



# ProTrainings

Because Life Matters



**Skill Practice Guides  
& Evaluation Checklists**



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## INSTRUCTOR/SKILL EVALUATOR: OBJECTIVES, NEEDS, PHILOSOPHY

### I. Instructor/Skill Evaluator Objectives

- Effectively conduct CPR and First Aid classes/evaluations
- Fairly and accurately evaluate CPR and First Aid candidates through use of scenarios.
- Diagnose and correct faulty CPR and First Aid performance.
- Perform proper manikin maintenance, cleaning, and decontamination techniques.
- Record participants' progress.

### II. Instructor/Skill Evaluator Equipment Needs

- A minimum of 1 adult and 1 infant manikin (for healthcare provider and pediatric courses) for every 3 participants: Adult and infant manikins must have a visible chest rise when breaths are given . (Adult manikins can be used for child skills).
- A minimum of 1 AED Trainer for every 3 participants.
- Adult and Infant Bag Valve Masks (Only for healthcare provider courses)
- Proper cleaning products for decontamination (refer to manikin decontamination Appendix B).
- Disposable practice face shields or individual lung system for each participant.

### III. Facilities and Safety

- A clean, well lit area with adequate room to perform skills on manikins.
- This space could be an auditorium, library, all purpose room, office space or something similar.
- Bathrooms should be available, clean and accessible for students.
- Students should have water provided or a water fountain accessible.
- Any caution areas should be clearly labeled with signs.
- A first aid kit should be accessible or brought to the facility for all classes.
- Arrange spaces in keeping with the educational programs goals.
- Never compromise the safety of the participant or the instructor.

### IV. Philosophy of Online Learning Blended with Hands-On Practice

- Hands-on practice with a manikin will NOT ensure that a participant has mastered each skill that will directly translate to performance on a human being. The innumerable variations of stress, patient size, location, and real life needs of humans cannot be replicated on one manikin in one class. Therefore, hands-on practice simply allows participants the opportunity to become comfortable with the basic techniques used to perform skills. Just because a participant can perform the skills perfectly in class one day does not ensure that the participant will be able to perform the skills needed

for a real person. The primary benefit of hands-on practice is that a participant's comfort level will be higher when a real situation arises.

- More important than hands on practice of BLS skills is the knowledge of when, how, and why. Regular review and practicing scenarios will better prepare a participant to perform skills in real-life. The goal of blending online learning with skill evaluation is for each participant to become successful with critical thinking in an emergency so one can exercise the basic skills necessary to adequately provide care. With this in mind, skill verification is not about testing people and focusing on small differences in techniques. Skill verification is about allowing people to practice until they feel comfortable with the skills so they will know when to initiate specific skills, *how* to perform each skill, and *why* to use different skills.

## HOW TO CONDUCT SKILL PRACTICE AND EVALUATION

- Participants should be given time and assistance to practice skills with manikins. The Instructor should answer individual questions regarding manikin practice and help as needed during this time. If questions arise regarding course material, participants should conduct further review of course content, with instructor, online or contact the ProTrainings training department.
- For skill sessions, the instructor should use the skill practice sheets to prompt the participant and watch the skill practice through various scenarios. (Refer to Scenario Skill Practice Sheets at the end of each course). A participant who does not effectively perform an action should receive immediate feedback with the correction so the proper action can be practiced in the correct manner.
- Positive coaching and gentle correction is the key to successful evaluation. Never put-down or criticize a participant. For example, rather than say, "You did that wrong!" say, "This is a more effective way to perform the skill."

### Method I: One-on-One

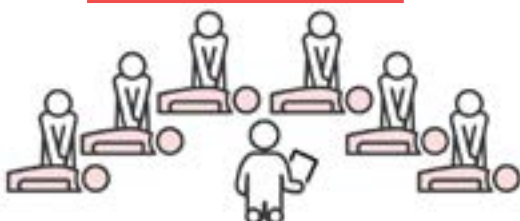
- This method is primarily for blended courses. It is best where an evaluator has flexibility in scheduling and can plan to spend about 15-60 minutes with each participant dependent upon the certification level. Benefits of this structure allow students to receive the most attention and most practice for their certification. The instructor prompts the participant through the scenarios with the skill practice sheets and evaluates the skills. Instructor/Evaluator uses skill evaluation checklist to record student progress.



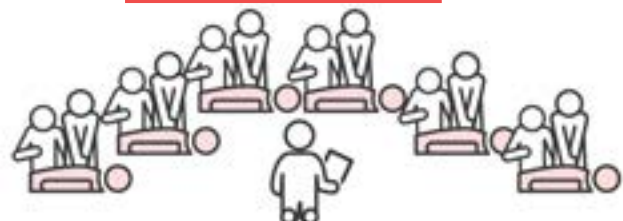
### Method II: Group

- This method is the typical classroom method. It is suggested for groups up to 12. If more than twelve participants are involved it is suggested to have another instructor or evaluator for every 12 participants. More time will need to be built into the class when more students are taught because of increased interaction and manikin sharing.
- Have the participants gather in a semicircle around the evaluator with the manikins facing the same direction. This provides for great visibility for the evaluator and for participants to learn from the correction of others. Make sure the evaluator can see the actions of the participants in order to adequately evaluate skills.
- The evaluator prompts the participant through the scenarios with the skill practice sheets and evaluates the skills. Instructor/Evaluator uses skill evaluation checklist to record student progress.

1 to 1 manikin to student ratio



1 to 2 manikin to student ratio



## Common Errors and Suggested Corrections

COMMON PARTICIPANT ERRORS	SUGGESTED EVALUATOR CORRECTIONS
<b>Beginning:</b> <ul style="list-style-type: none"> <li>• Neglects to check for safe environment</li> <li>• Doesn't apply gloves and prepare face shield</li> </ul>	<p>"Make sure to check the scene for safety and protect yourself. Think of your own safety first in any rescue situation. It does no good to have two patients."</p>
<b>Checking for responsiveness:</b> <ul style="list-style-type: none"> <li>• Vigorously shakes patient</li> <li>• Doesn't touch patient</li> </ul>	<p>"Remember to tap on the collar bone area and shout. Be careful not to move the patient excessively in case a spinal injury is present."</p>
<b>Forgets to activate EMS (call 911)</b>	<p>"Send someone to call 911 and get an AED if available. Make sure to tell them to come back and let you know that 911 has been called"</p>
<b>Circulation:</b> <ul style="list-style-type: none"> <li>• Fingers are on the wrong location for carotid pulse</li> <li>• Thumb is used to check pulse.</li> <li>• Checks infant pulse on the neck</li> </ul>	<p>"To properly find a pulse your fingers should be placed on the middle of the neck or adam's apple. Slide over to just inside the large muscle on the side of the neck and gently push in. You should feel a pulse in the valley area."</p> <p>"Remember to check an infant's pulse on the brachial artery. You should place your fingers on the upper inside arm and press in slightly to feel the pulse."</p>
<b>Airway:</b> <ul style="list-style-type: none"> <li>• Does not open airway before giving breaths</li> <li>• Does not tilt head back far enough</li> </ul>	<p>"Opening the airway first is one of the most important steps to CPR. The tongue can block the airway. Simply doing a head tilt chin lift will remove the tongue from the airway."</p>
<b>Breathing:</b> <ul style="list-style-type: none"> <li>• Breaths do not make chest rise</li> </ul>	<p>"Try giving some more air so the chest will rise."</p>
<b>Compressions:</b> <ul style="list-style-type: none"> <li>• Jab like compressions</li> <li>• Hands bounce off chest</li> <li>• Compressions too slow</li> <li>• Compressions too fast</li> </ul>	<p>"Smooth even compressions will be most effective. Make sure to kneel close to the patient, lock your elbows, and pivot at the waste allowing your body to do the work, not just your arms."</p> <p>"Keep the compressions moving at rate of 100-120 per minute. That's close to 2 each second. Count 1 and 2 and 3 and... You should have just enough time to say 'and' in-between each one."</p>
<b>Incorrect numbers or sequences</b>	<p>"It is most important to focus on giving adequate breaths and good compressions. However, the correct number and sequence is _____."</p>
<b>Conscious choking (FBAO removal):</b> <ul style="list-style-type: none"> <li>• Does not put one foot in-between patient's feet</li> <li>• Does not locate correct hand position for thrusts</li> </ul>	<p>"Stand behind the patient with one of your feet in-between the patient's feet, and your other foot behind you. This will give you a solid stance in case the patient becomes unconscious. The thumb side of the closed fist should be located just above the belly button."</p>
<b>Unconscious choking (FBAO removal)</b> <ul style="list-style-type: none"> <li>• Does not reposition the head when a breath attempt does not make the chest rise</li> <li>• Forgets to check mouth after compressions before attempting breaths.</li> </ul>	<p>"Think simple first. If the first breath attempt does not make the chest rise, retilt the head and try again."</p> <p>"Compressions for choking are the same as CPR with an added step. Remember to check the mouth for a foreign object. If you see one, clear it out."</p>



### Skill Evaluation Checklist

Keep form for 2 years as proof of completed evaluations

## Healthcare Provider (BLS) Adult, Child and Infant CPR/AED

Instructor/Skill Evaluator
Date:
Printed Name:
Registry #:
Signature:

Student Name(s)											
[Print Clearly. Up to 12 students can be listed on this checklist form.]											

