



COURSE HANDBOOK

CPR & AED

Adult · Child · Infant



COURSE HANDBOOK · 2026 EDITION

CPR & AED

Recognise cardiac arrest, give high-quality chest compressions and rescue breaths, and use an AED safely on adults, children and infants.



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Emergency

926



About this handbook

This handbook supports, but does not replace, hands-on training with a qualified instructor. It follows widely used international first aid and resuscitation guidance. Always follow the instructions of emergency services and your own training. In an emergency in Botswana, call 926 (Botsogo Pele EMS) or 997 (national ambulance).

Before you start

When the heart stops, every minute without CPR lowers the chance of survival. Most cardiac arrests happen at home or in public, in front of family, friends or strangers. CPR keeps blood and oxygen flowing to the brain until a defibrillator and paramedics arrive. This handbook covers what you will practise in class.

By the end of this course you will be able to:

- ✓ Check that a scene is safe before helping
- ✓ Recognise when someone is in cardiac arrest
- ✓ Give effective chest compressions and rescue breaths
- ✓ Use an AED (automated external defibrillator)
- ✓ Adapt CPR for children and infants
- ✓ Place a breathing casualty in the recovery position

CHAPTER 1

The chain of survival

Survival from cardiac arrest depends on a series of actions, each linked to the next. If one link is weak, the chance of survival falls.

1

Early recognition and call for help: spot the emergency quickly and call an ambulance.

2

Early CPR: chest compressions buy time by pumping blood to the brain and heart.

3

Early defibrillation: an AED can restart a heart in a shockable rhythm.

4

Advanced care: paramedics and hospital teams continue treatment.

✓

You cannot make things worse

A person in cardiac arrest is already clinically dead. Doing CPR, even imperfectly, can only help. Do not let fear of doing it wrong stop you.

CHAPTER 2

Check the scene and the casualty

Use the **DRS ABC** approach every time.

D Danger: is it safe for you, bystanders and the casualty?

R Response: tap their shoulders and shout "Are you all right?"

S Send for help: Call 926 (Botsogo Pele EMS) or 997 (national ambulance).

A Airway: tilt the head back and lift the chin.

B Breathing: look, listen and feel for up to 10 seconds.

C CPR: if not breathing normally, start compressions.

! Gasping is not normal breathing

In the first minutes of cardiac arrest, a person may make slow, noisy gasps (agonal breathing). Treat this as **not breathing** and start CPR.

Put your phone on speaker so the call-taker can guide you while you work. If someone else is present, send them to find an AED.

CHAPTER 3

CPR for adults

- 1** Kneel beside the person. Place the heel of one hand in the **centre of the chest** (lower half of the breastbone). Put your other hand on top and interlock your fingers.
- 2** Keep your arms straight and shoulders directly above your hands.
- 3** Push down **5–6 cm**, then let the chest rise fully. Give compressions at **100–120 per minute**.
- 4** After **30 compressions**, open the airway (head tilt, chin lift), pinch the nose and give **2 rescue breaths**, each lasting about 1 second and making the chest rise.
- 5** Continue cycles of **30 compressions and 2 breaths** until help arrives, an AED is ready, the person starts breathing normally, or you are too exhausted to continue.

Depth

5–6 cm

Rate

100–120 / min

Ratio

30 : 2

Pauses

Under 10
seconds



Hands-only CPR

If you are not trained in rescue breaths, or are unwilling to give them, give continuous chest compressions. This is far better than doing nothing.

CPR is tiring. If another person is available, swap every 2 minutes with as little pause as possible.

CHAPTER 4

Using an AED

An AED is a portable device that checks the heart rhythm and, if needed, delivers a shock. It gives spoken instructions, so anyone can use one.

- 1 Switch the AED on as soon as it arrives and follow the voice prompts. Keep doing CPR while the pads are attached.
- 2 Bare the chest. Wipe it dry if it is wet, and shave or move heavy chest hair if the pads will not stick.
- 3 Place one pad **below the right collarbone** and the other on the **left side, below the armpit**, as shown on the pads.
- 4 When the AED analyses the rhythm, make sure **nobody is touching** the person.
- 5 If a shock is advised, check everyone is clear, then press the shock button (some AEDs shock automatically).
- 6 Restart CPR immediately after the shock, or if no shock is advised. Keep following the prompts.

! Safety

Do not use an AED in standing water. Remove medication patches from the pad area. Keep pads at least a few centimetres away from implanted pacemakers (a lump under the skin, usually below the left collarbone).

CHAPTER 5

CPR for children and infants

In children, cardiac arrest is usually caused by a breathing problem, so rescue breaths are especially important.

	Child (1 year to puberty)	Infant (under 1 year)
Compressions with	One or two hands, centre of chest	Two fingers, or two thumbs with hands circling the chest, just below the nipple line
Depth	At least one third of chest depth (about 5 cm)	At least one third of chest depth (about 4 cm)
Rate	100–120 per minute	100–120 per minute
Breaths	Pinch the nose, seal your mouth over theirs	Seal your mouth over the infant's mouth <i>and</i> nose
Head position	Head tilt, chin lift	Neutral position (do not over-tilt)

Trained rescuers may start with **5 rescue breaths** before compressions, and healthcare teams use a 15:2 ratio. If you are alone and unsure, use the adult sequence of 30:2: it is much better than doing nothing.



AEDs and children

AEDs can be used on children. Use child pads or a child setting if available. If not, use adult pads, placing one on the front and one on the back of the chest if they would overlap.

CHAPTER 6

The recovery position

If the person is unresponsive but **breathing normally**, place them in the recovery position to keep the airway open and let fluids drain from the mouth.

1

Kneel beside them. Place the arm nearest you at a right angle to their body.

2

Bring the far arm across the chest and hold the back of that hand against their near cheek.

3

With your other hand, pull the far knee up so the foot is flat on the ground.

4

Pull on the knee to roll them towards you onto their side.

5

Tilt the head back to keep the airway open. Check breathing regularly until help arrives.

!

Keep checking

If breathing stops or becomes abnormal, roll them onto their back and start CPR straight away.

REVIEW

Check your knowledge

Try to answer each question before revealing the answer.

1 What is the correct compression rate for adult CPR?

100 to 120 compressions per minute.

2 How deep should you press on an adult's chest?

5 to 6 cm, letting the chest rise fully after each compression.

3 A collapsed person is making occasional noisy gasps. What should you do?

Treat it as not breathing normally: call for help and start CPR.

4 Where do the AED pads go on an adult?

One below the right collarbone and one on the left side of the chest, below the armpit.

5 How do you give compressions to an infant?

With two fingers, or two thumbs with your hands circling the chest, pressing at least one third of the chest depth (about 4 cm).

6 When should you use the recovery position?

When a person is unresponsive but breathing normally.

Ready to practise?

This handbook goes with our hands-on CPR & AED course, taught by Botsogo Pele EMS certified EMTs.

Book a course: +267 397 2684 · +267 7158 1075 · botsogopeleems@gmail.com

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