



Offshore Norge Training curriculum

First aid refresher course

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FOREWORD

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

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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 refresher course.

The training is designed to provide competence on:

- introduction to first aid
- airways and breathing (A+B)
- circulatory failure (C), fractures and fluid treatment
- level of consciousness (D) and acute medical conditions
- cardiopulmonary resuscitation (CPR)
- hypothermia, burns, and caustic and electrical injuries
- 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 a nurse 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.

1.4 Refresher frequency

The training must be repeated every 24th month by personnel who perform a first aid function offshore.

The course can be taken at a course centre or as part of training on facilities on the Norwegian continental shelf. When the course is conducted on the facilities, training with the competence objectives in this training curriculum is provided over a 12-month period.

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 two days.

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

A minimum of six 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 first aid course or medical first aid pursuant to table A-VI/4-1 in the Standards of Training, Certification and Watchkeeping for Seafarers (STCW) convention.

A person who has not been in an emergency response role and has not completed an emergency response course or other equivalent training during the last 5 years, must complete a new basic 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

Instructor in CPR using an AED (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

Topic		1.0 INTRODUCTION TO FIRST AID		
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
1.1 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	
1.2 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"> reassure, calm, secure, listen, inform matter-of-factly and activate the patient The participant must be able to describe the commonest reactions: inhibition, paralysis, apathy, hyperactivity, impulsive actions, panic <ul style="list-style-type: none"> physical stress reactions (palpitation, dry mouth (xerostomia), nausea) mental stress reactions (anxiety, anger, panic, apathy) 	Theory lesson(s) Practical exercises	Classroom E-learning	
1.3 Describe the organisation of the acute medical emergency response	The participant must be able to describe; <ul style="list-style-type: none"> the Norwegian Radio Medico service duty doctor (first line) emergency response doctor (second line) the search and rescue (SAR) service 	Theory lesson(s)	Classroom E-learning	
1.4 Describe acute medical treatment protocols	The participant must be able to describe; <ul style="list-style-type: none"> structure and content 	Theory lesson(s)	Classroom E-learning	Operator's acute medical treatment protocols

1.5 Use the patient monitoring form	The participant must be able to; <ul style="list-style-type: none">• keep patient records• deal with the duty of confidentiality	Practical exercises	Classroom	
1.6 Describe the principles for establishing an emergency hospital	The participant must be able to describe; <ul style="list-style-type: none">• establishment• equipment	Theory lesson(s)	Classroom E-learning	
1.7 Describe the contents of the acute first aid kit	The participant must be able to describe; <ul style="list-style-type: none">• the content of the acute first aid kit	Demonstration		
1.8 Use the contents of the first aid kit	The participant must be able to; <ul style="list-style-type: none">• name and describe the function of the equipment• use the equipment	Practical exercises		

Topic	2.0 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
2.1 Demonstrate securing a free airway (A)	Through a practical exercise, the participant must be able to; <ul style="list-style-type: none"> • establish and maintain free airways (chin lift, pistol grip) • remove possible foreign bodies/obstructions 	Presentation Demonstration Practical exercise where the patient; <ul style="list-style-type: none"> • is difficult to access • is in the recovery position • is unconscious with vomit in the airways • vomits while free airway is being established 	Course premises	Norwegian Resuscitation Council (NRR)
2.2 Use the technique for removing foreign bodies (A)	The participant must be able to; <ul style="list-style-type: none"> • recognise foreign bodies • perform abdominal thrusts and back blows The participant must be able to simulate the removal of foreign bodies from a; <ul style="list-style-type: none"> • conscious person breathing a little (coughing) • conscious person not breathing (back blows, abdominal thrusts) • unconscious person (CPR) 	Theory lesson(s) Practical exercise	Classroom Course premises	NRR

