



First Aid



020 8359 5157
www.skillstrainingcentre.co.uk



FIRST AID AT WORK REQUIREMENTS

People at work can suffer injuries or fall ill. It doesn't matter whether the injury or the illness is caused by the work they do or not. What is important is that they receive immediate attention and that an ambulance is called in serious cases. First Aid at Work and EFAW cover the arrangements you must make to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

WHAT IS AN APPOINTED PERSON?

An appointed person is someone you choose to:

- ▶ take charge when someone is injured or falls ill, including calling an ambulance if required
- ▶ look after the first aid equipment, eg. restocking the first aid box

An appointed person should **not** render any first aid treatment, other than emergency first aid and then **only** where they have been specifically trained in these procedures. Remember that an appointed person should be available **at all times** people are at work on site – this may mean appointing more than one.

1 DAY: EMERGENCY FIRST AID AT WORK

This HSE approved course is completed over one day. It is continually assessed by the instructor and upon successful completion of the course, the student will be able to act as a first aider in the workplace. Candidates will be issued with a certificate which is valid for three years. At the end of this three year period they will need to undertake the EFAW course again.

WHO SHOULD ATTEND

This course is ideal for smaller/lower risk workplaces that present few health and safety risks where a nominated person is required to take charge in the event of illness or accident. Fully qualified first aiders in larger organisations can also benefit from the additional support.

The EFAW course is also applicable to LGV/PCV drivers that need to undertake periodic training in order to retain their Driver CPC license.

CONTENT

- ▶ Role of the First Aider
 - ▶ Introduction to First Aid
 - ▶ The Unconscious Breathing Casualty
 - ▶ Resuscitation
 - ▶ Choking
 - ▶ Circulation Theory
 - ▶ Shock
 - ▶ Wounds & Bleeding
 - ▶ Minor Burns and Scalds
-

WHAT IS A DESIGNATED FIRST AIDER?

A designated first aider is a person who has undergone a **three day** training course in administering first aid at work and holds a current First Aid at Work certificate. **The training has to have been approved by the HSE.** At present first aid certificates are valid for three years. A first aider can also undertake the duties of an appointed person.

3 DAY: FIRST AID AT WORK

This three day programme has been designed to comply with the requirements of the Health and Safety (First Aid) Regulations and the HSE First Aid at Work Approved Code of Practice and Guidance. Tuition is classroom based and requires 100% attendance. There is time built into each day for practical exercises. A first aid manual is included in the price.

WHO SHOULD ATTEND

All staff who are designated to be a first aider.

CONTENT

- ▶ Role of the First Aider
 - ▶ Introduction to First Aid
 - ▶ The Unconscious Breathing Casualty
 - ▶ Resuscitation
 - ▶ Airway & Breathing Difficulties
 - ▶ Circulation & Disorders
 - ▶ Wounds and Bleeding
 - ▶ Causes of Unconsciousness
 - ▶ Burns and Scalds
 - ▶ Eye Injuries
 - ▶ Poisoning
 - ▶ Injuries to Muscles, Joints and Bones
-

2 DAY: FIRST AID AT WORK RE-QUALIFICATION

- ▶ Having qualified as a first aider, your certificate will be valid for three years. It can ONLY be renewed by attending a two day re-qualification programme BEFORE the certificate expires, otherwise you will need to re-take the three day programme.
- ▶ This two day programme has been designed to comply with the requirements of the Health and Safety (First Aid) Regulations and the HSE First Aid at Work Approved Code of Practice and Guidance. Tuition is classroom based and requires 100% attendance. There is time built into each day for practical exercises.
- ▶ When you attend the re-qualification programme, you need to be able to produce your current First Aid at Work certificate. A current First Aid Manual is available for purchase on the course.

WHO SHOULD ATTEND Qualified three day first aiders seeking to renew their qualification before the end of three years.

1/2 DAY: ANNUAL REFRESHER / FIRST AID AT WORK

Research has shown that following training, the practical skills of first aiders can deteriorate. Therefore the HSE strongly recommend that first aiders undertake annual refresher training during any three-year FAW/EFaw certification period. This will help first aiders to maintain their basic skills and keep up to date with any changes to first aid procedures.

CONTENT

- ▶ Assessing Emergency Situations
 - ▶ The Unconscious Breathing Casualty
 - ▶ Resuscitation
 - ▶ Choking
 - ▶ Shock
 - ▶ Wounds and Bleeding
-

WHO SHOULD ATTEND Qualified 1 day or 3 day first aiders needing to refresh their skills and keep up to date with First Aid procedures between their 3 year re-qualification periods.

2 DAY: PAEDIATRIC FIRST AID

This course is appropriate for all those who work with younger children & babies, who have no formal first aid qualifications. It will also be suitable for First Aid at Work qualified staff and other trained staff who need to meet the legislative requirements in relation to providing First Aid to young children and babies. It will empower delegates with the skills, knowledge and confidence to cope with an emergency involving a child or baby whilst in their care.

WHO SHOULD ATTEND

All those who may need to provide first aid to younger children and babies.

CONTENT

Plan and manage an incident involving a child or baby in their care taking into consideration their own and the child's safety.

Assess a child or a baby's condition and enlist appropriate professional aid as necessary.

Place an unconscious child or baby in an appropriate position (usually recovery position) to maintain an open airway and effective breathing.

Maintain a child or baby's basic life support (CPR/EAR) until help arrives or they become exhausted.

Recognise and give first aid treatment to a child/baby with a wide range of symptoms

Recognise emergency or sudden illnesses including the suspicion of Meningitis/Measles/etc.

Record and report all incidents/ accidents or sudden illness to the appropriate person.

List and maintain the contents of a first aid kit appropriate to looking after children and babies.

Explain hygiene precautions when dealing with a child or baby's body fluid

REGULATIONS

WHAT DO THE REGULATIONS SAY?

You are required by law to make an assessment of significant risks in your workplace. Your first aid provision will depend on your risk assessment.

The Health and Safety (First Aid) Regulations state that employers must provide:

- ▶ adequate and appropriate equipment and facilities
- ▶ adequate numbers of suitable persons to administer first aid
- ▶ a responsible person to take charge when the designated first aider is absent
- ▶ information to all employees concerning the arrangements for first aid.

Self-employed people must provide:

- ▶ adequate and appropriate equipment and facilities to provide first aid to themselves.

SO WHAT DO I NEED TO DO?

What is adequate and appropriate will depend on the circumstances in your workplace and you need to assess what your first aid needs are.

The minimum first aid provision on any work site is:

- ▶ a suitably stocked first aid box
- ▶ an appointed person to take charge of first aid arrangement

It is also important to remember that accidents can happen at any time.

First aid provision needs to be available at all times people are at work.

