

# **Essential First Aid & Emergency Response**

## **Introduction**

First aid is a critical life-saving skill in any workplace, whether in offices, factories, construction sites, schools, or public facilities. Injuries and medical emergencies often occur without warning, and the actions taken in the first few minutes can significantly reduce the severity of injuries and, in some cases, save lives. Many incidents become serious not due to lack of medical facilities, but because of delayed or incorrect first response.

This First Aid Training Programme is designed to provide participants with essential first aid knowledge and practical skills to manage common workplace injuries and medical emergencies until professional medical help arrives. The programme emphasises calm decision-making, correct techniques, and personal safety while delivering immediate assistance.

## **Program Objectives**

The programme aims to:

1. Build awareness of the importance of first aid and early emergency response
2. Equip participants with essential first aid knowledge and practical skills
3. Develop confidence to respond calmly and correctly during medical emergencies
4. Reduce the severity of injuries through timely and appropriate first aid actions
5. Support workplace emergency preparedness and safety culture

## **Learning Outcomes**

Upon completion of the programme, participants will be able to:

1. Assess emergency situations and prioritise actions safely
2. Provide basic life support and respond to unconscious casualties
3. Manage common injuries such as bleeding, burns, fractures, and shock
4. Perform correct first aid techniques while awaiting medical assistance
5. Demonstrate responsible and confident behaviour during emergencies

## **Who Should Attend**

This training is suitable for:

1. Employees from all departments and levels
2. Designated First Aiders and Emergency Response Team members
3. Supervisors, team leaders, and safety representatives
4. Personnel working in higher-risk environments such as factories, warehouses, and construction sites
5. New employees as part of safety induction or refresher training

## **Methodology**

The programme adopts a practical and participant-focused approach to ensure effective learning and skill retention.

1. Interactive classroom sessions to explain first aid principles and emergency response
2. Trainer demonstrations to show correct first aid techniques
3. Hands-on practice to allow participants to apply skills under supervision
4. Scenario-based discussions to simulate real workplace emergencies
5. Continuous coaching and feedback to reinforce correct actions and build confidence

## **Program Outline**

### **Day 1: First Aid Fundamentals and Life-Saving Skills**

#### **Module 1: Introduction to First Aid and Emergency Response**

This module introduces the role and importance of first aid in the workplace. Participants learn the objectives of first aid, the responsibilities of a first aider, and the importance of personal safety before assisting others. The session also discusses common workplace emergencies and the legal and ethical considerations when providing first aid, helping participants understand their limits and responsibilities.

#### **Module 2: Casualty Assessment and Emergency Action Principles**

Participants are trained to assess emergency situations systematically. This includes checking scene safety, assessing the casualty's level of responsiveness, and

deciding when and how to call for medical assistance. The session emphasises calm decision-making, prioritisation of care, and clear communication during emergencies.

### **Module 3: Basic Life Support and CPR**

This module focuses on life-saving techniques for unconscious casualties. Participants learn airway management, breathing assessment, circulation checks, and basic cardiopulmonary resuscitation. Emphasis is placed on correct technique, timing, and safety, with demonstrations followed by guided practice to build confidence and muscle memory.

### **Module 4: Choking and Unconscious Casualty Management**

Participants learn how to recognise and respond to choking incidents and how to manage unconscious casualties safely. The session covers positioning, monitoring vital signs, and ongoing care while awaiting professional medical help.

## **Day 2: Injury Management and Practical Application**

### **Module 5: Management of Bleeding and Wounds**

This module teaches participants how to control external bleeding using direct pressure, bandaging, and elevation where appropriate. Participants also learn proper wound care techniques to reduce infection risks and manage minor to serious injuries effectively.

### **Module 6: Burns, Fractures, and Soft Tissue Injuries**

Participants learn first aid responses for burns, scalds, fractures, sprains, and strains. The session explains how to assess injury severity, immobilise injured areas, reduce pain, and prevent further harm until medical assistance arrives.

### **Module 7: Medical Emergencies and Shock Management**

This module covers recognition and first aid response to common medical emergencies such as fainting, seizures, asthma attacks, allergic reactions, and shock. Participants learn how to monitor casualties, provide reassurance, and maintain stability while awaiting professional care.

### **Module 8: Practical First Aid Scenarios, Review, and Assessment**

The final module consolidates learning through hands-on scenario-based exercises simulating real workplace emergencies. Participants apply their skills under supervision, receive feedback, and clarify doubts. The session concludes with a review of key principles and an assessment to ensure readiness to respond confidently in real situations.