2.3 Assess breathing (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 (see, hear, feel, cyanosis, thoracic stability, laboured breathing).	Theory lesson(s) Practical exercises	Classroom Course premises	NRR
2.4 Perform resuscitation (B)	The participant must be able to; <ul style="list-style-type: none"> • demonstrate resuscitation of the patient (manikin) using the mouth-to-mouth method and a pocket mask • assist a nurse with the use of mask/bag, tracheal tube or laryngeal tube 	Practical exercises Demonstration	Classroom Course premises	NRR
2.5 Assist with oxygen treatment (B)	The participant must be able to; <ul style="list-style-type: none"> • locate nasal catheter and mask • handle oxygen in a safe manner 	Theory lesson(s) Practical exercises Demonstration	Classroom Course premises	Norwegian electronic medical handbook Norwegian handbook of emergency medicine
2.6 Describe the most important reasons for and symptoms of breathing difficulties	The participant must be able to describe; <ul style="list-style-type: none"> • a punctured lung (pneumothorax) • medical conditions which threaten breathing 	Theory lesson(s) Demonstration	Plenary/ group sessions	Norwegian electronic medical handbook Norwegian handbook of emergency medicine

Topic	3.0 CIRCULATORY FAILURE (C), FRACTURES AND FLUID TREATMENT			
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
3.1 Describe causes and symptoms of circulatory failure at a basic level	The participant must be able to describe; <ul style="list-style-type: none"> • causes and symptoms of circulatory failure <ul style="list-style-type: none"> ○ bleeding ○ heart failure ○ anaphylaxis ○ neurological 	Theory lesson(s)	Classroom E-learning	
3.2 Perform clinical assessments	The participant must know how to; <ul style="list-style-type: none"> • check the respiratory rate • locate and check the pulse, carotid artery and wrist • measure blood pressure • assess anxiety, agitation or reduced consciousness • communicate critical values/findings and changes to the nurse 	Practical exercises	Classroom Group sessions	
3.3 Halt external bleeding	The participant must know how to; <ul style="list-style-type: none"> • apply a pressure dressing to external bleeding 	Practical exercises Demonstration	Classroom Group sessions	

3.4 Describe the principles for treating fractures and using immobilisation equipment	The participant must know how to; <ul style="list-style-type: none">• help the nurse as and when required with positioning/ repositioning of tension/vacuum splint• help the nurse as and when required when stabilising a fractured femur/pelvis	Demonstration	Classroom Group sessions	
3.5 Assist in establishing intravenous and fluid treatment	The participant must know how to; <ul style="list-style-type: none">• assist the nurse in installing a peripheral venous cannula and providing fluid treatment	Practical exercises Demonstration	Classroom Group sessions	

Topic	4.0 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
4.1 Make an overall assessment: A+B+C+D	A+B+C+D The participant must be able to sum up and prioritise observations and measures, A+B+C+D.	Course participants present/ demonstrate	Plenary/ group sessions	
4.2 Assess level of consciousness	The participant must be able to determine and report the level of consciousness; <ul style="list-style-type: none"> • awake • responding to questions • reacting to pain • no reaction to pain 	Practical exercises	Classroom	Norwegian electronic medical handbook
4.3 Outline the symptoms of acute medical conditions	The participant must be able to outline the symptoms of; <ul style="list-style-type: none"> • heart disease • serious allergic reaction • stroke 			
4.4 Assist a nurse in treating acute medical conditions	The participant must be able to; <ul style="list-style-type: none"> • assess ABC • fit a mask on the patient and administer O₂ • locate and prepare monitoring equipment • practise handling medication while applying aseptic technique • reassure the patient 	Theory lesson(s) Practical exercises Demonstration		

Topic	5.0 H CARDIOPULMONARY RESUSCITATION (CPR)			
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
5.1 Describe causes of cardiac arrest	The participant must be able to describe causes of cardiac arrest; <ul style="list-style-type: none"> • primary heart attack (myocardial infarction) • respiratory arrest/hypoxia (drowning, poisoning, foreign bodies) 	Theory lesson(s)	Classroom E-learning	
5.2 Perform basic CPR (BCPR)	The participant must know; <ul style="list-style-type: none"> • the criteria for initiating CPR <ul style="list-style-type: none"> • unconscious person with abnormal breathing • how to perform BCPR <ul style="list-style-type: none"> • check consciousness • check breathing with open airway • call help/notify • train on resuscitation (mouth-to-mouth and pocket mask) • train with chest compression, including changing without unnecessary delay • frequency 30:2 • how to place in the recovery position 	Theory lesson(s) and practical exercises in accordance with Norwegian guidelines for BCPR (Norwegian Resuscitation Council)	Classroom E-learning Practical exercises Group sessions	http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015

