



Life's Emergency Training Instructor Training Manual

Module: Baby Sitter Course

Lesson Title: Infants

Delivery Time: 75 minutes

Student Manual Pages 5-13

Lesson Purpose:

To discuss the stages that is unique to infants. Trainees will be given information to use caution and insight to unfamiliar situations.

Lesson Concepts:

- Stages & skills that a infant will experience
 - Guidelines for safely feeding an infant
 - Recommendations for safely changing and dressing infants
 - Guidelines to safely bath an infant
 - Methods to safely pick up & hold an infant
 - Suggestions for playtime
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Teaching Aids and Materials

Instructor Resource Manual

PPT slides 7-14

- Infant manikin 1 per group
 - Newborn sized diapers 1 per infant
 - 2 different types of bottles min. 1 per group
 - Shirt, pants, socks, sleeper 1 set per group
 - Feeding spoon, soother, infant shampoo, soap, washcloth, diaper wipes/clothes cream, clothe diaper (1 of each as examples)
 - 2-3 different toys appropriate for an infant
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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
<p>Discuss & review all the different skills that a trainee may encounter will watching an infant</p>	<p>Ensure that you re-enforce that infants under 5 months will need to neck supported by caregiver.</p>	<p>5 mins</p>
<p>Discuss different bottles and methods for feeding time.</p> <p>Show at least 2 different types of common bottles used</p>	<ul style="list-style-type: none"> • Hand cleansing • Show bottle types • Discuss milk & formula options • Correct heating and temperature issues • Safety while holding or using high chairs • Burping infants • Solid foods • Food allergies • Methods to spoon feed 	<p>15 mins.</p>
<p>Discuss methods used to change an infant</p> <p>Demonstrate how to clean & diaper an infant</p> <p>Have all trainees clean & diaper their infant</p>	<ul style="list-style-type: none"> • Getting supplies together before getting started • Not to get interrupted while changing infant • Different types of diapers available • When infant may require changing • Method to change an infant safely • Proper cleaning method to avoid infections • Be watchful while changing male infants • Use of creams only if requested by a parent • Properly dispose of diaper • Washing up after finished changing 	<p>15 mins.</p>



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
<p>Discuss how change an infant safely and simply</p> <p>Demonstrate how to dress an infant</p> <p>Have trainees pair up & practice dressing an infant</p>	<ul style="list-style-type: none"> • Use clothes parent leave out for infant • Pick out clothes that are easier to put on(snaps/zippers) • Methods to put on clothes • Overhead then one arm at a time • Put socks on from toes up onto leg • Pants on one leg at a time • Dispose of dirty clothes 	<p style="text-align: center;">10 mins.</p>
<p>Discuss safely picking up and holding an infant</p> <p>Demonstrate shoulder and cradle holds</p> <p>Have trainees practice both holds</p>	<ul style="list-style-type: none"> • Support neck always • Shoulder hold also good for calming and burping • Cradle hold excellent way to feed & soothe infant to sleep 	<p style="text-align: center;">10 mins</p>
<p>Discuss sleeping techniques that can help an infant</p>	<ul style="list-style-type: none"> • Have a calm environment • Use music or stories • Place infant on back or side • Cradle hold and rocking can help • Colic baby's can be wrapped in blanket if parents wish 	<p style="text-align: center;">5 mins.</p>
<p>Discuss the process of bathing an infant safely</p> <p>Show trainees different bathing products that can be used</p> <p>Demonstrate washing face technique (eyes outward)</p>	<ul style="list-style-type: none"> • Parents and experienced sitters should only bath an infant • Be very careful when bathing and infant • Have all supplies ready • Have phone in bathroom for emergency use only 	<p style="text-align: center;">10 mins</p>



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
(Cont'd)	<ul style="list-style-type: none"> • Never leave bathroom • Keep bathroom warm & draft free • Test water temperature before putting infant in bath • Use of towel to avoid slipping • Use infant soaps & shampoos • Place a warm washcloth on infant to keep them warm • Always start at face & end at the hair • Wash eyes first starting at nose & wipe outward • Never use cotton swabs to clean ears • Wash infants bottom from front to back • Do not use any powders • Infants can drown in very little water when bathing • 	
<p>Discuss toys that are intended for an infant</p> <p>Activity page11</p>	<ul style="list-style-type: none"> • Infants will not play with you, you need to play with them • Age appropriate toys • Toys are not always needed • Songs and clapping games are good alternatives 	<p>5-10 mins</p>



