

SUPERSEDED

Administrative Guide for American Petroleum Institute Course in First Aid Training

API PUBLICATION 2019
FIFTH EDITION, FEBRUARY 1979

American Petroleum Institute
2101 L Street, Northwest
Washington, D.C. 20037



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Safety and Fire Protection

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**American
Petroleum
Institute**



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FOREWORD

This administrative guide was prepared for the American Petroleum Institute's Committee on Safety and Fire Protection by the Personnel Protection and Development Subcommittee for the employees of the petroleum industry and their families.

Suggested revisions are invited and should be submitted to the staff coordinator, Committee on Safety and Fire Protection, American Petroleum Institute, 2101 L Street, N.W., Washington, D.C. 20037.

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TO ALL FIRST AID INSTRUCTORS

An important goal of all employees in the petroleum industry is the prevention of personal injury. Proper first aid is the first step in the treatment of an injury. It may be applied by the injured person himself or by other persons. Therefore, everyone should know and be able to administer the fundamentals of first aid.

As lay people, we cannot be sure that an injured person's condition can be improved or even that his life will be spared. Such diagnosis rests with the doctors. However, a good first aider can be of great service in bridging the gap between the time of injury and the time the injured person is committed to a doctor's care.

First aid training should and probably will eventually be a "must" for every student in public and private schools. In the meantime, there is much work to be done to bring our industry's first aid training up to date. It would be ideal if every industry employee received adequate training in first aid. It may be impractical to expect complete participation in such a program; however, it is our objective to strive to that end. The starting point in this effort is with the employees of companies in the petroleum industry.

Administrative Guide for American Petroleum Institute Course in First Aid Training

SECTION I — CONTENT OF COURSE AND INSTRUCTOR QUALIFICATIONS

1.1 Scope

1.1.1 The American Petroleum Institute's course in first aid training was prepared by the Safety Training Committee (now the Personnel Protection and Development Subcommittee) for employees of the petroleum industry and their families.

1.1.2 As outlined, the course requires 8 hours of training with emphasis on actual practice in the application of first aid measures.

1.1.3 To meet the industry's first aid requirements, the Institute's Committee on Safety and Fire Protection believes that only the fundamentals of training in the following six basic emergency measures are necessary:

1. Artificial respiration
2. Control of bleeding
3. Treatment for shock
4. Care of open wounds and burns
5. Care of dislocations and fractures
6. Transportation of the injured

1.2 Publication Reference

1.2.1 API Publication 2018—*First Aid Training Guide* (Flip Chart) constitutes one of the most effective and useful aids for the instructor in the presentation of subject matter. Visual aids, together with actual practice, assist the student to retain more knowledge of first aid than any other method of presentation.

1.2.2 When the course is completed, the student will receive API Publication 2017—*First Aid Training Guide* which, in effect, is a reproduction in reduced format of the flip chart.

1.2.3 API Publication 2017 and 2018 may be purchased from the Publications and Distribution Section of the American Petroleum Institute. Prices are available on request.

1.3 Requirements

1.3.1 Any individual who meets either of the following requirements may qualify as a first aid instructor for the American Petroleum Institute. Applicants for an API instructor's card—

1. Must have received at least 8-hours training in a nationally recognized first aid training program, or the equivalent, prior to receiving at least 2 days or 16 hours training under the direction of a qualified instructor; or
2. Must hold an instructor's certificate from the U.S. Bureau of Mines, the American Red Cross, a branch of the armed forces of the United States, or any other reputable organization which conducts a first aid training program.

1.3.2 Those who wish to qualify as API first aid instructors should submit their applications in duplicate to the staff coordinator, Committee on Safety and Fire Protection, American Petroleum Institute, 2101 L Street, N.W., Washington, D.C. 20037.

1.3.3 Applications for appointment as a first aid instructor should contain a recommendation signed by the safety director, medical director, or an executive of the applicant's company. If the application is in order, the API staff will forward it to the member of the Personnel Protection and Development Subcommittee designated by the chairman to administer the first aid program.

1.4 Instructor's Cards

1.4.1 If, from the facts presented in the application, the person is found to be eligible, a first aid instructor's card will be issued.

1.4.2 First aid instructor cards will be numbered and recorded. Renewal is prescribed for every 3 years. Upon expiration of a period of qualification, or immediately prior thereto, an instructor may requalify by (1) teaching an API first aid course under the supervision of a qualified API first aid instructor and so advising the API Commit-

tee on Safety and Fire Protection; or, (2) attending a re-qualifying first aid instructor's school as prescribed in Paragraph 1.3.1, item No. 1.

1.4.3 Records on certified API first aid instructors are kept on file in the office of the staff coordinator of the API Committee on Safety and Fire Protection and in the office of the first aid program administrator.

1.5 Issuance of Trainee's First Aid Card

1.5.1 At the completion of any training course the instructor has conducted, the first aid instructor is authorized to sign and issue to each student a card certifying that the trainee has completed the API course in first aid training. Another card will be issued to the trainees each time they complete the prescribed 8-hour course. Retraining is recommended every 2 years. The trainee's first aid card is valid for only 3 years from the date the course is completed.

1.5.2 Printed first aid cards—with blanks to be filled in for those trainees who have completed the first aid training course—may be purchased from the Publications and Distribution Section, American Petroleum Institute, 2101 L Street, N.W., Washington, D.C. 20037.

| Number of Cards | Cents per Card |
|-----------------|----------------|
| 1 to 99 | 5 |
| 100 to 499 | 4 |
| 500 to 999 | 3 |
| 1,000 to — | 2 |

1.5.3 As soon as a class has completed the first aid course, the staff coordinator of the API Committee on Safety and Fire Protection should be notified either directly by the instructor or through company channels, of information concerning the *number* who completed the course, date of completion, and the name of the instructor.

