

First Aid Programs 2019 Mandatory Update Guide

Introduction

The Lifesaving Society has implemented changes to workplace first aid content required by the Government of Alberta and Government of Northwest Territories.

This guide includes an orientation to changes reflected in Lifesaving Society Canada program content and literature required for workplace approved first aid programs. It is designed as a resource for Affiliate Delivery Partners, Trainers and Instructors who teach and evaluate Lifesaving Society workplace first aid programs to familiarize themselves with the updated program content, literature, program materials, policies, procedures, and implementation. All changes have been reviewed by Lifesaving Society medical advisors.

Completing the Mandatory Update

First Aid Trainers and Instructors will complete the Mandatory Update by following all steps within this guide, or watching our [online update video](#). There are two options for completing this update:

Affiliate In-service

- Affiliate Delivery Partners may choose to schedule an in-service training session to facilitate staff completing the First Aid Programs 2019 Mandatory Update and provide information on the facility implementation plan.

Self-Study

- First Aid Trainers and Instructors may choose to complete the First Aid Programs 2019 Mandatory Update on their own through self-study.

After completing all steps, First Aid Trainers and Instructors must submit a [First Aid Programs 2019 Mandatory Update Form](#) or [Test sheet](#).

Mandatory Update Process

- Review the Mandatory Update implementation timeline
- Download and/or order all required literature and program materials
- Review and understand changes to First Aid Program Content
- Review and understand changes to Policies and Procedures
- Review and understand changes to First Aid Program Resources

Mandatory Update Submission

Complete form submission with one of the following options:

- Self study: Individuals submit online **First Aid Programs 2019 Mandatory Update**
- Affiliate In-Service: Affiliates submit a **First Aid Programs 2019 Mandatory Update Test Sheet** to awards@lifesaving.org

Forms can be found hyperlinked within this document or on our website under [Member Services](#) ⇒ [Program Administration & Delivery](#) ⇒ [Program Updates](#)

Required Resources

Required Resources - Instructors	How to Access
Lifesaving First Aid Award Guide - 2020 Edition	View online in the First Aid Toolkit or order from the Society
First Aid Workbook for First Aid Candidates - 2020 Edition	View online in the First Aid Toolkit or order from the Society
Required Resources - Trainer	How to Access
Lifesaving First Aid Instructor Companion Book - 2020 Edition	View in Toolkit or order from Society

Planning for Implementation

Mandatory Update Timeline

Action	Effective Date
First Aid Programs 2019 Mandatory Update launch	December 1, 2019
2020 Edition materials available to order by request*	December 1, 2019
Previous materials retired (no longer available to order)	December 31, 2019
All workplace first aid programs (Emergency First Aid, Standard First Aid, and Aquatic Emergency Care) delivered by updated Instructors with new materials	January 15, 2020
Updated policies and procedures for workplace first aid implemented	January 15, 2020

*Unless explicitly requested, current materials will be sent out until December 31, 2020

Audits of Alberta Workplace Approved First Aid Courses

Both Alberta Occupational Health and Safety (OHS) and the Lifesaving Society have the right to audit any Lifesaving First Aid program at any time. Auditors will be looking to ensure policies are being followed and that content is delivered and evaluated accurately to the program standard.

Roles and Responsibilities

Affiliate Delivery Partners

- Plan for implementation of updated content in program delivery and update program guides to meet new policy requirements
- Communicate implementation plan to staff
- Support staff during rollout and implementation
- Schedule updated Instructors to teach and evaluate original and recertification courses
- Understand the roles and responsibilities of Trainers and Instructors

Trainers

- Complete the Mandatory Update within the implementation time frame
- Support Instructors and Affiliates in your community
- Adhere to the Lifesaving Society Code of Conduct for Leadership Volunteers and deliver programs following policies and procedures

Instructors

- Complete the Mandatory Update within the implementation time frame
- Teach and evaluate workplace first aid programs using updated program content, literature and program materials
- Adhere to the Lifesaving Society Code of Conduct for Leadership Volunteers and deliver programs following policies and procedures

Orientation to Changes

Policies and Procedures

Current Policy	Changed	Updated Policy
CPR-HCP	Yes	Basic Life Support (BLS) - title change
Emergency First Aid Course Time - 8 hours	No	
Standard First Aid (original) Course Time - 16 hours	No	
Standard First Aid (recertification) Course Time - 6 hours	Yes	Standard First Aid (recertification) Course Time - 8 hours
Aquatic Emergency Care (original) Course Time - 20 hours	No	
Aquatic Emergency Care (recertification) Course Time - 6 hours	Yes	Aquatic Emergency Care (recertification) Course Time - 8 hours

Test Sheets

All First Aid Programs will have new Test Sheets to reflect program changes. Test sheets will be available within the First Aid Toolkit between December 1-30, 2019. Test sheets will be placed on the public-facing Test sheet section of the website on December 30, 2019.

Evaluation Standards and Format

First Aid program content will be taught for either Awareness, Knowledge, or Skill. This change is based on Government of Alberta requirements that align with the Canadian Standards Organization (CSA) First Aid Standard. Each topic clearly identifies the content to be introduced and evaluated at each level.

- ❑ Review the “Using this Award Guide” section on pages iii of the *Lifesaving First Aid Award Guide* to learn about program evaluation for awareness, knowledge and skill.