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
(Discuss safety rules when taking care of an infant)	<ul style="list-style-type: none">• When you feel you have to take a break, put infant in safe place (crib) & take a few minutes for yourself• When you get frustrated or angry NEVER shake an infant• Never put blankets, pillows or stuffed toys in cribs to avoid suffocation• Use all safe guards provided (safety straps, safety latches, door/window locks, gates, ect.)•	5 mins

RESOURCES

REFERENCES:



Module: Baby Sitter Course
Lesson Title: Toddlers
Delivery Time: 75 minutes

Student Manual Pages: 14-19

Lesson Purpose:

The purpose of this module is to help trainees to recognize the different skills toddler may possess and how to effectively deal with taking care of a toddler.

Lesson Concepts:

- Recognize and deal with different skills of a toddler
 - Discuss feeding choices and techniques
 - Safely change a toddler
 - Successful washroom routines
 - Challenges of changing toddlers
 - Picking age appropriate playtime activities
 - Bath time safety
 - dealing with possible behavior problems
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Teaching Aids and Materials

Instructor Resource Manual
PPT slides 15-20
Discussion and white board (or flipchart)



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Instructor Training Manual

TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
Discuss different abilities a toddler may have	<ul style="list-style-type: none"> • 1-3 years old • Need to always tell toddler what you want them to do • A lot of patience is needed 	5 mins.
Discuss different feeding techniques	<ul style="list-style-type: none"> • Possible food options • Always discuss with parents • Which foods are possible choking hazard • Foods which can cause food allergies or allergic reactions • 	5 mins.
Discuss safely changing a toddler	<ul style="list-style-type: none"> • Ask for toddlers help • Lay toddler down(never allow them to stand up) • Proper wiping direction to help avoid infections • Place dirty diaper out of toddlers reach • Wash yours and toddlers hands after 	15 mins.
Discuss challenges helping toddlers use the washroom	<ul style="list-style-type: none"> • Have parents tell you the toddlers routine • Tell the toddler to go often • Be patient, accidents happen • Take a book or favorite toy in with you • Always instruct the toddler to go to washroom don't ask • Wash yours and toddlers hands after 	10 mins.



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
Discuss challenges that may occur dressing toddlers	<ul style="list-style-type: none"> • Don't worry about clothes matching • If possible allow toddler to pick out clothes • Look for clothes with snaps and zippers • Take weather and ease of dressing into consideration 	5 mins.
<p>Playtime with Toddlers</p> <p>Show examples of age appropriate toys</p> <p>Do activity on page 17</p>	<ul style="list-style-type: none"> • Pick appropriate toys for age & skill • Enforce the concept of having to watch a toddler every second • Ensure all safety latches and devices are always used • Always put all things well out of toddlers reach • Naptime routine important to recharge you and toddler 	10 mins.
Discuss bath time for a toddler	<ul style="list-style-type: none"> • Have everything you need with you before you start • Check water temperature before toddler gets in • NEVER leave a toddler unattended in a bath • Use safety devices such as bath ring & spout guards • Bring in phone for emergencies only • Use mild soaps around the eye area • Drain bath water and clean bath room up 	10 mins.



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
Discuss behavior problems Discuss as a group ways to redirect toddlers attention to different activities	<ul style="list-style-type: none">• Toddlers are easily frustrated when we do not understand them• You need patience for the both of you• Try to redirect their attention to a more favourable activity• Tantrums are not uncommon in toddlers• All you can do is wait tantrums out• Make sure the toddler can not hurt themselves• Console toddler when the tantrum is over• Never shake a toddler	15 mins.

