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**First Response Training  
International  
Standards and Procedures Manual**

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**Part 2: Provider Standards**

**FIRST RESPONSE TRAINING INTERNATIONAL**

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**Revision History**

Revision Number	Date	Changes
0918	08/03/2018	Initial Standards.
0519	05/21/2019	No Changes.
0120	01/01/2020	2.3 & 3.3 Changed to "Adult and Child Emergency Care Instructor". 1.7, 2.7, 3.7, 4.7, & 5.7 Item 4a removed, subsequent item renumbered.
0121	01/01//2021	No Changes.

# First Response Training International Standards and Procedures

## Part 2: Provider Standards

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0221	02/01/2021	No Changes.
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# 1. Adult and Child Emergency Care

## 1.1 Introduction

This course is cardio-pulmonary resuscitation (CPR), first aid, and automated external defibrillator (AED) use combined into one program.

It is designed to teach adults and minors the proper techniques to safely administer CPR, correct first aid, and utilize an AED in emergency situations involving infants, children, and adults.

## 1.2 Qualifications of Graduates

Upon successful completion of this course graduates may:

1. Recognize and evaluate an emergency and a victim.
2. Know how to activate or alert the emergency medical services (EMS).
3. Be able to provide 1-person infant, child, and adult CPR to a nonbreathing or injured person and administer the proper first aid.
4. Properly use an automated external defibrillator (AED).

**It is important that the student understands that a requalification course is required every 2 years.**

## 1.3 Who May Teach

1. Any active First Response Training International Adult and Child Emergency Care Instructor may teach this course.

## 1.4 Student to Instructor Ratio

### Academic:

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter.
2. For CPR components the maximum manikin to student ratio is 5:1.

## 1.5 Student Prerequisites

1. Minimum age 18, 10 with parental consent.

## **1.6 Course Structure and Duration**

1. First Response Training International allows instructors to structure courses according to the number of students participating and their skill level.
2. The suggested number of training hours is 8.

## **1.7 Administrative Requirements**

### **Administrative Tasks:**

1. Collect the course fees from all the students.
2. Ensure that the students have the required equipment.
3. Communicate the schedule to the students.
4. Have the students complete the:
  - a. *First Response Training International Student Tracking Sheet.*

### **Upon successful completion of this specialty the instructor must:**

1. Issue the appropriate First Response Training International certification by submitting the First Response Training International Registration Form to First Response Training International Headquarters or preferably registering the students online through member's area of the First Response Training International website.

## **1.8 Training Material**

### **Required Material:**

1. *First Response Training International Adult and Child Emergency Care Student Manual* or eLearning course.
2. *First Response Training Instructor Guide.*

## **1.9 Required Equipment**

### **The minimum equipment requirements for students are as follows:**

1. Manikin - infant and adult.
2. Automated external defibrillator (AED) with owner's manual, training unit when available.
3. Basic first aid training supplies.
4. Tourniquet or tourniquet materials.

### **1.10 Required Subject Areas**

The following topics must be covered during this course. Instructors may use any additional text or materials that they feel help present these topics.

1. What is first aid.
2. Cardio Pulmonary Resuscitation (CPR):
  - a. When to perform CPR.
  - b. Compressions and ventilations.
  - c. Personal protection equipment.
  - d. Performing CPR:
    - i. Scene assessment.
    - ii. Emergency medical services activation.
    - iii. Compressions, airway, breathing (CAB).
    - iv. Compression protocol.
    - v. Ventilation protocol.
    - vi. Team CPR.
3. Define First Aid:
4. Personal protection equipment (PPE).
5. When and how must first aid be administered.
6. Injury and scene assessment.
7. Assess for "The Six Basics":
8. Breathing (absent) = CPR.
9. Bleeding = Pressure.
10. Broken = Immobilize.
11. Burns = Cool.
12. Bites = Cover.
13. Blows = Watch.
14. Choking:
15. Level of airway obstruction.
16. Treatment methods.
17. Special considerations for children.