Resource Changes

Lifesaving Society resources have been updated to align with the Alberta Plus Quality Management Plan and include minor editorial changes for alignment within the updated evaluation structure.

Lifesaving First Aid Award Guide

The Lifesaving First Aid Award Guide has been updated and is presented with an exciting new format to maintain our commitment to quality assurance and program model design. The revised First Aid Award Guide contains both the evaluation standards for the Lifesaving Society First Aid Programs along with suggested activities to allow candidates to achieve program standards. This creates a single resource which Instructors are required to use when teaching and evaluating first aid programs.

- ❑ Review the “Parts of the Award Guide” and “Topic Section Legend” sections on pages iii and iv of the *Lifesaving First Aid Award Guide* to learn about the Award Guide format

- ❑ Review to the “Contents” on pages v - vii and “Course Outlines” on pages 1-10 of the *Lifesaving First Aid Award Guide* to see how topics are laid out within the Award Guide and which lessons appear in each First Aid Program
- ❑ Refer to the “Bone and Joint Injuries” topic on pages 74 - 76 within the *Lifesaving First Aid Award Guide* as an example of a topic that contains Awareness, Knowledge, and Skills items for evaluation. Note that “Activity 1” only has a task for covering item awareness, while “Activity 2” has tasks to cover knowledge and skill.

Contact the office if you require further clarification on the layout of the award guide and integration of evaluation criteria and activities within topics and lessons

Recertification Delivery Guide

- ❑ Refer to “Appendix A” in the *Lifesaving First Aid Award Guide*, on pages 116 - 125 to review the new Workplace Approved First Aid Recertification Delivery Guide

This delivery guide is a tool to support Instructors planning for workplace first aid recertification courses. Recertification course length and required content is defined in this delivery guide. Instructors should review and modify this sample plan to meet the needs of candidates and their delivery of workplace first aid recertification.

First Aid Workbook for First Aid Candidates

- ❑ Refer to the “Occupational Health and Safety Bulletins” on pages 5 - 30 of the *First Aid Workbook for First Aid Candidates* to review new bulletins and how they are laid out in the workbook
- ❑ Review the “First Aid Insert” on pages 31 - 38 of the *First Aid Workbook for First Aid Candidates* to learn new first aid content included in the program

The First Aid Insert will act as a supplement to the Canadian First Aid Manual for new first aid content. This information will be integrated within the Canadian First Aid Manual during the next revision process. The Occupational Health and Safety Bulletins may also be accessed through the Government of Alberta website.

Lifesaving First Aid Instructor Companion Book (Trainers only)

- ❑ Refer “Session 15, Activity 2 First Aid Knowledge, and Skills” section on page 31 of the *Lifesaving First Aid Instructor Companion Book* to review clarification notes provided for this activity

First Aid Exam

The First Aid Test has been reviewed and revised to be reflective of updated program content.

- ❑ Refer to the “First Aid Test” on pages 108 - 112 of the *Lifesaving First Aid Award Guide* to review this content

The number of questions to be completed and passing grade remain unchanged. First Aid candidates will continue to be required to successfully complete the First Aid Exam for certification.

New Content

The Government of Alberta has implemented an Alberta Plus Quality Management Plan outlining first aid program course content which aligns to the Canadian Standards Association First Aid Training for the Workplace - Curriculum and Quality Management for Training Agencies published in 2017.

As a result of this alignment the following program content has been added to the Lifesaving Society workplace first aid programs.

Content Focus	Lesson	Topic	Location of Information
Use of Safety Data Sheets for first aid information	Lesson 2	First Aid in the Workplace	Workplace First Aiders and Legal Requirements - OHS Bulletin
	Lesson 8	Poisoning	
Procedures to clean and disinfect equipment and work environments	Lesson 2	Personal Protection and Prevention of Disease Transmission	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Procedure to dispose of sharps	Lesson 2	Personal Protection and Prevention of Disease Transmission	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Barriers to Communication	Lesson 2	First Aider Communication	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Transportation of Workers	Lesson 2	Transportation of Workers	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Anatomy and Physiology of the Musculoskeletal System	Lesson 3	Musculoskeletal System	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Anatomy and Physiology of the Nervous System	Lesson 3	Nervous System	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Chronic Obstructed Pulmonary Disease (COPD)	Lesson 7	Respiratory Emergencies	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Types of Stroke	Lesson 7	Circulatory Emergencies	<i>Canadian First Aid Manual</i> - Stroke section
Types of Shock	Lesson 7	Circulatory Emergencies	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Types of Seizures	Lesson 8	Seizures	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Arc Flash Injuries	Lesson 8	Facial Injuries	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Trench Foot	Lesson 8	Environmental Illness and Injury	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Snow Blindness	Lesson 8	Environmental Illness and Injury	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
Mental Health Emergencies	Lesson 9	Occupational Stress Injuries	First Aid Insert - <i>First Aid Workbook for First Aid Candidates</i>
		Mental Health Emergencies	

CPR-HCP

CPR-HCP has been re-branded within Lifesaving Society programs as Basic Life Support (BLS). Content within this program is unchanged and remains equivalent to Basic Life Support programs offered by other recognized training agencies. Certifications issued after January 1, 2020 will state Basic Life Support (BLS).