



FIRST AID | CPR AED

SKILL GUIDE

VERSION 10, 2026



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STUDENT HANDS-ON PRACTICE SAFETY

To protect your health and safety and to prevent injury:



Avoid awkward or extreme postures of the body. Improper lifting and moving is a leading cause of back injury. Pay attention to proper lifting and moving techniques during practice.



Classroom activities involving lifting and moving may aggravate previous back injuries. Do not practice moving simulated victims or being moved if you have a history of back problems or other physical limitations.



Certain skills are not appropriate for student-on-student practice and must be performed on training manikins or with training devices designed for that purpose, including but not limited to: giving breaths, chest compressions, nasal spray administration, autoinjector administration, AED use, abdominal thrusts, or chest thrusts.

FIRST AID PROVIDER

PROCEDURE FOR SEVERE OR LIFE-THREATENING EXTERNAL BLEEDING CONTROL

✓ PERFORM AN ASSESSMENT

ASSESS
SCENE SAFETYTAKE STANDARD
PRECAUTIONS*ASSESS
RESPONSIVENESSACTIVATE
EMS &/OR EAP†SEND SOMEONE TO GET A
FIRST AID KIT & AN AED

ASSESS BREATHING FOR AT LEAST 5 SECONDS & NO MORE THAN 10 SECONDS

RESPONSIVE, BREATHING

OBTAIN CONSENT: INTRODUCE YOURSELF & ASK, "MAY I HELP YOU?"

SEVERE OR LIFE-THREATENING EXTERNAL BLEEDING?

BLOOD POOLING ON THE GROUND (HALF A SODA CAN'S WORTH); RAPIDLY FLOWING, GUSHING, OR SPURTING FROM THE WOUND; CONTINUES DESPITE DIRECT PRESSURE; OR RESULTS IN SYMPTOMS SUCH AS DROWSINESS, DIZZINESS, CHEST PAIN, OR LOSS OF CONSCIOUSNESS.

IMMEDIATELY APPLY DIRECT MANUAL PRESSURE‡

PUSH HARD ON THE SOURCE OF BLEEDING, KEEP CONTINUOUS PRESSURE
(WITH A HEMOSTATIC DRESSING, IF AVAILABLE)

NECK, SHOULDER, OR GROIN?

PACK THE WOUND AND APPLY DIRECT PRESSURE

ON AN ARM OR LEG?

APPLY A MANUFACTURED TOURNIQUET

* Use appropriate personal protective equipment (PPE) to protect against possible exposure to infectious agents. PPE may include gloves, goggles or face shields, surgical masks, gowns, respirators, and CPR masks. Wash your hands immediately after removing gloves.

† If you are not sure an emergency exists or when any infant is unresponsive, badly hurt, looks or acts very ill, or quickly gets worse - call 911 to activate Emergency Medical Services (EMS) using a mobile device and/or activate your emergency action plan (EAP). Follow the dispatcher's instructions.

‡ When available, for adults and children approximately 2 years of age and older, a manufactured tourniquet should be used for life-threatening extremity bleeding and should be applied 2-3 inches above the bleeding site as soon as possible after the injury and be tightened until bleeding stops. If a manufactured tourniquet is not available and direct manual pressure with or without the use of a hemostatic dressing fails to stop life-threatening extremity bleeding, use an improvised tourniquet if you have trained and practiced in its correct use.

ADULT FIRST AID | CPR AED

SKILL SHEETS

SAMPLE - INTERNAL USE ONLY

SKILL SHEET FOUR

ADULT - USING A CPR MASK

1 Position Mask

Place an adult CPR mask flat on an adult training manikin's face with the top of the mask over the bridge of the nose.



2 Open Airway

Tilt the head and lift the chin to open the airway.

Lift the training manikin's face up into the mask to create an airtight seal.



3 Deliver Breaths

Give 2 breaths by blowing through the valve opening.

Each breath is 1 second in length.

Give enough air to create a visible rise of the chest but no more.



ADULT FIRST AID | CPR AED

SCENARIO SHEETS

SAMPLE - INTERNAL USE ONLY

SCENARIO SHEET SIX

ADULT - ONE-PROVIDER CPR AED

[Fill in the blank to adjust to your occupational setting: manufacturing, construction, maritime, office setting, school setting, etc.]

You are a trained CPR provider who responded to A CALL FOR HELP OVER YOUR TWO-WAY RADIO for an ASSOCIATE who collapsed. Upon arrival at the scene, an untrained coworker points toward a motionless adult lying face up on the floor next to an overturned chair in THE PORTABLE OFFICE TRAILER. You have a CPR mask with a one-way valve and a first aid kit. Demonstrate what to do next..

PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	PROMPTER
Begin with Assessment	<ul style="list-style-type: none"> Assess scene safety. Take standard precautions. Assess responsiveness. Tap them and ask loudly, "Are you okay?" Activate EMS and/or your EAP. Send someone to get an AED (unless readily available to you). Assess breathing for at least 5 seconds and no more than 10 seconds. 	<p><i>The scene is safe. Take or verbalize standard precautions with appropriate PPE.</i></p> <p><i>The person is unresponsive.</i></p> <p><i>Activated. A coworker is getting an AED.</i></p> <p><i>The person is not breathing normally. They are making occasional snorting sounds.</i></p>
Perform Compressions	<ul style="list-style-type: none"> Position an adult training manikin face up on a firm, flat surface. Move any bulky clothing covering the chest out of the way. Position 2 hands on the lower half of the breastbone. Perform 30 high-quality chest compressions. 	<p>③ Prompt with Provider Action only as needed.</p>
Give Breaths	<ul style="list-style-type: none"> Use a CPR mask. Open the airway and give 2 breaths. Give enough air to create a visible rise of the chest but no more. 	<p>③ Prompt with Provider Action only as needed.</p>

CONTINUED ON NEXT PAGE

PROCEDURE	PROVIDER ACTION (PERFORMANCE CRITERIA)	PROMPTER
Repeat Cycles of High-Quality CPR	<ul style="list-style-type: none"> • Immediately resume high-quality chest compressions. • Repeat a second CPR cycle of 30:2 compressions-to-breaths. 	<p>③ Allow the provider to complete a second cycle of compressions and breaths before the next prompt.</p> <p><i>Here is the AED.</i></p>
Operate the AED	<ul style="list-style-type: none"> • Power on the AED. Follow the voice prompts. • Remove any clothing that prevents direct contact between the pads and the training manikin's skin. (You may adjust the position of a bra, rather than remove it, if you can still correctly apply pads.) 	<p>③ Prompt with Provider Action only as needed.</p>
Apply Pads	<ul style="list-style-type: none"> • Locate the adult defibrillation pads. • Peel the pads from the backing sheet one at a time and place each according to the pictures. 	<p>③ Prompt with Provider Action only as needed.</p>
Allow AED Analysis	<ul style="list-style-type: none"> • Clear the training manikin and allow the AED to analyze the heart rhythm. • Be certain that no one is touching the training manikin. 	<p><i>[AED] "Analyzing."</i></p>
Clear Again & Deliver Shock	<ul style="list-style-type: none"> • If the AED advises a shock, it will prompt you to clear again. Loudly say, "Everybody clear," or something similar. • Be certain that no one is touching the training manikin. • Simulate delivering a shock. 	<p><i>[AED] "Shock advised."</i></p>
Continue CPR AED	<ul style="list-style-type: none"> • Immediately resume high-quality CPR starting with chest compressions. 	<p>③ Prompt with Provider Action only as needed.</p>

END SCENARIO. WHAT WENT RIGHT? WHAT NEEDED IMPROVEMENT?

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HSI is the successor organization to American Safety and Health Institute (ASHI), MEDIC First Aid, and EMS Safety.



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