18. Automated external Defibrillator (AED).
19. When to use.
20. How to use:
21. Infant/child.
22. Adult.
23. AED maintenance and storage.
24. Rules and regulations regarding AEDs.
25. Neurological:
26. Administering field test:
27. Keeping notes of results.
28. Repeating test.
29. Post Trauma Considerations for Lay Rescuers.

**Note:** Manufacturer's manual must be followed for proper use of the AED

### ***1.11 Required Skill Performance and Graduation Requirements***

**Instructors are required to teach and evaluate all the following skills:**

1. Scene entry and assessment.
2. Perform single person CPR on a manikin - infant and adult:
3. Compressions, airway, breathing (CAB).
4. First aid; treat a simulated injury for each of "The Six Basics":
5. Breathing (absent) = CPR.
6. Bleeding = Pressure.
7. Broken = Immobilize.
8. Burns = Cool.
9. Bites = Cover.
10. Blows = Watch.
11. Deploy AED and follow prompts for use.

**To complete this course, students must:**

1. Demonstrate an understanding of first aid, CPR, and the use of an AED.
2. Recognize and evaluate an emergency.
3. Know how to activate or alert the emergency medical services (EMS).



4. Be able to provide CPR, use an AED unit, and administer oxygen to breathing or non-breathing person.
5. Be able to provide first aid for two simulated injuries.
6. Administer a field neurological exam and record findings.
7. Complete the final exam.

**Note:** The certification is valid for 2 years and must be renewed.

## **2. Child Emergency Care**

### **2.1 Introduction**

This course is a cardio-pulmonary resuscitation (CPR), first aid, and automated external defibrillator (AED) combined into one program. It is designed to teach the proper techniques to safely administer CPR, correct first aid, and utilize an AED in emergency situations involving infants and children.

### **2.2 Qualifications of Graduates**

Upon successful completion of this course graduates may:

1. Recognize and evaluate an emergency and a victim.
2. Know how to activate or alert the emergency medical services (EMS).
3. Be able to provide 1-person infant, child CPR, and administer the proper first aid to non-breathing or injured infants or children.
4. Properly use an automated external defibrillator (AED).

**It is important that the student understands that a requalification course is required every 2 years.**

### **2.3 Who May Teach**

1. Any active First Response Training International Adult and Child Emergency Care Instructor may teach this course.

### **2.4 Student to Instructor Ratio**

#### **Academic**

1. Unlimited, so long as adequate facilities, supplies and time are provided to ensure comprehensive and complete training of subject matter.
2. For CPR components the maximum manikin to student ratio is 5:1.

### **2.5 Student Prerequisites**

1. Minimum age 18, 10 with parental consent.

## **2.6 Course Structure and Duration**

1. First Response Training International allows instructors to structure courses according to the number of students participating and their skill level.
2. The suggested number of training hours is 6.

## **2.7 Administrative Requirements**

### **Administrative Tasks:**

1. Collect the course fees from all the students.
2. Ensure that the students have the required equipment.
3. Communicate the schedule to the students.
4. Have the students complete the:
  - a. *First Response Training International Student Tracking Sheet.*

### **Upon successful completion of this specialty the instructor must:**

1. Issue the appropriate First Response Training International certification by submitting the *First Response Training International Registration Form* to First Response Training International Headquarters or preferably registering the students online through the member's area of the First Response Training International website.

## **2.8 Training Material**

### **Required Material:**

1. *First Response Training International Adult and Child Emergency Care Student Manual* or eLearning course.
2. *First Response Training Instructor Guide.*

## **2.9 Required Equipment**

### **The minimum equipment requirements for students are as follows:**

1. Manikin - infant and adult.
2. Automated external defibrillator (AED) with owner's manual; training unit when available
3. Basic first aid training supplies.
4. Tourniquet or tourniquet materials.

## **2.10 Required Subject Areas**

The following topics must be covered during this course. Instructors may use any additional text or materials that they feel help present these topics.