RESOURCES

REFERENCES:



Module: Baby Sitter Course
Lesson Title: Preschoolers
Delivery Time: 50 minutes

Student Manual Pages: 20-24

Lesson Purpose:

The purpose of this module is to help the trainee recognize and deal with different skills and abilities and deal with preschool age children effectively when babysitting

Lesson Concepts:

- Learn what abilities and activities to expect
 - Understand difficulties common during meal time
 - Getting a toddler dressed
 - Playtime with a toddler
 - Toddlers and sleeping
 - Washroom routine with a toddler
 - Possible behavior problems
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Teaching Aids and Materials

Instructor Resource Manual
PPT slides 21-24
Examples of toys appropriate for preschool age children



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
<p>Discuss the skills and abilities that a preschooler may have</p> <p>Discuss as a group, different skills that a preschooler may have</p>	<ul style="list-style-type: none"> • Ages 4 – 6 years old • Very independent • Want to do most things by themselves • Still require constant supervision 	5 mins.
<p>Discuss challenges that may happen during meal times</p>	<ul style="list-style-type: none"> • Child may assert own tastes • If they refuse to eat, don't make a fuse over it • Have child present when parents tell you about foods • All children need to be sitting down at meal time • Possible food allergies and choking hazards 	5 mins.
<p>Getting a preschooler dressed</p>	<ul style="list-style-type: none"> • Usually dress them selves with little help • Possibly need help putting on socks or tying shoes • May pick unusual clothes for season or activities • Make suggestions when needed 	5 mins.
<p>Playtime with a preschooler</p> <p>Show examples of appropriate toys</p> <p>Discuss as a group, different games and activities that a preschool aged child would enjoy</p> <p>Do activity on page 27</p>	<ul style="list-style-type: none"> • These children enjoy playing with others • May want to be in charge • Allow child to make rules if appropriate for that activity • If out side make sure you are constantly within an arms length of the child (ex. While on bike) • Make sure all safety equipment that is supplied is used (helmet, elbow pads, ect.) 	20 mins



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
Sleep time for a preschooler	<ul style="list-style-type: none"> • Physically need to get plenty of sleep • You don't do yourself or child any good by ignoring naps and bedtimes • Use quiet activities before sleep time (reading, or songs) • Try to use same habits as parent use 	5 mins.
Washroom routines for preschoolers	<ul style="list-style-type: none"> • Remind child often to use washroom • Respect the child's privacy • Only assist if needed • DO NOT let them lock bathroom door • Make sure the child washes their hands after finished • Clean bathroom area up when task if is completed 	5 mins.
Discuss possible behavior problems	<ul style="list-style-type: none"> • Make sure the child knows what you expect from them • Stay consistent with the discipline method of parent • Remember to be in charge, but above all be fair 	5 mins.

RESOURCES

REFERENCES:



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Module: Baby Sitters Course

Lesson Title: First Aid

Delivery Time: 100 minutes

Student Manual Pages: 25-33

Lesson Purpose:

The purpose of this module is to help the trainee to recognize potential problems and avoid hazards when possible and when an emergency does arise have the trainee recognize the emergency and effectively handle most situations with skill and confidence

Lesson Concepts:

- Recognize an potential problems
 - When to call parents
 - When and how to call 911
 - Look, Talk, Call and A, B, C
 - Recognize and deal with conscious choking
 - Deal with different bleeding situations
 - Recognize and assist with different illnesses
 - Deal with burns
 - Additional safety tips
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Teaching Aids and Materials

Instructor Resource Manual

PPT slides 25-37

Gauze

Bandages

Manikins 1 per group



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
<p>Discuss as a group, situations that can pose as a potential problem through scenarios (2 or more scenarios)</p> <ol style="list-style-type: none"> 1. Sitting on porch watching a child ride a bike on the side walk 2. While at the park with 2 or more children, 1 needs to use the washroom 3. Putting an infant down for nap & a preschooler wants to watch television 4. Bathing a toddler and the infant wakes up crying 	<ul style="list-style-type: none"> • Always supervise play • When outside, be aware of your surrounding and who is around you and child(ren) • Trust your instincts and feelings 	10 mins.
<p>Discuss situations when parents need to be called</p>	<ul style="list-style-type: none"> • Child won't stop crying • Fever • Vomiting • Sudden & severe pain 	5 mins.
<p>Discuss when & how to call 911</p>	<ul style="list-style-type: none"> • Review problems to call 911 • 911 has interpreter service • Always call 911 before parents • Review landline, cell & pay phones • Questions that will be asked by EMS 	10 mins.
<p>Discuss Look, Talk, Call & A, B, C</p>	<ul style="list-style-type: none"> • Same for child or infant regardless of age • Scene Safety (your number 1!) • Checking for responsiveness • Call 911 	20 mins.