1.6 Eligibility for Course

1.6.1 Any member of a family of a petroleum industry employee who is at least 12 years old is eligible for the American Petroleum Institute's first aid training course, but each company will have to determine how far this

policy should be extended with respect to its own employees.

1.6.2 Also eligible for the course are employees in allied organizations and their families, schoolteachers, and school bus drivers in communities where first aid training is not otherwise available. The first aid instructor's company will determine how far this policy shall extend.

1.7 First Aid Material and Equipment

1.7.1 The minimum first aid material and equipment for training a class of 20 persons are listed below:

First Aid Equipment

- 2 blankets (single, dark color) of army blanket quality
- 24 hemmed triangular bandages (44 inches suggested)
- 6 2-inch bandage compresses
- 6 1-inch adhesive compresses
- 10 ammonia inhalants
- 1 snake bite kit
- 1 arm splint (15 by 4 by 1/4 inches)
- 1 forearm splint (18 by 4 by 1/4 inches)
- (Combine above two splints for L-shaped elbow splint.)
- 1 straight arm splint (26 by 4 by 1/4 inches)
- 1 thigh splint (60 by 6 by 1 inches)
- 1 foot splint (15 by 4 by 1/2 inches)
- 2 7-foot, 3/4-inch pipes, or poles (for stretcher)

Ample supply of clean waste or wiping rags for padding and ties.

Training Materials

- 20 API Publication 2017—*First Aid Training Guide*
- 1 API Publication 2018—*First Aid Training Guide* (Flip Chart)
- Blackboard, chalk, and eraser
- Scratch pads and pencils

1.7.2 For practical-problem work in splinting using improvised materials, one or two shovel or pick handles, several thick magazines, or similar materials are suggested.

SECTION II — FUNDAMENTALS OF GOOD INSTRUCTION

2.1 Scope

2.1.1 The 16-hour or 2-day instructor course will include—

1. Training in the six basic emergency measures as outlined in Section I.
2. Teaching these measures under the supervision of the instructor trainer to demonstrate the training learned and the ability to impart this knowledge to future trainees.

2.2 Teaching Techniques

2.2.1 Instructor trainees and other first aid instructors will employ the well established four-step method of instruction:

1. Tell the trainee the procedure.
2. Show the trainee the procedure.
3. Let the trainee try it.
4. Correct any mistakes or approve the performance.

2.2.2 The following are other approved teaching techniques which the instructor should employ—

1. Establish a good starting point by introducing trainees to the what, why, and how of first aid training.
2. Stick to the prescribed course; stay out of the doctor's field.
3. Demonstrate emergency procedures in full view of the class utilizing the flip chart, blackboards, or other means to emphasize important points.
4. Relate the lesson material to an actual experience where possible.
5. Talk directly to the trainees; speak distinctly and loudly enough; observe trainees progress to determine the effectiveness of your instruction.
6. Solicit questions from the class from time to time.
7. Give individual attention to those trainees who might require it.
8. Show enthusiasm and confidence so that these attitudes may be absorbed by the trainees and reflected in their efforts.
9. Summarize at the end of each lesson.

APPLICATION FOR APPOINTMENT AS API FIRST AID INSTRUCTOR

NAME _____ AGE _____
COMPANY _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____

1. Completed initial first aid course at _____ Date _____

A. Which course? (Check those applicable and give certificate number, if any.)

| Course | Certificate No. |
|---|-----------------|
| <input type="checkbox"/> API | # _____ |
| <input type="checkbox"/> Red Cross | # _____ |
| <input type="checkbox"/> St. John's Ambulance Corps | # _____ |
| <input type="checkbox"/> U.S. Bureau of Mines | # _____ |
| <input type="checkbox"/> Other (Give name) | # _____ |

B. Name of instructor _____ Address _____

City _____ State _____ Zip _____

C. Company or organization _____

2. Completed _____ (number) review courses. Date of last review _____

A. Name of instructor _____ Address _____

City _____ State _____ Zip _____

B. Company or organization _____

3. Completed first aid instructor course at _____ Date _____

A. Which course? (Check one and give certificate number, if any.)

| Course | Certificate No. |
|---|-----------------|
| <input type="checkbox"/> API | # _____ |
| <input type="checkbox"/> Red Cross | # _____ |
| <input type="checkbox"/> St. John's Ambulance Corps | # _____ |
| <input type="checkbox"/> U.S. Bureau of Mines | # _____ |
| <input type="checkbox"/> Other (Give name) | # _____ |

B. Name of instructor _____ Address _____

City _____ State _____ Zip _____

4. Number of students trained by you in last two years _____

Which course did you teach? (Check one)

| | |
|---|---|
| <input type="checkbox"/> API | <input type="checkbox"/> U.S. Bureau of Mines |
| <input type="checkbox"/> Red Cross | <input type="checkbox"/> Other (Give name) |
| <input type="checkbox"/> St. John's Ambulance Corps | |

SIGNED _____
(Applicant)

(Date)

(HOME ADDRESS)

I recommend that the above-named applicant be appointed as an API First Aid Instructor

APPROVED:

(Signature)

Administrator, API First Aid Program

(Company)

(Card No.) (Issued)

Order No. 852-20190

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1-1410—10/82—5C

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