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	

Required Skill Scenarios– 2020 CPR and First Aid ECC/ILCOR Guidelines												
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Adult CPR												
AED												
Adult Conscious Choking												
Adult Unconscious Choking												
Adult Rescue Breathing												
Adult 2 rescuer CPR with Bag Valve Mask												
Infant CPR												
Infant Conscious Choking												
Infant Unconscious Choking												
Infant 2 rescuer CPR with Bag Valve Mask												

INDIVIDUAL SKILLS   Assess during skill scenarios												
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Assessing the scene for safety												
Using personal protective equipment: • Gloves • FaceShield/Rescue Mask • Adult and Infant size Bag Valve Masks												
Assessing patient responsiveness												
Checking for a pulse: Adult and Child   Carotid Artery Infant   Brachial Artery												
Giving Compressions: Adult   2 hands on the center of the chest between the nipples Child   1 or 2 hands on the center of the chest between the nipples Infant   Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. 2 Rescuer Infant   2 thumbs hands encircling chest technique												
Open Airway using a head tilt chin lift												
Giving breaths: Adult and Child   Covering mouth Infant   Covering mouth and nose												
Removing a foreign object												
<b>For Classroom: Passed Written Test 80%</b>												



## SKILL PRACTICE SHEETS

# HEALTHCARE PROVIDER (BLS) ADULT, CHILD AND INFANT CPR/AED

Required Skill Scenarios
Adult CPR
AED
Adult Conscious Choking
Adult Unconscious Choking
Adult Rescue Breathing
Adult 2 rescuer CPR with Bag Valve Mask
Infant CPR
Infant Conscious Choking
Infant Unconscious Choking
Infant 2 rescuer CPR with Bag Valve Mask

Individual Skills
Assessing the scene for safety
Using personal protective equipment: <ul style="list-style-type: none"><li>• Gloves</li><li>• FaceShield/Rescue Mask</li><li>• Bag Valve Mask</li></ul>
Assessing patient responsiveness
Checking for a pulse: Adult and Child   Carotid Artery Infant   Brachial Artery
Giving Compressions: Adult   2 hands on the center of the chest between the nipples Child   1 or 2 hands on the center of the chest between the nipples. Infant   Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line.
Open Airway using a head tilt chin lift
Giving rescue breaths: Adult and Child   Covering mouth Infant   Covering mouth and nose
Removing a foreign object

# ADULT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers in valley between neck muscle and wind pipe. Check the pulse for no more than 10 seconds. Look at chest and face to determine no normal breathing.



- 5 30 Compressions:**  
If no pulse and no normal breathing, begin CPR. Use 2 hands, give 30 chest compressions, at a rate of 100-120 per minute, and at 2-2.4" deep.



- 6 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 7 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 8 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED

## SCENARIO

You are walking in the park when you see a man lying on the ground. What would you do?

**REQUIRED EQUIPMENT:**  
Adult Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

# AED



## 1 Power on the AED:

Check to make sure it is safe to use the AED. Unsafe conditions include, victim in water, on metal surface, flammable gas...



## 2 Bare the Chest:

Follow directions of AED. Dry any wet are as on chest, remove any patches, shave hair if needed.



## 3 Apply Pads:

Peel off backing and place pads as the picture on the pads shows. Press down firmly to assure pads are securely affixed.



## 4 Plug in Connector:

Follow AED directions. Some AED models have pre-connected electrodes and will sense when pads are secure.



## 5 Stand Clear:

Don't touch the victim while the AED is analyzing or charging.



## 6 Push Shock Button:

Shout, "Clear," and make sure no one is touching patient.



## 7 30 Compressions:

Give 5 cycles of 30 chest compressions, at a rate of 100-120 compressions/minute, followed with 2 breaths.

**NOTE:** Don't wait. Begin compressions immediately after the shock is delivered.



## 8 After 2 Minutes:

The AED will reanalyze. If AED says, "No shock advised," continue CPR if no signs of life. Follow AED prompts.

## HEALTHCARE PROVIDER (BLS) Adult, Child and Infant CPR/AED

### SCENARIO

You are performing CPR on a person when an AED arrives and is ready to use. What will you do?

**NOTE:** For victims 8 years old and younger, or under 55 lbs, use child pads. If victim is over 8 or 55 pounds, use adult pads. Adult pads can be used if no child sized pads are available. Make sure the pads do not touch. Place them on the child front and back like infant, if pads might touch with normal placement. For Infants, place one pad on the center of the chest and the other pad on the center of the back.

### REQUIRED EQUIPMENT: Adult Manikin and AED Trainer



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- The rescuer is too exhausted to continue

# ADULT CONSCIOUS CHOKING



## 1 Check Person:

Ask, "Are you choking?" If the person cannot cough, speak or breath, he or she is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Stand Behind:

Place your foot between the person's feet and place your other foot firmly on the ground beside you.

NOTE: You will need to kneel down for a child in order to give effective abdominal thrusts.



## 4 Position Hands:

Find the navel. Tucking in the thumb, place the thumb side of the fist against the abdomen, just above the navel.



## 5 Give Thrusts:

Grasp the back of your fist, give inward-upward abdominal thrusts until object is out or person goes unconscious.

**HEALTHCARE PROVIDER (BLS)**  
**Adult, Child and Infant**  
**CPR/AED**

## SCENARIO

You are eating a picnic lunch at the park when a person stands up and grasps his throat. What would you do?

**REQUIRED EQUIPMENT:**  
**Adult Manikin**



## WHEN TO STOP:

- The object comes out
- The scene becomes unsafe
- The person becomes unconscious (Call 911 and perform unconscious choking technique in this case)

# ADULT UNCONSCIOUS CHOKING



- 1 Position Person:**  
Lower person safely to the ground.



- 2 Call 911:**  
If 911 has not been called, send someone to call 911 and get an AED if available.



- 3 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 4 Check for Object:**  
Open airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



- 5 Give a Breath:**  
Open airway and give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



- 6 Reposition, Reattempt:**  
If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



- 7 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 8 Check for Object:**  
If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED

## SCENARIO

you are eating in your favorite restaurant when a man starts choking. You perform abdominal thrusts and he goes unconscious.

**REQUIRED EQUIPMENT:**  
Adult Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, check pulse, and continue CPR if the person shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

*Follows 2020 ECC/ILCOR and American Heart Association Guidelines*

# ADULT RESCUE BREATHING



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers in valley between neck muscle and wind pipe. Check the pulse for no more than 10 seconds. Look at chest and face to determine no normal breathing.



- 5 Open Airway:**  
If there is a pulse but no breathing, begin Rescue Breathing. Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 6 Rescue Breathing:**  
Give 1 breath every 6 seconds. Each breath should last 1 second and make the chest rise and fall. Reassess circulation every two minutes.

**NOTE:** If unsure a pulse exists, start CPR. Don't waste more critical time searching for a pulse.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED

## SCENARIO

A man fell into a pond and was just pulled out of the water as you arrive. He appears to be unconscious. What would you do?

**REQUIRED EQUIPMENT:**  
Adult Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue.

# ADULT 2 PERSON CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers in valley between neck muscle and wind pipe. Check the pulse for no more than 10 seconds. Look at chest and face to determine no normal breathing.



- 5 30 Compressions:**  
Primary rescuer will give 30 chest compressions using 2 hands in the center of the chest. Compress 2-2.4 inches deep at a rate of 100-120 per minute.



- 6 Open Airway:**  
Second rescuer will open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 7 Give 2 Breaths:**  
If no breathing, using the bag valve mask, rescuer gives 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 8 Continue and Switch:**  
Continue cycles of 30:2. Every 2 minutes, compressor calls for switch. At end of 30 compressions, person at head ends with 2 breaths, moves, and starts compressions.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED

**SCENARIO**  
You and a coworker are called for a emergency. You see a man lying on the ground. What would you do?

**REQUIRED EQUIPMENT:**  
Adult Manikin and Bag Valve Mask



**NOTE:** Use the Bag Valve Mask to give breaths for this skill scenario.

**WHEN TO STOP:**

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** The switch should take no more than 10 seconds. The purpose of 2 person CPR is to keep the compressor fresh in order to provide the best consistent compressions.

# INFANT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers on the inside upper arm to check the brachial pulse. Check the pulse for no more than 10 seconds. Look at chest and face to determine no normal breathing.



- 5 30 Compressions:**  
If no pulse and no normal breathing, begin CPR. Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120 per minute, and at least 1/3 the depth of the chest.



- 6 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 7 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.

NOTE: Cover infant's mouth and nose.



- 8 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED

## SCENARIO

A neighbor knocks on your door and asks for help. She states her 6 month old baby is not waking up. You find the baby lying in a crib.

**REQUIRED EQUIPMENT:**  
Infant Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue.

Follows 2020 ECC/ILCOR and American Heart Association Guidelines



# INFANT CONSCIOUS CHOKING



## 1 Check Baby:

If the baby cannot cough, cry or breath, he is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Position Baby:

Support the baby's face with your hand on the jaw and the baby's body along your fore-arm. Place the baby face down.