<p>5.3</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"> • describe the functioning of an automated external defibrillator (AED) • describe safety routines when using this technique <p>How to perform CPR with AED</p> <ul style="list-style-type: none"> • turn on the AED • electrode positioning • maintain BCPR • follow the audio guidance from the AED • take care of their own safety and that of others when shocking • follow up if respiration/circulation is restored 	<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>http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015</p>
<p>5.4</p> <p>Describe advanced CPR (ACPR) as a treatment method</p>	<p>The participant must be able to describe;</p> <ul style="list-style-type: none"> • relevant tasks for a first aider with ACPR • preparing medication and instruments 	<p>Theory lesson(s)</p>	<p>Classroom E-learning</p>	<p>http://nrr.org/index.php/retningslinjer/norske-retningslinjer-2015</p>

Topic	6.0 HYPOTHERMIA, BURNS, AND CAUSTIC AND ELECTRICAL INJURIES			
Competence objectives After completing the training, the participant will be able to:	Specification of competence objectives	Method	Learning environment	References
6.1 Treat burns, caustic and electrical injuries to skin and eyes	<p>The participant must be able to;</p> <ul style="list-style-type: none"> • make assessments at the injury site, own and others' safety • give first aid (ABC) • describe principles for cooling down/cleaning the injury • 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 • wash eyes • describe the danger of inhalation injuries and symptoms of these 	<p>Theory lesson(s) Practical exercises</p> <p>Eyewash bottle must be demonstrated</p>	<p>Classroom E-learning</p>	
6.2 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"> • symptoms of mild, moderate and severe hypothermia • how hypothermia is prevented • how to handle a patient with hypothermia – importance of gentle treatment and changing posture • prehospital principles for rewarming – active/passive • monitoring a hypothermia patient, take temperature • threat of disruption to heart rhythm after electric shock <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	7.0 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
7.1 Prioritise in accordance with ABCDE when treating a badly injured patient	The participant must be able to describe; <ul style="list-style-type: none"> • ABCDE, treatment principles and priorities The participant must be able to assist in assessing the injury mechanism.	Practical exercises Demonstration	Classroom E-learning	
7.2 Carry out primary investigation, basic life-saving first aid and secondary investigation	The participant must be able to; <ul style="list-style-type: none"> • assess ABC (primary investigation) in traumatised, conscious and unconscious patients and provide life-saving first aid • make a systematic ABCDE investigation (secondary investigation) of the patient in cooperation with the nurse 	Practical exercises Demonstration	Classroom E-learning Group sessions	Norwegian electronic medical handbook Norwegian handbook of emergency medicine
7.3 Assist nurse with positioning a traumatised patient	The participant must be able to; <ul style="list-style-type: none"> • assist in establishing the trauma recovery position • move carefully (“log roll”) • locate and use various types of carrying equipment • stabilise, transfer to and secure patient on a stretcher 	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.

The course certificate expires on the last day of the 12th month since the most recent course was completed.

4 REVISIONS

The following revisions have been made to this document:

Revision	Date
<p>Version 4</p> <p><u>Section 2.3</u></p> <p>Added "A person who has not been in an emergency response role and has not completed an emergency response course or other equivalent training during the last 5 years, must complete a new basic course."</p>	
<p>Version 3</p> <p>Topic 6.0 Hypothermia, burns, and caustic and electrical injuries</p> <p>Competence objective 6.1, bullet point 4</p> <p>changed from</p> <ul style="list-style-type: none"> 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. <p>to</p> <ul style="list-style-type: none"> 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. <p>Column headings in the topic table changed from</p> <p>Example of method to Method</p> <p>Example of learning environment to Learning environment</p>	March 2017
<p>Version 2</p> <p>Topic 6.0 Cardiopulmonary resuscitation (CPR)</p> <p>Competence objectives 5.2, 5.3 and 5.4 references</p> <p>Updated link to the Norwegian Resuscitation Council (NRR) with regard to New Norwegian regulations for resuscitation</p>	November 2016