1. What is child emergency care?
2. Cardio Pulmonary Resuscitation (CPR):
3. When to perform CPR.
4. Compressions and ventilations.
5. Personal protection equipment.
6. Performing CPR:
7. Scene assessment.
8. Emergency medical services activation.
9. Compressions, airway, breathing (CAB).
10. Compression protocol.
11. Ventilation protocol.
12. Team CPR.
13. Define First Aid:
14. Personal protection equipment.
15. When and how must first aid be administered.
16. Injury and scene assessment.
17. Assess for "The Six Basics":
18. Breathing (absent) = CPR.
19. Bleeding = Pressure.
20. Broken = Immobilize.
21. Burns = Cool.
22. Bites = Cover.
23. Blows = Watch.
24. Choking:
25. Level of airway obstruction.
26. Treatment methods.
27. Special considerations for children.

28. Automated external Defibrillator (AED):

29. When to use.

30. How to use:

31. Infant/child

32. AED maintenance and storage.

33. Rules and regulations regarding AEDs.

34. Neurological:

35. Administering field test:

36. Keeping notes of results.

37. Repeating test

**Note:** Manufacturer's manual must be followed for proper use of the AED

## ***2.11 Required Skill Performance and Graduation Requirements***

**Instructors are required to teach and evaluate all the following skills:**

1. Scene entry and assessment
2. Perform single person CPR on a manikin - infant and adult:
  - a. Compressions, airway, breathing (CAB).
3. First aid; treat a simulated injury for each of "The Six Basics":
  - a. Breathing (absent) = CPR.
  - b. Bleeding = Pressure.
  - c. Broken = Immobilize.
  - d. Burns = Cool.
  - e. Bites = Cover.
  - f. Blows = Watch.

4. Deploy AED and follow prompts for use.

**To complete this course, students must:**

1. Demonstrate an understanding of oxygen administration, first aid, CPR, and the use of an AED.
2. Recognize and evaluate an emergency.
3. Know how to activate or alert the emergency medical services (EMS).
4. Be able to provide CPR and use an AED unit.

5. Be able to provide first aid for two simulated injuries.
6. Administer a field neurological exam and record findings.
7. Complete the final exam.

**Note:** The certification is valid for 2 years and must be renewed.

### **3. Workplace CPR/AED**

#### **3.1 Introduction**

This course is a cardio-pulmonary resuscitation (CPR) and automated external defibrillator (AED) combined into one program. It is designed to teach the proper techniques to safely administer CPR and utilize an AED in emergency situations involving infants, children, and adults.

#### **3.2 Qualifications of Graduates**

Upon successful completion of this course graduates may:

1. Recognize and evaluate an emergency and a victim.
2. Know how to activate or alert the emergency medical services (EMS).
3. Be able to provide 1-person CPR to a non-breathing infant, child, or adult.
4. Properly use an automated external defibrillator (AED).

**It is important that the student understands that a requalification course is required every 2 years.**

#### **3.3 Who May Teach**

1. Any active First Response Training International Adult and Child Emergency Care Instructor may teach this course.

#### **3.4 Student to Instructor Ratio**

##### **Academic:**

1. Unlimited, so long as adequate facilities, supplies and time are provided to ensure comprehensive and complete training of subject matter.
2. For CPR components the maximum manikin to student ratio is 5:1.

#### **3.5 Student Prerequisites**

1. Minimum age 18, 10 with parental consent.

### **3.6 Course Structure and Duration**

1. First Response Training International allows instructors to structure courses according to the number of students participating and their skill level.
2. The suggested number of training hours is 3.

### **3.7 Administrative Requirements**

#### **Administrative Tasks:**

1. Collect the course fees from all the students.
2. Ensure that the students have the required equipment.
3. Communicate the schedule to the students.
4. Have the students complete the:
  - a. *First Response Training International Student Tracking Sheet.*

#### **Upon successful completion of this specialty the instructor must:**

1. Issue the appropriate First Response Training International certification by submitting the *First Response Training International Registration Form* to First Response Training International Headquarters or registering the students online through member's area of the First Response Training International website

### **3.8 Training Material**

#### **Required Material:**

1. *First Response Training International Workplace CPR/AED Student Manual* or eLearning course
2. *First Response Training Instructor Guide*

### **3.9 Required Equipment**

The minimum equipment requirements for students are as follows:

1. Manikin - infant and adult.
2. Automated external defibrillator (AED) with owner's manual; training unit when available.