## 4 Give 5 Back Blows:

Holding the baby's head lower than the feet, give 5 back blows between the shoulder blades.



## 5 Turn Baby Over:

Hold the back of the head. Sandwich the baby between your forearms and turn him over.



## 6 Give 5 Chest Thrusts:

Place fingers on the sternum in the center of the chest and give 5 thrusts.



## 7 Repeat Steps 3 to 5:

Keep giving 5 back blows and 5 chest thrusts until the object comes out or baby goes unconscious.

**HEALTHCARE PROVIDER (BLS)**  
**Adult, Child and Infant**  
**CPR/AED**

## SCENARIO

You see a baby on the floor next to some marbles. The baby is gagging, turning blue and cannot cry, cough or breath. What would you do?

**REQUIRED EQUIPMENT:**  
Infant Manikin



## WHEN TO STOP:

- The object comes out
- The baby becomes unconscious (Make sure 911 has been called and perform unconscious choking technique)

# INFANT UNCONSCIOUS CHOKING



## 1 Position Person:

Lay the infant down, supine, on a flat surface.



## 2 Call 911:

If 911 has not been called, send someone to call 911 and get an AED if available.



## 3 30 Compressions:

Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of at least 100/minute, and at least 1/3 the depth of the chest.



## 4 Check for Object:

Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



## 5 Give a Breath:

Open airway and Give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



## 6 Reposition, Reattempt:

If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



## 7 30 Compressions:

Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120/minute, and at least 1/3 the depth of the chest.



## 8 Check for Object:

If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

**HEALTHCARE PROVIDER (BLS)**  
**Adult, Child and Infant**  
**CPR/AED**

## SCENARIO

You enter a baby's room and notice that several marbles are scattered around the baby on the floor. The baby is conscious and choking. You perform back blows and chest thrusts. The baby goes unconscious. What will you do next?

**REQUIRED EQUIPMENT:**  
Infant Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue.

**NOTE:** After breaths go in, check pulse, and continue CPR if the infant shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

# INFANT 2 PERSON CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive and no normal breathing, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers on the brachial artery on the inside of the upper arm. Check the pulse for no more than 10 seconds.



- 5 15 Compressions:**  
Primary rescuer will give 15 chest compressions using the 2 thumbs encircling chest technique, at a rate of 100-120 per minute, at least 1/3 the depth of the chest.



- 6 Open Airway:**  
Second rescuer will open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 7 Give 2 Breaths:**  
If no breathing, using the bag valve mask, first rescuer gives 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 8 Continue and Switch:**  
Continue cycles of 15:2. Every 2 minutes, compressor calls for switch. At end of 15 compressions, person at head ends with 2 breaths, moves, and starts compressions.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED

## SCENARIO

You and another healthcare worker respond to a first aid call for a baby. When you arrive the baby is blue and does not appear to be moving. What will you do?

**REQUIRED EQUIPMENT:**  
Infant Manikin and Infant size Bag Valve Mask



**NOTE:** Use the infant size Bag Valve Mask to give breaths for this skill scenario.

## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue.

**NOTE:** The switch should take no more than 10 seconds. The purpose of 2 person CPR is to keep the compressor fresh in order to provide the best consistent compressions.



## SKILL PRACTICE SHEETS

# HEALTHCARE PROVIDER (BLS) ADULT, CHILD AND INFANT CPR/AED & FIRST AID

Required Skill Scenarios
Adult CPR
AED
Adult Conscious Choking
Adult Unconscious Choking
Adult Rescue Breathing
Adult 2 rescuer CPR with
Bag Valve Mask
Infant CPR
Infant Conscious Choking
Infant Unconscious Choking
Infant 2 rescuer CPR with Bag Valve Mask
Bleeding Control

Individual Skills
Assessing the scene for safety
Using personal protective equipment: <ul style="list-style-type: none"><li>• Gloves</li><li>• FaceShield/Rescue Mask</li><li>• Bag Valve Mask</li></ul>
Assessing patient responsiveness
Checking for a pulse: Adult and Child   Carotid Artery Infant   Brachial Artery
Giving Compressions: Adult   2 hands on the center of the chest between the nipples Child   1 or 2 hands on the center of the chest between the nipples. Infant   Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. 2 Rescuer Infant   2 thumbs hands encircling chest technique
Open Airway using a head tilt chin lift
Giving rescue breaths: Adult and Child   Covering mouth Infant   Covering mouth and nose
Removing a foreign object
Direct pressure to control bleeding

# ADULT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers in valley between neck muscle and wind pipe. Check the pulse for no more than 10 seconds. Look at chest and face to determine no normal breathing.



- 5 30 Compressions:**  
If no pulse and no normal breathing, begin CPR. Use 2 hands, give 30 chest compressions, at a rate of 100-120 per minute, and at 2-2.4" deep.



- 6 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 7 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 8 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

**HEALTHCARE PROVIDER (BLS)**  
**Adult, Child and Infant**  
**CPR/AED & FIRST AID**

## SCENARIO

You are walking in the park when you see a man lying on the ground. What would you do?

**REQUIRED EQUIPMENT:**  
**Adult Manikin**



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

*Follows 2020 ECC/ILCOR and American Heart Association Guidelines*

# AED



## 1 Power on the AED:

Check to make sure it is safe to use the AED. Unsafe conditions include, victim in water, on metal surface, flammable gas...



## 2 Bare the Chest:

Follow directions of AED. Dry any wet areas on chest, remove any patches, shave hair if needed.



## 3 Apply Pads:

Peel off backing and place pads as the picture on the pads shows. Press down firmly to assure pads are securely affixed.



## 4 Plug in Connector:

Follow AED directions. Some AED models have pre-connected electrodes and will sense when pads are secure.



## 5 Stand Clear:

Don't touch the victim while the AED is analyzing or charging.



## 6 Push Shock Button:

Shout, "Clear," and make sure no one is touching patient.



## 7 30 Compressions:

Give 5 cycles of 30 chest compressions, at a rate of 100-120 compressions/minute, followed with 2 breaths.

**NOTE:** Don't wait. Begin compressions immediately after the shock is delivered.



## 8 After 2 Minutes:

The AED will reanalyze. If AED says, "No shock advised," continue CPR if no signs of life. Follow AED prompts.

## HEALTHCARE PROVIDER (BLS)

### Adult, Child and Infant CPR/AED & FIRST AID

## SCENARIO

You are performing CPR on a person when an AED arrives and is ready to use. What will you do?

**NOTE:** For victims 8 years old and younger, or under 55 lbs, use child pads. If victim is over 8 or 55 pounds, use adult pads. Adult pads can be used if no child sized pads are available. Make sure the pads do not touch. Place them on the child front and back like an infant, if pads might touch with normal placement. For Infants, place one pad on the center of the chest and the other pad on the center of the back.

## REQUIRED EQUIPMENT: Adult Manikin and AED Trainer



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- The rescuer is too exhausted to continue

# ADULT CONSCIOUS CHOKING



## 1 Check Person:

Ask, "Are you choking?" If the person cannot cough, speak or breath, he or she is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Stand Behind:

Place your foot between the person's feet and place your other foot firmly on the ground beside you.

NOTE: You will need to kneel down for a child in order to give effective abdominal thrusts.



## 4 Position Hands:

Find the navel. Tucking in the thumb, place the thumb side of the fist against the abdomen, just above the navel.



## 5 Give Thrusts:

Grasp the back of your fist, give inward-upward abdominal thrusts until object is out or person goes unconscious.

**HEALTHCARE PROVIDER (BLS)**  
**Adult, Child and Infant**  
**CPR/AED & FIRST AID**

## SCENARIO

You are eating a picnic lunch at the park when a person stands up and grasps his throat. What would you do?

**REQUIRED EQUIPMENT:**  
**Adult Manikin**



## WHEN TO STOP:

- The object comes out
- The scene becomes unsafe
- The person becomes unconscious (Call 911 and perform unconscious choking technique in this case)



# ADULT UNCONSCIOUS CHOKING



- 1 Position Person:**  
Lower person safely to the ground.



- 2 Call 911:**  
If 911 has not been called, send someone to call 911 and get an AED if available.



- 3 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 4 Check for Object:**  
Open airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



- 5 Give a Breath:**  
Open airway and give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



- 6 Reposition, Reattempt:**  
If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



- 7 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 8 Check for Object:**  
If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED & FIRST AID

## SCENARIO

You are eating in your favorite restaurant when a man starts choking. You perform abdominal thrusts and he goes unconscious.

**REQUIRED EQUIPMENT:**  
Adult Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, check pulse, and continue CPR if the person shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

*Follows 2020 ECC/ILCOR and American Heart Association Guidelines*

# ADULT RESCUE BREATHING



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers in valley between neck muscle and wind pipe. Check the pulse for no more than 10 seconds. Look at chest and face to determine no normal breathing.



- 5 Open Airway:**  
If there is a pulse but no breathing, begin Rescue Breathing. Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 6 Rescue Breathing:**  
Give 1 breath every 6 seconds. Each breath should last 1 second and make the chest rise and fall. Reassess circulation every two minutes.

**NOTE:** If unsure a pulse exists, start CPR. Don't waste more critical time searching for a pulse.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED & FIRST AID

## SCENARIO

A man fell into a pond and was just pulled out of the water as you arrive. He appears to be unconscious. What would you do?

**REQUIRED EQUIPMENT:**  
Adult Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

# ADULT 2 PERSON CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers in valley between neck muscle and wind pipe. Check the pulse for no more than 10 seconds. Look at chest and face to determine no normal breathing.



- 5 30 Compressions:**  
Primary rescuer will give 30 chest compressions using 2 hands in the center of the chest. Compress 2-2.4 inches deep at a rate of 100-120 per minute.



- 6 Open Airway:**  
Second rescuer will open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 7 Give 2 Breaths:**  
If no breathing, using the bag valve mask, rescuer gives 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 8 Continue and Switch:**  
Continue cycles of 30:2. Every 2 minutes, compressor calls for switch. At end of 30 compressions, person at head ends with 2 breaths, moves, and starts compressions.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED & FIRST AID

**SCENARIO**  
You and a coworker are called for a emergency. You see a man lying on the ground. What would you do?

**REQUIRED EQUIPMENT:**  
Adult Manikin and Bag Valve Mask



NOTE: Use the Bag Valve Mask to give breaths for this skill scenario.

**WHEN TO STOP:**

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

NOTE: The switch should take no more than 10 seconds. The purpose of 2 person CPR is to keep the compressor fresh in order to provide the best consistent compressions.

Follows 2020 ECC/ILCOR and American Heart Association Guidelines

# INFANT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers on the inside upper arm to check the brachial pulse. Check the pulse for no more than 10 seconds. Look at chest and face to determine no normal breathing.



- 5 30 Compressions:**  
If no pulse and no normal breathing, begin CPR. Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120 per minute, and at least 1/3 the depth of the chest.



- 6 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 7 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.

NOTE: Cover infant's mouth and nose.



- 8 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

**HEALTHCARE PROVIDER (BLS)**  
Adult, Child and Infant  
CPR/AED & FIRST AID

## SCENARIO

A neighbor knocks on your door and asks for help. She states her 6 month old baby is not waking up. You find the baby lying in a crib.

**REQUIRED EQUIPMENT:**  
Infant Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

Follows 2020 ECC/ILCOR and American Heart Association Guidelines

# INFANT CONSCIOUS CHOKING



## 1 Check Baby:

If the baby cannot cough, cry or breath, he is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Position Baby:

Support the baby's face with your hand on the jaw and the baby's body along your forearm. Place the baby face down.



## 4 Give 5 Back Blows:

Holding the baby's head lower than the feet, give 5 back blows between the shoulder blades.



## 5 Turn Baby Over:

Hold the back of the head. Sandwich the baby between your forearms and turn him over.



## 6 Give 5 Chest Thrusts:

Place fingers on the sternum in the center of the chest and give 5 thrusts.



## 7 Repeat Steps 3 to 5:

Keep giving 5 back blows and 5 chest thrusts until the object comes out or baby goes unconscious.

**HEALTHCARE PROVIDER (BLS)**  
**Adult, Child and Infant**  
**CPR/AED & FIRST AID**

## SCENARIO

You see a baby on the floor next to some marbles. The baby is gagging, turning blue and cannot cry, cough or breath. What would you do?

**REQUIRED EQUIPMENT:**  
**Infant Manikin**



## WHEN TO STOP:

- The object comes out
- The baby becomes unconscious (Make sure 911 has been called and perform unconscious choking technique)

# INFANT UNCONSCIOUS CHOKING



## 1 Position Person:

Lay the infant down, supine, on a flat surface.



## 2 Call 911:

If 911 has not been called, send someone to call 911 and get an AED if available.



## 3 30 Compressions:

Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120/minute, and at least 1/3 the depth of the chest.



## 4 Check for Object:

Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



## 5 Give a Breath:

Open airway and Give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



## 6 Reposition, Reattempt:

If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



## 7 30 Compressions:

Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120/minute, and at least 1/3 the depth of the chest.



## 8 Check for Object:

If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

**HEALTHCARE PROVIDER (BLS)**  
**Adult, Child and Infant**  
**CPR/AED & FIRST AID**

## SCENARIO

You enter a baby's room and notice that several marbles are scattered around the baby on the floor. The baby is conscious and choking. You perform back blows and chest thrusts. The baby goes unconscious. What will you do next?

**REQUIRED EQUIPMENT:**  
**Infant Manikin**



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, check pulse, and continue CPR if the infant shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

# INFANT 2 PERSON CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting.



- 3 Call 911:**  
If unresponsive and no normal breathing, send someone to call 911 and get an AED if available.



- 4 Check Pulse & Breathing:**  
Place fingers on the brachial artery on the inside of the upper arm. Check the pulse for no more than 10 seconds.



- 5 15 Compressions:**  
Primary rescuer will give 15 chest compressions using the 2 thumbs hands encircling chest technique, at a rate of 100-120 per minute, at least 1/3 the depth of the chest.



- 6 Open Airway:**  
Second rescuer will open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 7 Give 2 Breaths:**  
If no breathing, using the bag valve mask, first rescuer gives 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 8 Continue and Switch:**  
Continue cycles of 15:2. Every 2 minutes, compressor calls for switch. At end of 15 compressions, person at head ends with 2 breaths, moves, and starts compressions.

**HEALTHCARE PROVIDER (BLS)**  
**Adult, Child and Infant**  
**CPR/AED & FIRST AID**

**SCENARIO**  
You and another healthcare worker respond to a first aid call for a baby. When you arrive the baby is blue and does not appear to be moving. What will you do?

**REQUIRED EQUIPMENT:**  
**Infant Manikin and**  
**infant size Bag Valve Mask**



**NOTE:** Use the infant size Bag Valve Mask to give breaths for this skill scenario.

## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** The switch should take no more than 10 seconds. The purpose of 2 person CPR is to keep the compressor fresh in order to provide the best consistent compressions.

# BLEEDING CONTROL



## 1 Check Person:

Ask, "I'm trained in first aid, can I help you?"

**HEALTHCARE PROVIDER (BLS)  
Adult, Child and Infant  
CPR/AED & FIRST AID**



## 2 Call 911:

Send someone to call 911

## SCENARIO

While using a saw, a coworker cuts his forearm and blood is spurting out. What will you do?



## 3 Direct Pressure:

Apply gloves. Use gauze or other barrier to apply direct pressure to site of wound. Elevate if no fracture is suspected.

**REQUIRED EQUIPMENT:  
Gauze pads, roller gauze, gloves**



## 4 Pressure Bandage:

Apply more dressings if needed and a pressure bandage.



## 5 Recheck:

Check for capillary refill, skin color, and skin temperature.

**NOTE:** Monitor for signs of shock. If person show confusion, dizziness, bluish or grayish skin color, lay the person down and elevate the legs.





## Skill Evaluation Checklist

Keep form for 2 years as proof of completed evaluations

# Adult, Child and Infant, Pediatric CPR/AED & First Aid

Instructor/Skill Evaluator
Date:
Printed Name:
Registry #:
Signature:

**Student Name(s)**  
[Print Clearly. Up to 12 students can be listed on this checklist form.]

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	

**Required Skill Scenarios– 2020 CPR and First Aid ECC/ILCOR Guidelines**

Adult CPR												
AED												
Adult Conscious Choking												
Adult Unconscious Choking												
Infant CPR												
Infant Conscious Choking												
Infant Unconscious Choking												
Bleeding Control												

**INDIVIDUAL SKILLS | Assess during skill scenarios**

Assessing the scene for safety												
Using personal protective equipment: • Gloves • FaceShield/Rescue Mask												
Assessing patient responsiveness												
Giving Compressions: Adult   2 hands on the center of the chest between the nipples Child   1 or 2 hands on the center of the chest between the nipples Infant   Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line.												
Open Airway using a head tilt chin lift												
Giving breaths: Adult and Child   Covering mouth Infant   Covering mouth and nose												
Removing a foreign object												
Direct pressure to control bleeding												
For Classroom: Passed Written Test 80%												

# SKILL PRACTICE SHEETS

## ADULT, CHILD AND INFANT, PEDIATRIC CPR/AED & FIRST AID

Required Skill Scenarios
Adult CPR
AED
Adult Conscious Choking
Adult Unconscious Choking
Infant CPR
Infant Conscious Choking
Infant Unconscious Choking
Bleeding Control

Individual Skills
Assessing the scene for safety
Using personal protective equipment: <ul style="list-style-type: none"> <li>• Gloves</li> <li>• FaceShield</li> </ul>
Assessing patient responsiveness
Giving Compressions: <p>Adult   2 hands on the center of the chest between the nipples</p> <p>Child   1 or 2 hands on the center of the chest between the nipples.</p> <p>Infant   Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line.</p>
Opening the Airway using a head tilt chin lift
Giving breaths: <p>Adult and Child   Covering mouth</p> <p>Infant   Covering mouth and nose</p>
Removing a foreign object
Direct pressure to control bleeding

# ADULT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting. Look at chest and face to determine no normal breathing.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 30 Compressions:**  
Use 2 hands, give 30 chest compressions, at a rate of 100-120 compressions/minute, at 2-2.4 inches deep.