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
<p>(Cont'd)</p> <p>Demonstrate head tilt & chin lift, Look, listen & feel Have trainees practice head tilt & chin lift, Look, listen & feel</p> <p>Demonstrate recovery position Have trainees pair up and practice recovery position</p>	<ul style="list-style-type: none"> • Head tilt chin lift • Check for breathing • Look, listen & feel • If child breathing, put in recovery position • Circulation checking for breathing skin colour temperature & movement. • Can get help from ambulance 911 operator for any other care needed, such as with CPR, severe bleeding, unconscious children, ect. • No CPR is taught in this course recommend that they take a certification course thought your company 	
<p>Discuss choking prevention</p> <p>Discuss as a group, different things that can be a choking hazard that are unusual</p> <p>Demonstrate technique for infant severe airway obstruction Practice as a group severe airway obstruction for infant</p> <p>Demonstrate technique for child severe airway obstruction with a trainee Practice as a group child choking with severe airway obstruction</p>	<ul style="list-style-type: none"> • Walking with anything in mouth is dangerous • Toothbrush, hairbrush, pencils, real keys, bottles or soothers that are broken or wore out • Explain mild airway obstruction • DO NOT slap child on back • Teach infant choking for a severe airway obstruction on Actar infants. • Teach child severe airway obstruction using trainees in pairs 	20 mins.



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
<p>Discuss how to stop and deal with a bleed and care of wounds to avoid infection</p> <p>Demonstrate how to dress a wound</p> <p>Have trainees pair up and dress a wound</p>	<ul style="list-style-type: none"> • R rest • D direct pressure • Do not lift or replace cloth • Call 911 when bleed is squirting, impaled, bleeds for more than 20 mins, any problems with airway or breathing • Care for a nose bleed • Rest, pinch soft part of nose, hold for 10-15 minutes • Smaller wounds non active bleed clean with warm soapy water and put on bandage to avoid infections • When to call parents 	<p>15 mins.</p>
<p>Discuss with trainees illnesses that may occur and how to deal with the illness</p> <p>Have trainees break into 2-3 groups and do activity on page 38 and discuss any new hazards</p>	<ul style="list-style-type: none"> • Signs & symptoms of an asthma attack • If child has puffer to have child use it • When to call 911 & then parents • What signs to expect if a child has a seizure (clonic/tonic) • Not to hold child down, put nothing in their mouth, move dangerous objects • Call 911 first then parents • When finished put child in recovery position • What to expect from the child after the seizure • Give examples of things that can poison children • Watch airway & breathing • Call 911 then call parents 	<p>15 mins.</p>



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TEACHING OBJECTIVES	TEACHING POINTS/METHODS	TIME
Discuss signs & symptoms of severe allergic reactions	<ul style="list-style-type: none"> • Make sure you know where child's EpiPen is • Parents have shown you when & how to use it • Shortness of breath, wheezing, coughing, swelling of throat, mouth or tongue • Call 911 and watch airway & breathing • 	5 mins.
Discuss signs & symptoms and prevention of burns	<ul style="list-style-type: none"> • Things that cause burns • Do not remove clothing that is stuck • Cool water for 10 minutes • cover with dry dressing • Call 911 if burns to face, neck, chest or airway or breathing problems • Then call parents • 	5 mins
Discuss further safety tips	<ul style="list-style-type: none"> • Act like parents are home when on the phone • Never let strangers in the house • Watch for no go zones on active farms • Never leave stove unattended when on • Know the family fire escape plan & remember STOP, DROP & ROLL • Always stay close to children outside • Always use all protective equipment provided 	5 mins.



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RESOURCES

Child & Family Canada

http://www.cfc-efc.ca/menu/safety_en.htm

Safe Start

<http://www.bcchildrens.ca/KidsTeensFam/ChildSafety/SafeStart/default.htm>

Safe Kids Canada

<http://www.sickkids.ca/safekidscanada/>

REFERENCES:
