style="list-style-type: none"> <li>• <b>ABCDE</b>, treatment principles and priorities</li> </ul> The participant must be able to assist in assessing the injury mechanism.	Practical exercises Demonstration	Classroom E-learning	
8.2 Carry out primary assessment, basic life-saving first aid and secondary investigation	The participant must be able to; <ul style="list-style-type: none"> <li>• assess ABC (primary assessment) in traumatised, conscious and unconscious patients and provide life-saving first aid</li> <li>• make a systematic ABCDE assessment (secondary assessment) of the patient in cooperation with the medical personnel</li> </ul>	Practical exercises Demonstration	Classroom E-learning Group sessions	Norwegian electronic medical handbook  Norwegian handbook of emergency medicine
8.3 Assist medical personnel with positioning a traumatised patient	The participant must be able to; <ul style="list-style-type: none"> <li>• assist in establishing the trauma recovery position</li> <li>• move carefully ("log roll")</li> <li>• locate and use various types of carrying equipment</li> <li>• stabilise, transfer to and secure patient on a stretcher</li> </ul>	Practical exercises	Plenary/ group sessions	

## 3 ASSESSMENT AND DOCUMENTATION OF TRAINING

### 3.1 Assessment

The participant must be assessed during all practical exercises.

Should the participant fail the practical exercise, they must be given a reason.

Once the course has been completed, the following must be carried out:

- practical check of basic first aid (ABC), including with drowning
- practical check of CPR with AEG
- theory test

Should the participant be assessed as falling short of the competence objectives, the participant must be failed.

### 3.2 Documentation

A course certificate must be issued on passing the course.

## 4 REVISIONS

The following revisions have been made to this document:

Revision	Date
<p>Revision 1, version 2</p> <p><b>Topic 6.0 Cardiopulmonary resuscitation (CPR)</b></p> <p>Competence objectives 6.2, 6.3 and 6.4 references</p> <p>Updated link to the Norwegian Resuscitation Council (NRR) with regard to <a href="#">New Norwegian regulations for resuscitation</a></p>	November 2016
<p>Revision 1, version 3:</p> <p><b>Topic 7.0 Hypothermia, burns, caustic injuries and electric shock</b></p> <p>Competence objective 7.1, bullet point 4</p> <p>changed <b>from</b></p> <ul style="list-style-type: none"> <li>cover with moist sterile dressings or burn dressing for burns under 10 per cent, and dry sterile dressings when the extent of the injury exceeds 10 per cent.</li> </ul> <p><b>to</b></p> <ul style="list-style-type: none"> <li>cover with a moist sterile dressing or burn dressing in the event of burns, be familiar with the risk of hypothermia when covering large areas of the body with moistened dressings.</li> </ul> <p><b>Column headings in the topic table changed from</b></p> <p>Example of method <b>to</b> Method</p> <p>Example of learning environment <b>to</b> Learning environment</p>	March 2017