- 5 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 6 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 7 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

**Adult, Child and Infant, Pediatric CPR/AED & FIRST AID**

## SCENARIO

You are watching a basketball game when a player collapses on the court. What would you do?

**REQUIRED EQUIPMENT:**  
Adult Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

# AED



## 1 Power on the AED:

Check to make sure it is safe to use the AED. Unsafe conditions include, victim in water, on metal surface, flammable gas...



## 2 Bare the Chest:

Follow directions of AED. Dry any wet are as on chest, remove any patches, shave hair if needed.



## 3 Apply Pads:

Peel off backing and place pads as the picture on the pads shows. Press down firmly to assure pads are securely affixed.



## 4 Plug in Connector:

Follow AED directions. Some AED models have pre-connected electrodes and will sense when pads are secure.



## 5 Stand Clear:

Don't touch the victim while the AED is analyzing or charging.



## 6 Push Shock Button:

Shout, "Clear," and make sure no one is touching patient.



## 7 30 Compressions:

Give 5 cycles of 30 chest compressions, at a rate of 100-120 compressions/minute, followed with 2 breaths.

**NOTE:** Don't wait. Begin compressions immediately after the shock is delivered.



## 8 After 2 Minutes:

The AED will reanalyze. If AED says, "No shock advised," continue CPR if no signs of life. Follow AED prompts.

## Adult, Child and Infant, Pediatric CPR/AED & FIRST AID

### SCENARIO

You are performing CPR on a person when an AED arrives and is ready to use. What will you do?

**NOTE:** For victims 8 years old and younger, or under 55 lbs, use child pads. If victim is over 8 or 55 pounds, use adult pads. Adult pads can be used if no child sized pads are available. Make sure the pads do not touch. Place them on the child front and back like infant, if pads might touch with normal placement. For Infants, place one pad on the center of the chest and the other pad on the center of the back.

### REQUIRED EQUIPMENT: Adult Manikin and AED Trainer



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- The rescuer is too exhausted to continue

# ADULT CONSCIOUS CHOKING



## 1 Check Person:

Ask, "Are you choking?" If the person cannot cough, speak or breath, he or she is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Stand Behind:

Place your foot between the person's feet and place your other foot firmly on the ground beside you.

NOTE: You will need to kneel down for a child in order to give effective abdominal thrusts.



## 4 Position Hands:

Find the navel. Tucking in the thumb, place the thumb side of the fist against the abdomen, just above the navel.



## 5 Give Thrusts:

Grasp the back of your fist, give inward-upward abdominal thrusts until object is out or person goes unconscious.

**Adult, Child and Infant, Pediatric CPR/AED & FIRST AID**

## SCENARIO

You are eating at a restaurant when a person stands up and grasps his throat. What would you do?

**REQUIRED EQUIPMENT:  
Adult Manikin**



## WHEN TO STOP:

- The object comes out
- The scene becomes unsafe
- The person becomes unconscious (Call 911 and perform unconscious choking technique in this case)

# ADULT UNCONSCIOUS CHOKING



- 1 Position Person:**  
Lower person safely to the ground.



- 2 Call 911:**  
If 911 has not been called, send someone to call 911 and get an AED if available.



- 3 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 4 Check for Object:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



- 5 Give a Breath:**  
Open airway and Give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



- 6 Reposition, Reattempt:**  
If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



- 7 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 8 Check for Object:**  
If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

**Adult, Child and Infant, Pediatric CPR/AED & FIRST AID**

## SCENARIO

you are eating at a restaurant when a man starts choking. You perform abdominal thrusts and he goes unconscious.

**REQUIRED EQUIPMENT:**  
**Adult Manikin**



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, continue CPR if the person shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

*Follows 2020 ECC/ILCOR and American Heart Association Guidelines*

# INFANT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping feet and chest, and shouting. Look at chest and face to determine no normal breathing.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 30 Compressions:**  
Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120 per minute, at least 1/3 the depth of the chest.



- 5 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 6 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.

NOTE: Cover infant's mouth and nose.



- 7 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

## Adult, Child and Infant, Pediatric CPR/AED & FIRST AID

### SCENARIO

A neighbor knocks on your door and asks for help. She states her 6 month old baby is not waking up. You find the baby lying in a crib.

### REQUIRED EQUIPMENT: Infant Manikin



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

# INFANT CONSCIOUS CHOKING



## 1 Check Baby:

If the baby cannot cough, cry or breath, he is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Position Baby:

Support the baby's face with your hand on the jaw and the baby's body along your forearm. Place the baby face down.



## 4 Give 5 Back Blows:

Holding the baby's head lower than the feet, give 5 back blows between the shoulder blades.



## 5 Turn Baby Over:

Hold the back of the head. Sandwich the baby between your forearms and turn him over.



## 6 Give 5 Chest Thrusts:

Place fingers on the sternum in the center of the chest and give 5 thrusts.



## 7 Repeat Steps 3 to 5:

Keep giving 5 back blows and 5 chest thrusts until the object comes out or baby goes unconscious.

**Adult, Child and Infant, Pediatric CPR/AED & FIRST AID**

## SCENARIO

You see a baby on the floor next to some marbles. The baby is gagging, turning blue and cannot cry, cough or breath. What would you do?

**REQUIRED EQUIPMENT:**  
Infant Manikin



## WHEN TO STOP:

- The object comes out
- The baby becomes unconscious (Make sure 911 has been called and perform unconscious choking technique)



# INFANT UNCONSCIOUS CHOKING



- 1 Position Person:**  
Lay the infant down, supine, on a flat surface.



- 2 Call 911:**  
If 911 has not been called, send someone to call 911 and get an AED if available.



- 3 30 Compressions:**  
Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of at least 100/minute, and at least 1/3 the depth of the chest.



- 4 Check for Object:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



- 5 Give a Breath:**  
Open airway and Give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



- 6 Reposition, Reattempt:**  
If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



- 7 30 Compressions:**  
Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120/minute, and at least 1/3 the depth of the chest.



- 8 Check for Object:**  
If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

## Adult, Child and Infant, Pediatric CPR/AED & FIRST AID

### SCENARIO

You enter a baby's room and notice that several marbles are scattered around the baby on the floor. The baby is conscious and choking. You perform back blows and chest thrusts. The baby goes unconscious. What will you do next?

### REQUIRED EQUIPMENT: Infant Manikin



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, check pulse, and continue CPR if the infant shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

# BLEEDING CONTROL



## 1 Check Person:

Ask, "I'm trained in first aid, can I help you?"

**Adult, Child and Infant, Pediatric  
CPR/AED & FIRST AID**



## 2 Call 911:

Send someone to call 911

### SCENARIO

While using a saw, a coworker cuts his forearm and blood is spurting out. What will you do?



## 3 Direct Pressure:

Apply gloves. Use gauze or other barrier to apply direct pressure to site of wound. Elevate if no fracture is suspected.

**REQUIRED EQUIPMENT:  
Gauze pads, roller gauze, gloves**



## 4 Pressure Bandage:

Apply more dressings if needed and a pressure bandage.



## 5 Recheck:

Check for capillary refill, skin color, and skin temperature.

**NOTE:** Monitor for signs of shock. If person show confusion, dizziness, bluish or grayish skin color, lay the person down and elevate the legs.



**Skill Evaluation Checklist**  
Keep form for 2 years as proof of completed evaluations

**Adult, Child and Infant CPR/AED**

Instructor/Skill Evaluator
Date:
Printed Name:
Registry #:
Signature:

**Student Name(s)**  
[Print Clearly. Up to 12 students can be listed on this checklist form.]

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.		

**Required Skill Scenarios– 2020 CPR and First Aid ECC/ILCOR Guidelines**

Adult CPR													
AED													
Adult Conscious Choking													
Adult Unconscious Choking													
Infant CPR													
Infant Conscious Choking													
Infant Unconscious Choking													

**INDIVIDUAL SKILLS | Assess during skill scenarios**

Assessing the scene for safety													
Using personal protective equipment: • Gloves • FaceShield/Rescue Mask													
Assessing patient responsiveness													
Giving Compressions: Adult   2 hands on the center of the chest between the nipples Child   1 or 2 hands on the center of the chest between the nipples Infant   Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line.													
Open Airway using a head tilt chin lift													
Giving breaths: Adult and Child   Covering mouth Infant   Covering mouth and nose													
Removing a foreign object													
For Classroom: Passed Written Test 80%													

# SKILL PRACTICE SHEETS

## ADULT, CHILD AND INFANT CPR/AED

Required Skill Scenarios
Adult CPR
AED
Adult Conscious Choking
Adult Unconscious Choking
Infant CPR
Infant Conscious Choking
Infant Unconscious Choking

Individual Skills
Assessing the scene for safety
Using personal protective equipment: <ul style="list-style-type: none"> <li>• Gloves</li> <li>• FaceShield</li> </ul>
Assessing patient responsiveness
<b>Giving Compressions:</b> Adult   2 hands on the center of the chest between the nipples Child   1 or 2 hands on the center of the chest between the nipples. Infant   Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line.
Opening the Airway using a head tilt chin lift
<b>Giving breaths:</b> Adult and Child   Covering mouth Infant   Covering mouth and nose
Removing a foreign object

# ADULT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting. Look at chest and face to determine no normal breathing.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 30 Compressions:**  
Use 2 hands, give 30 chest compressions, at a rate of 100-120 compressions/minute, at 2-2.4 inches deep.



- 5 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 6 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 7 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

## Adult, Child and Infant CPR/AED

### SCENARIO

You are watching a basketball game when a player collapses on the court. What would you do?

### REQUIRED EQUIPMENT: Adult Manikin



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

# AED



## 1 Power on the AED:

Check to make sure it is safe to use the AED. Unsafe conditions include, victim in water, on metal surface, flammable gas...



## 2 Bare the Chest:

Follow directions of AED. Dry any wet are as on chest, remove any patches, shave hair if needed.



## 3 Apply Pads:

Peel off backing and place pads as the picture on the pads shows. Press down firmly to assure pads are securely affixed.



## 4 Plug in Connector:

Follow AED directions. Some AED models have pre-connected electrodes and will sense when pads are secure.



## 5 Stand Clear:

Don't touch the victim while the AED is analyzing or charging.



## 6 Push Shock Button:

Shout, "Clear," and make sure no one is touching patient.



## 7 30 Compressions:

Give 5 cycles of 30 chest compressions, at a rate of 100-120 compressions/minute, followed with 2 breaths.

NOTE: Don't wait. Begin compressions immediately after the shock is delivered.



## 8 After 2 Minutes:

The AED will reanalyze. If AED says, "No shock advised," continue CPR if no signs of life. Follow AED prompts.

## Adult, Child and Infant CPR/AED

### SCENARIO

You are performing CPR on a person when an AED arrives and is ready to use. What will you do?

**NOTE:** For victims 8 years old and younger, or under 55 lbs, use child pads. If victim is over 8 or 55 pounds, use adult pads. Adult pads can be used if no child sized pads are available. Make sure the pads do not touch. Place them on the child front and back like infant, if pads might touch with normal placement. For Infants, place one pad on the center of the chest and the other pad on the center of the back.

### REQUIRED EQUIPMENT: Adult Manikin and AED Trainer



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- The rescuer is too exhausted to continue

# ADULT CONSCIOUS CHOKING



## 1 Check Person:

Ask, "Are you choking?" If the person cannot cough, speak or breath, he or she is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Stand Behind:

Place your foot between the person's feet and place your other foot firmly on the ground beside you.

NOTE: You will need to kneel down for a child in order to give effective abdominal thrusts.



## 4 Position Hands:

Find the navel. Tucking in the thumb, place the thumb side of the fist against the abdomen, just above the navel.



## 5 Give Thrusts:

Grasp the back of your fist, give inward-upward abdominal thrusts until object is out or person goes unconscious.

**Adult, Child and Infant  
CPR/AED**

## SCENARIO

You are eating at a restaurant when a person stands up and grasps his throat. What would you do?

**REQUIRED EQUIPMENT:  
Adult Manikin**



## WHEN TO STOP:

- The object comes out
- The scene becomes unsafe
- The person becomes unconscious (Call 911 and perform unconscious choking technique in this case)

# ADULT UNCONSCIOUS CHOKING



- 1 Position Person:**  
Lower person safely to the ground.



- 2 Call 911:**  
If 911 has not been called, send someone to call 911 and get an AED if available.



- 3 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 4 Check for Object:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



- 5 Give a Breath:**  
Open airway and Give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



- 6 Reposition, Reattempt:**  
If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



- 7 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 8 Check for Object:**  
If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

**Adult, Child and Infant  
CPR/AED**

## SCENARIO

you are eating at a restaurant when a man starts choking. You perform abdominal thrusts and he goes unconscious.

**REQUIRED EQUIPMENT:**  
**Adult Manikin**



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, continue CPR if the person shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

*Follows 2020 ECC/ILCOR and American Heart Association Guidelines*



# INFANT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping feet and chest, and shouting. Look at chest and face to determine no normal breathing.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 30 Compressions:**  
Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120 per minute, at least 1/3 the depth of the chest.



- 5 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 6 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.

**NOTE:** Cover infant's mouth and nose.



- 7 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

## Adult, Child and Infant CPR/AED

### SCENARIO

A neighbor knocks on your door and asks for help. She states her 6 month old baby is not waking up. You find the baby lying in a crib.

### REQUIRED EQUIPMENT: Infant Manikin



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

# INFANT CONSCIOUS CHOKING



## 1 Check Baby:

If the baby cannot cough, cry or breath, he is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Position Baby:

Support the baby's face with your hand on the jaw and the baby's body along your forearm. Place he baby face down.



## 4 Give 5 Back Blows:

Holding the baby's head lower than the feet, give 5 back blows between the shoulder blades.



## 5 Turn Baby Over:

Hold the back of the head. Sandwich the baby between your forearms and turn him over.



## 6 Give 5 Chest Thrusts:

Place fingers on the sternum in the center of the chest and give 5 thrusts.



## 7 Repeat Steps 3 to 5:

Keep giving 5 back blows and 5 chest thrusts until the object comes out or baby goes unconscious.

## Adult, Child and Infant CPR/AED

### SCENARIO

You see a baby on the floor next to some marbles. The baby is gagging, turning blue and cannot cry, cough or breath. What would you do?

### REQUIRED EQUIPMENT: Infant Manikin



### WHEN TO STOP:

- The object comes out
- The baby becomes unconscious (Make sure 911 has been called and perform unconscious choking technique)

# INFANT UNCONSCIOUS CHOKING



- 1 Position Person:**  
Lay the infant down, supine, on a flat surface.



- 2 Call 911:**  
If 911 has not been called, send someone to call 911 and get an AED if available.



- 3 30 Compressions:**  
Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120/minute, and at least 1/3 the depth of the chest.



- 4 Check for Object:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



- 5 Give a Breath:**  
Open airway and Give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



- 6 Reposition, Reattempt:**  
If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



- 7 30 Compressions:**  
Utilize the 2 thumb-encircling hands technique or use 2 fingers on the center of the chest, just below the nipple line. Give 30 chest compressions, at a rate of 100-120/minute, and at least 1/3 the depth of the chest.



- 8 Check for Object:**  
If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

## Adult, Child and Infant CPR/AED

### SCENARIO

You enter a baby's room and notice that several marbles are scattered around the baby on the floor. The baby is conscious and choking. You perform back blows and chest thrusts. The baby goes unconscious. What will you do next?

### REQUIRED EQUIPMENT: Infant Manikin



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, check pulse, and continue CPR if the infant shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

Follows 2020 ECC/ILCOR and American Heart Association Guidelines

## Skill Evaluation Checklist

Keep form for 2 years as proof of completed evaluations

# Adult CPR/AED & First Aid

Instructor/Skill Evaluator
Date:
Printed Name:
Registry #:
Signature:

Student Name(s)											
[Print Clearly. Up to 12 students can be listed on this checklist form.]											

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
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Required Skill Scenarios– 2020 CPR and First Aid ECC/ILCOR Guidelines											
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Adult CPR											
AED											
Adult Conscious Choking											
Adult Unconscious Choking											
Bleeding Control											

INDIVIDUAL SKILLS   Assess during skill scenarios											
---	--	--	--	--	--	--	--	--	--	--	--

Assessing the scene for safety											
Using personal protective equipment: • Gloves • FaceShield/Rescue Mask											
Assessing patient responsiveness											
Giving Compressions: Adult   2 hands on the center of the chest between the nipples											
Open Airway using a head tilt chin lift											
Giving breaths: Adult and Child   Covering mouth											
Removing a foreign object											
Direct pressure to control bleeding											
For Classroom: Passed Written Test 80%											

# SKILL PRACTICE SHEETS

## ADULT CPR/AED & FIRST AID

Required Skill Scenarios
Adult CPR
AED
Adult Conscious Choking
Adult Unconscious Choking
Bleeding Control

Individual Skills
Assessing the scene for safety
Using personal protective equipment: <ul style="list-style-type: none"> <li>• Gloves</li> <li>• FaceShield</li> </ul>
Assessing patient responsiveness
Giving Compressions: Adult   2 hands on the center of the chest between the nipples
Opening the Airway using a head tilt chin lift
Giving breaths: Adult and Child   Covering mouth
Removing a foreign object
Direct pressure to control bleeding

# ADULT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting. Look at chest and face to determine no normal breathing.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 30 Compressions:**  
Use 2 hands, give 30 chest compressions, at a rate of 100-120 compressions/minute, at 2-2.4 inches deep.



- 5 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 6 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 7 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

## Adult CPR/AED & First Aid

### SCENARIO

You are watching a basketball game when a player collapses on the court. What would you do?

### REQUIRED EQUIPMENT: Adult Manikin



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

# AED



## 1 Power on the AED:

Check to make sure it is safe to use the AED. Unsafe conditions include, victim in water, on metal surface, flammable gas...



## 2 Bare the Chest:

Follow directions of AED. Dry any wet are as on chest, remove any patches, shave hair if needed.



## 3 Apply Pads:

Peel off backing and place pads as the picture on the pads shows. Press down firmly to assure pads are securely affixed.



## 4 Plug in Connector:

Follow AED directions. Some AED models have pre-connected electrodes and will sense when pads are secure.



## 5 Stand Clear:

Don't touch the victim while the AED is analyzing or charging.



## 6 Push Shock Button:

Shout, "Clear," and make sure no one is touching patient.



## 7 30 Compressions:

Give 5 cycles of 30 chest compressions, at a rate of 100-120 compressions/minute, followed with 2 breaths.

**NOTE:** Don't wait. Begin compressions immediately after the shock is delivered.



## 8 After 2 Minutes:

The AED will reanalyze. If AED says, "No shock advised," continue CPR if no signs of life. Follow AED prompts.

## Adult CPR/AED & First Aid

### SCENARIO

You are performing CPR on a person when an AED arrives and is ready to use. What will you do?

**NOTE:** For victims 8 years old and younger, or under 55 lbs, use child pads. If victim is over 8 or 55 pounds, use adult pads. Adult pads can be used if no child sized pads are available. Make sure the pads do not touch. Place them on the child front and back like infant, if pads might touch with normal placement. For Infants, place one pad on the center of the chest and the other pad on the center of the back.

### REQUIRED EQUIPMENT: Adult Manikin and AED Trainer



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- The rescuer is too exhausted to continue

# ADULT CONSCIOUS CHOKING



## 1 Check Person:

Ask, "Are you choking?" If the person cannot cough, speak or breath, he or she is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Stand Behind:

Place your foot between the person's feet and place your other foot firmly on the ground beside you.

NOTE: You will need to kneel down for a child in order to give effective abdominal thrusts.



## 4 Position Hands:

Find the navel. Tucking in the thumb, place the thumb side of the fist against the abdomen, just above the navel.



## 5 Give Thrusts:

Grasp the back of your fist, give inward-upward abdominal thrusts until object is out or person goes unconscious.

## Adult CPR/AED & First Aid

### SCENARIO

You are eating at a restaurant when a person stands up and grasps his throat. What would you do?

### REQUIRED EQUIPMENT: Adult Manikin



### WHEN TO STOP:

- The object comes out
- The scene becomes unsafe
- The person becomes unconscious (Call 911 and perform unconscious choking technique in this case)



# ADULT UNCONSCIOUS CHOKING



- 1 Position Person:**  
Lower person safely to the ground.



- 2 Call 911:**  
If 911 has not been called, send someone to call 911 and get an AED if available.



- 3 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 4 Check for Object:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



- 5 Give a Breath:**  
Open airway and Give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



- 6 Reposition, Reattempt:**  
If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



- 7 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 8 Check for Object:**  
If object is seen, do a finger sweep to remove it. Repeat steps 5-8 until air goes in and makes chest rise.

## Adult CPR/AED & First Aid

### SCENARIO

you are eating at a restaurant when a man starts choking. You perform abdominal thrusts and he goes unconscious.

### REQUIRED EQUIPMENT: Adult Manikin



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, continue CPR if the person shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.

# BLEEDING CONTROL



## 1 Check Person:

Ask, "I'm trained in first aid, can I help you?"



## 2 Call 911:

Send someone to call 911



## 3 Direct Pressure:

Apply gloves. Use gauze or other barrier to apply direct pressure to site of wound. Elevate if no fracture is suspected.



## 4 Pressure Bandage:

Apply more dressings if needed and a pressure bandage.



## 5 Recheck:

Check for capillary refill, skin color, and skin temperature.

**NOTE:** Monitor for signs of shock. If person show confusion, dizziness, bluish or grayish skin color, lay the person down and elevate the legs.

**Adult CPR/AED & First Aid**

## SCENARIO

While using a saw, a coworker cuts his forearm and blood is spurting out. What will you do?

## REQUIRED EQUIPMENT:

**Gauze pads, roller gauze, gloves**



### Skill Evaluation Checklist

Keep form for 2 years as proof of completed evaluations

## Adult CPR/AED

Instructor/Skill Evaluator
Date:
Printed Name:
Registry #:
Signature:

Student Name(s)											
[Print Clearly. Up to 12 students can be listed on this checklist form.]											
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

Required Skill Scenarios– 2020 CPR and First Aid ECC/ILCOR Guidelines											
Adult CPR											
AED											
Adult Conscious Choking											
Adult Unconscious Choking											
INDIVIDUAL SKILLS   Assess during skill scenarios											
Assessing the scene for safety											
Using personal protective equipment: • Gloves • FaceShield/Rescue Mask											
Assessing patient responsiveness											
Giving Compressions: Adult   2 hands on the center of the chest between the nipples											
Open Airway using a head tilt chin lift											
Giving breaths: Adult  Covering mouth											
Removing a foreign object											
<b>For Classroom: Passed Written Test 80%</b>											

# SKILL PRACTICE SHEETS

## ADULT CPR/AED

Required Skill Scenarios
Adult CPR
AED
Adult Conscious Choking
Adult Unconscious Choking

Individual Skills
Assessing the scene for safety
Using personal protective equipment: <ul style="list-style-type: none"><li>• Gloves</li><li>• FaceShield</li></ul>
Assessing patient responsiveness
Giving Compressions: Adult   2 hands on the center of the chest between the nipples
Opening the Airway using a head tilt chin lift
Giving breaths: Adult   Covering mouth
Removing a foreign object

# ADULT CPR



- 1 Check Scene:**  
Check for safety, apply gloves and prepare face shield.



- 2 Check Person:**  
Check for responsiveness by holding head still, tapping and shouting. Look at chest and face to determine no normal breathing.



- 3 Call 911:**  
If unresponsive or a life-threatening condition exists, send someone to call 911 and get an AED if available.



- 4 30 Compressions:**  
Use 2 hands, give 30 chest compressions, at a rate of 100-120 compressions/minute, at 2-2.4 inches deep.



- 5 Open Airway:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions.



- 6 Give 2 Breaths:**  
Give 2 breaths lasting 1 second each making sure the chest rises and falls with each breath.



- 7 Continue CPR:**  
Give cycles of 30 chest compressions, followed by 2 breaths.

## Adult CPR/AED

### SCENARIO

You are watching a basketball game when a player collapses on the court. What would you do?

### REQUIRED EQUIPMENT: Adult Manikin



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

# AED



## 1 Power on the AED:

Check to make sure it is safe to use the AED. Unsafe conditions include, victim in water, on metal surface, flammable gas...



## 2 Bare the Chest:

Follow directions of AED. Dry any wet are as on chest, remove any patches, shave hair if needed.



## 3 Apply Pads:

Peel off backing and place pads as the picture on the pads shows. Press down firmly to assure pads are securely affixed.



## 4 Plug in Connector:

Follow AED directions. Some AED models have pre-connected electrodes and will sense when pads are secure.



## 5 Stand Clear:

Don't touch the victim while the AED is analyzing or charging.



## 6 Push Shock Button:

Shout, "Clear," and make sure no one is touching patient.



## 7 30 Compressions:

Give 5 cycles of 30 chest compressions, at a rate of 100-120 compressions/minute, followed with 2 breaths.

NOTE: Don't wait. Begin compressions immediately after the shock is delivered.



## 8 After 2 Minutes:

The AED will reanalyze. If AED says, "No shock advised," continue CPR if no signs of life. Follow AED prompts.

## Adult CPR/AED

### SCENARIO

You are performing CPR on a person when an AED arrives and is ready to use. What will you do?

### REQUIRED EQUIPMENT: Adult Manikin and AED Trainer



### WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- The rescuer is too exhausted to continue

# ADULT CONSCIOUS CHOKING



## 1 Check Person:

Ask, "Are you choking?" If the person cannot cough, speak or breath, he or she is choking and needs your help.



## 2 Call 911:

Send someone to call 911. If no one is available to call, provide care first.



## 3 Stand Behind:

Place your foot between the person's feet and place your other foot firmly on the ground beside you.

NOTE: You will need to kneel down for a child in order to give effective abdominal thrusts.



## 4 Position Hands:

Find the navel. Tucking in the thumb, place the thumb side of the fist against the abdomen, just above the navel.



## 5 Give Thrusts:

Grasp the back of your fist, give inward-upward abdominal thrusts until object is out or person goes unconscious.

Adult CPR/AED

## SCENARIO

You are eating at a restaurant when a person stands up and grasps his throat. What would you do?

REQUIRED EQUIPMENT:

Adult Manikin



## WHEN TO STOP:

- The object comes out
- The scene becomes unsafe
- The person becomes unconscious (Call 911 and perform unconscious choking technique in this case)

# ADULT UNCONSCIOUS CHOKING



- 1 Position Person:**  
Lower person safely to the ground.



- 2 Call 911:**  
If 911 has not been called, send someone to call 911 and get an AED if available.



- 3 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 4 Check for Object:**  
Open Airway using a head tilt chin lift technique. Look in the mouth for any obstructions. If object is seen, do a finger sweep to remove it.



- 5 Give a Breath:**  
Open airway and Give a breath. Even if no object is seen, attempt a breath. If air goes in give a second breath.



- 6 Reposition, Reattempt:**  
If air does not go in, reposition and reattempt a breath. If air still does not go in, continue compressions.



- 7 30 Compressions:**  
Using 2 hands, give 30 chest compressions, at a rate of 100-120 compressions per minute, at 2-2.4 inches deep.



- 8 Check for Object:**  
If object is seen, do a finger sweep to re-move it. Repeat steps 5-8 until air goes in and makes chest rise.