### **3.10 Required Subject Areas**

The following topics must be covered during this course. Instructors may use any additional text or materials that they feel help present these topics.

1. Cardio Pulmonary Resuscitation (CPR):
2. When to perform CPR.
3. Compressions and ventilations.
4. Personal protection equipment.
5. Performing CPR:
6. Scene assessment.
7. Emergency medical services activation.
8. Compressions, airway, breathing (CAB).
9. Compression protocol.
10. Ventilation protocol.
11. Team CPR.
12. Choking:
13. Level of airway obstruction.
14. Treatment methods.
15. Special considerations for children.
16. Automated external Defibrillator (AED):
17. When to use.
18. How to use:
19. Infant/child.
20. Adult.
21. AED maintenance and storage.
22. Rules and regulations regarding AEDs
23. Post Trauma Considerations for Lay Rescuers

**Note:** Manufacturer's manual must be followed for proper use of the AED.

### **3.11 Required Skill Performance and Graduation Requirements**

**Instructors are required to teach and evaluate all the following skills:**

1. Scene entry and assessment.
2. Perform single person CPR on a manikin - infant and adult:
  - a. Compressions, airway, breathing (CAB).
3. Deploy AED and follow prompts for use.

To complete this course, students must:

1. Demonstrate an understanding of CPR and the use of an AED.
2. Recognize and evaluate an emergency.
3. Know how to activate or alert the emergency medical services (EMS).
4. Be able to provide CPR and use an AED unit.
5. Complete the final exam.

**Note:** The certification is valid for 2 years and must be renewed

## **4. Bloodborne Pathogens**

### **4.1 Introduction**

This course is intended to teach users about bloodborne pathogens. It can be combined with other First Response Training International first aid courses that do not have bloodborne pathogens as a component.

### **4.2 Qualifications of Graduates**

Upon successful completion of this course graduates may:

1. Identify possible sources of infection.
2. Use appropriate levels of personal protection equipment to address possibly infectious materials.
3. Dispose of and clean areas with possibly infected materials.

**It is important that the student understands that a requalification course is required every 2 years.**

### **4.3 Who May Teach**

1. Any active First Response Training International Bloodborne Pathogens Instructor may teach this course.

### **4.4 Student to Instructor Ratio**

#### **Academic:**

1. Unlimited, so long as adequate facilities, supplies and time are provided to ensure comprehensive and complete training of subject matter.

### **4.5 Student Prerequisites**

1. Minimum age 18, 10 with parental consent.

### **4.6 Course Structure and Duration**

1. First Response Training International allows instructors to structure courses according to the number of students participating and their skill level.

2. The suggested number of training hours is 2.

#### **4.7 Administrative Requirements**

##### **Administrative Tasks:**

1. Collect the course fees from all the students.
2. Ensure that the students have the required equipment.
3. Communicate the schedule to the students.
4. Have the students complete the:
  - a. *First Response Training International Student Tracking Sheet.*

##### **Upon successful completion of this specialty the instructor must:**

1. Issue the appropriate First Response Training International certification by submitting the *First Response Training International Registration Form* to First Response Training International Headquarters or registering the students online through member's area of the First Response Training International website.

#### **4.8 Training Material**

##### **Required Material:**

1. *First Response Training International Bloodborne Pathogens Manual* or eLearning course
2. *First Response Training Instructor Guide.*

#### **4.9 Required Equipment**

##### **The minimum equipment requirements for students completing the classroom program are as follows:**

1. Gloves sized appropriately for the student.
2. CPR barrier.

#### **4.10 Required Subject Areas**

The following topics must be covered during this course. Instructors may use any additional text or materials that they feel help present these topics.

