

BASIC FIRST AID EMERGENCY RESPONSE CHECKLIST

SAQA US ID 12483 | NQF Level 2 | Swift Skills Academy

! 1. Assess the Scene – D.R.A.B.C

- ☐ **Danger** – Ensure scene is safe for you and victim
- ☐ **Response** – Check if victim is conscious (tap & shout)
- ☐ **Airway** – Open airway (head tilt, chin lift)
- ☐ **Breathing** – Look, listen, feel for 10 seconds
- ☐ **Circulation** – Check for severe bleeding

☎ 2. Call for Help

- ☐ Dial **112** (mobile) or **10177** (ambulance)
- ☐ Provide: Location • Number of casualties • Injury type • First aid given

♥ 3. CPR (Adult – No Breathing/No Pulse)

- ☐ 30 chest compressions (100–120 per minute, 5–6 cm deep)
- ☐ 2 rescue breaths (if trained)
- ☐ Continue cycles until help arrives
- ☐ Use AED if available – follow voice prompts

💧 4. Severe Bleeding

- ☐ Apply direct pressure with clean cloth
- ☐ Elevate limb if possible
- ☐ Use tourniquet only as last resort (note time applied)

⇒ 5. Choking (Conscious Victim)

- ☐ Encourage coughing
- ☐ 5 back blows between shoulder blades
- ☐ 5 abdominal thrusts (Heimlich manoeuvre)

6. Common Injuries

- ☐ Burns: Cool with running water 20 mins – cover loosely
- ☐ Fractures: Immobilise – apply ice & elevate
- ☐ Shock: Lay flat, raise legs 30 cm, keep warm & calm

First Aid Kit Essentials (Workplace Minimum)

- ☐ Plasters & triangular bandages
- ☐ Sterile gauze & antiseptic wipes
- ☐ Scissors, disposable gloves & CPR mask
- ☐ Burn gel, thermal blanket & eye wash

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