Adult CPR/AED

## SCENARIO

you are eating at a restaurant when a man starts choking. You perform abdominal thrusts and he goes unconscious.

REQUIRED EQUIPMENT:  
Adult Manikin



## WHEN TO STOP:

- If the patient shows signs of life
- Trained personnel or EMS take over
- The scene becomes unsafe
- An AED is ready to use
- The rescuer is too exhausted to continue

**NOTE:** After breaths go in, continue CPR if the person shows no signs of life. If there is breathing and pulse, monitor Airway, Breathing, and Circulation until EMS arrives.





### Skill Evaluation Checklist

Keep form for 2 years as proof of completed evaluations

## First Aid Only

Instructor/Skill Evaluator
Date:
Printed Name:
Registry #:
Signature:

Student Name(s)											
[Print Clearly. Up to 12 students can be listed on this checklist form.]											

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

Required Skill Scenarios– 2020 CPR and First Aid ECC/ILCOR Guidelines											
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Bleeding Control											
INDIVIDUAL SKILLS   Assess during skill scenarios											
Direct pressure to control bleeding											
For Classroom: Passed Written Test 80%											

# BLEEDING CONTROL



## 1 Check Person:

Ask, "I'm trained in first aid, can I help you?"

**First Aid only**



## 2 Call 911:

Send someone to call 911

## SCENARIO

While using a saw, a coworker cuts his forearm and blood is spurting out. What will you do?



## 3 Direct Pressure:

Apply gloves. Use gauze or other barrier to apply direct pressure to site of wound. Elevate if no fracture is suspected.

**REQUIRED EQUIPMENT:**  
**Gauze pads, roller gauze, gloves**



## 4 Pressure Bandage:

Apply more dressings if needed and a pressure bandage.



## 5 Recheck:

Check for capillary refill, skin color, and skin temperature.

**NOTE:** Monitor for signs of shock. If person show confusion, dizziness, bluish or grayish skin color, lay the person down and elevate the legs.

## PROACLS AND PROPALS

ProACLS and ProPALS certification courses are offered only as blended and 100% online courses at this time. Certified Healthcare Provider level Instructors/Skill Evaluators are authorized to conduct the skill evaluation for these courses.

The Healthcare Provider (BLS) Adult, Child and Infant CPR/AED skill practice sheets should be used to conduct the skill evaluation for either course.



### Skill Evaluation Checklist

Keep form for 2 years as proof of completed evaluations

Instructor/Skill Evaluator
Date:
Printed Name:
Registry #:
Signature:

**Student Name(s)**  
[Print Clearly. Up to 12 students can be listed on this checklist form.]

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.		

**Required Skill Scenarios | 2020 ACLS ECC/ILCOR Guidelines**  
The ProACLS hands-on skill evaluation includes all of the BLS skills. Although infant skills are not included in the ProACLS training, BLS skills and knowledge are a prerequisite for the ACLS course. Please refer to the Healthcare Provider (BLS) Adult, Child and Infant CPR/AED skill practice sheets to prepare for the ProACLS skill evaluation.

Adult CPR													
AED													
Adult Conscious Choking													
Adult Unconscious Choking													
Adult Rescue Breathing													
Adult 2 rescuer CPR with Bag Valve Mask													
Infant CPR													
Infant Conscious Choking													
Infant Unconscious Choking													
Infant 2 rescuer CPR with Bag Valve Mask													

**ProACLS Case Scenarios Tested In Training Program:**

Respiratory Arrest													
Adult CPR													
Adult AED													
Acute Coronary Syndromes (ACS)													
Acute Stroke													
Pulseless VF / Pulseless VT													
Pulseless Electrical Activity (PEA)													
Asystole													
Bradycardia													
Tachycardia													
Megacode													

## Skill Evaluation Checklist

Keep form for 2 years as proof of completed evaluations

Instructor/Skill Evaluator
Date:
Printed Name:
Registry #:
Signature:

Student Name(s) [Print Clearly. Up to 12 students can be listed on this checklist form.]											
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.

### Required Skill Scenarios | 2020 PALS ECC/ILCOR Guidelines

The ProPALS hands-on skill evaluation includes all of the BLS skills. Although infant skills are not included in the ProPALS training, BLS skills and knowledge are a prerequisite for the PALS course. Please refer to the Healthcare Provider (BLS) Adult, Child and Infant CPR/AED skill practice sheets to prepare for the ProPALS skill evaluation.)

Adult CPR												
Adult or Child AED												
Adult or Child Conscious Choking												
Adult or Child Unconscious Choking												
Adult or Child Rescue Breathing												
Adult or Child 2 rescuer CPR and AED with BVM												
Infant CPR												
Infant Conscious Choking												
Infant Unconscious Choking												
Infant 2 rescuer CPR with AED and BVM												

### ProACLS Case Scenarios Tested In Training Program:

Respiratory Arrest												
Infant 2 Rescuer CPR												
Child AED												
Respiratory Distress– Upper Airway (Croup)												
Respiratory Distress– Lower Airway (Asthma)												
Shock												
Pulseless VF / Pulseless VT												
Asystole												
Bradycardia												
Tachycardia												
Megacode												



**Course Evaluation**

Your feedback is important as it helps us to improve the quality of our training programs. Please rate the following statements:

Date Course Completed: \_\_\_\_\_ Instructor/Skill Evaluator Name \_\_\_\_\_

Organization of the activity:	Strongly Disagree	Disagree	Neutral	Agree	Strongly agree
I am satisfied with the training I received	1	2	3	4	5
I am satisfied with how the course was organized	1	2	3	4	5
<b>EFFECTIVENESS OF THE INSTRUCTOR/SKILL EVALUATOR:</b>					
The instructor presented the information clearly	1	2	3	4	5
The instructor helped me to learn the information	1	2	3	4	5
The instructor presented the information professionally	1	2	3	4	5
My questions were answered appropriately	1	2	3	4	5
<b>QUALITY OF TEACHING METHODS:</b>					
I am satisfied with the length and quantity of the training videos	1	2	3	4	5
I feel the training videos were high quality	1	2	3	4	5
I feel the testing accurately reflected the training received	1	2	3	4	5
I am satisfied with all of the training materials used	1	2	3	4	5
I am satisfied with the training format	1	2	3	4	5
<b>EFFECTIVENESS OF SKILLS PRACTICE AND EVALUATION:</b>					
I was able to complete my skill practice and evaluation in a timely manner	1	2	3	4	5
The instructor/skill evaluator had all the necessary equipment and it was in good order	1	2	3	4	5
I received appropriate feedback from the instructor/skill evaluator	1	2	3	4	5
The instructor/skill evaluator was professional and fair	1	2	3	4	5
<b>Please Share Any Additional Comments:</b>					

support@protrainings.com

### Manikin Decontamination & Participant Safety

There has never been a documented case of a CPR manikin transmitting a bacterial, fungal, or viral disease. In order to prevent the possibility of an infectious disease being spread from manikin use, manikins need to be cleaned and disinfected properly. The following are the evaluator's responsibilities in regard to manikin decontamination:

- **Inspect manikins before each use:**  
Look for cracks or tears on the face that could inhibit cleaning or may injure a participant. Do not use manikins with cracks or tears on the face or body.
- **Personal Protective Equipment:**  
Participants should use their own practice face shield or rescue mask and wear gloves when performing skills.
- **Decontaminate manikins during use:**  
After every participant's use, the face and inside mouth should be wiped briskly. Manikins with individual use lungs should be changed between each participant. Use a clean absorbent material wetted down with a solution of household chlorine bleach and water (1 part bleach added to 9 parts water solution). A solution of 70% alcohol (isopropanol or ethanol) will also work well. Let the surface stay wet for about 1 minute before wiping off with a clean dry cloth or letting it air-dry.
- **Decontaminate manikins after each session or day:**  
All manikins used should be thoroughly cleaned after each session or day of use. Remember to clean manikins in a well ventilated area and use safety goggles and gloves when cleaning manikins. Completely disassemble according to manufacturer's directions and scrub the parts with warm soapy water, rinse, and decontaminate by soaking in a bleach solution for 10 minutes. Make sure to scrub manikin parts vigorously as this is just as important as using a bleach solution. Rinse with fresh water, dry, and reassemble. Make sure to replace the disposable lungs and airway passages with new parts.
- **Participant Safety:**  
Individuals that take the course may have a wide range of physical limitations: hearing disabilities, legally blind, lack of full use of limbs, back troubles, etc. A blended participant will be familiar with the required skills after completing the web-based content. However, evaluators should use the skill practice sheets to brief individuals on the required skills. Some adaptations may be made as long as the objective of the skill can be successfully met. If the objective cannot be safely met respectfully explain that certification cannot be given. Do not compromise the safety of the participant or the evaluator.





ProTrainings is a nationally recognized online e-learning company offering healthcare provider CPR certification, lay rescuer/general workplace CPR & First Aid certification, ACLS and PALS certification, and OSHA bloodborne pathogens training and certification. Can I Use Online CPR Certification & CPR Training? Our CPR training videos follow the latest American Heart Association and ECC/ILCOR guidelines with a blended online/hands-on certification program that is nationally accredited and accepted.



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