1. Contracting Pathogens:
  - a. Presence.
  - b. Quantity.

- c. Susceptibility.
- d. Entry Route.
- 2. Prevention of Infection:
  - a. Personal Protection Equipment (PPE).
  - b. Proper use of PPE.
  - c. Hygiene and housekeeping.
- 3. Handling of Possible Infectious Materials:
  - a. Disposal of PPE.
  - b. Disinfecting surfaces.
- 4. Reaction to Exposure:
  - a. Cleaning possible infection sites.
  - b. Reporting procedures.
- 5. Post Trauma Considerations for Lay Rescuers

#### ***4.11 Required Skill Performance and Graduation Requirements***

**Instructors are required to teach and evaluate all the following skills:**

- 1. Apply and remove PPE.
- 2. Proper handling of biohazard materials.
- 3. Report exposure.

To complete this course, students must:

- 1. Demonstrate the required course skills.
- 2. Complete the final exam.

**Note:** The certification is valid for 2 years and must be renewed.

## **5. Oxygen Administration Course**

### **5.1 Introduction**

This course is intended to teach emergency oxygen (O<sub>2</sub>) administration. It can be combined with other First Response Training International First Aid courses that do not have oxygen administration as a component.

### **5.2 Qualifications of Graduates**

Upon successful completion of this course graduates may:

1. Recognize and evaluate an emergency and a victim.
2. Know how to activate or alert the emergency medical services (EMS).
3. Be able to administer O<sub>2</sub> to a breathing or non-breathing person.

**It is important that the student understands that a requalification course is required every 2 years.**

### **5.3 Who May Teach**

1. Any active First Response Training International Oxygen Administration Instructor may teach this course.

### **5.4 Student to Instructor Ratio**

#### **Academic**

1. Unlimited, so long as adequate facility, supplies and time are provided to ensure comprehensive and complete training of subject matter.

### **5.5 Student Prerequisites**

1. Minimum age 18, 10 with parental consent

### **5.6 Course Structure and Duration**

1. First Response Training International allows instructors to structure courses according to the number of students participating and their skill level.
2. The suggested number of training hours is 2.

## **5.7 Administrative Requirements**

### **Administrative Tasks:**

1. Collect the course fees from all the students.
2. Ensure that the students have the required equipment.
3. Communicate the schedule to the students.
4. Have the students complete the:
  - a. *First Response Training International Student Tracking Sheet.*

### **Upon successful completion of this specialty the instructor must:**

1. Issue the appropriate First Response Training International certification by submitting the First Response Training International Registration Form to First Response Training International Headquarters or registering the students online through member's area of the First Response Training International website.

## **5.8 Training Material**

### **Required Material:**

1. *First Response Training International Oxygen Administration Student Manual* or eLearning course.
2. *First Response Training International Oxygen Administration Instructor Guide.*

## **5.9 Required Equipment**

### **The minimum equipment requirements for students are as follows:**

1. Oxygen (O<sub>2</sub>) cylinder with regulator and appropriate delivery devices.
2. Barriers and personal protection equipment.

## **5.10 Required Subject Areas**

The following topics must be covered during this course. Instructors may use any additional text or materials that they feel help present these topics:

1. Emergency Oxygen:
  - a. When do you administer oxygen?
  - b. Oxygen for non-breathing victim:
    - i. How to administer oxygen while performing CPR.

- c. Oxygen for breathing victim:
    - i. Non-rebreather mask.
    - ii. Demand valve mask.
  - d. Oxygen safety and handling.
  - e. Laws and regulations of oxygen administration.
2. Post Trauma Considerations for Lay Rescuers.

### **5.11 Required Skill Performance and Graduation Requirements**

**Instructors are required to teach and evaluate all the following skills:**

- 1. Scene entry and assessment.
- 2. Emergency oxygen:
  - a. Setup and use of oxygen cylinder
  - b. Use of different types of masks

To complete this course, students must:

- 1. Demonstrate an understanding of oxygen administration.
- 2. Recognize and evaluate an emergency.
- 3. Know how to activate or alert the emergency medical services (EMS).
- 4. Be able to administer oxygen to breathing or non-breathing person.
- 5. Complete the final exam.

**Note:** The certification is valid for 2 years and must be renewed.