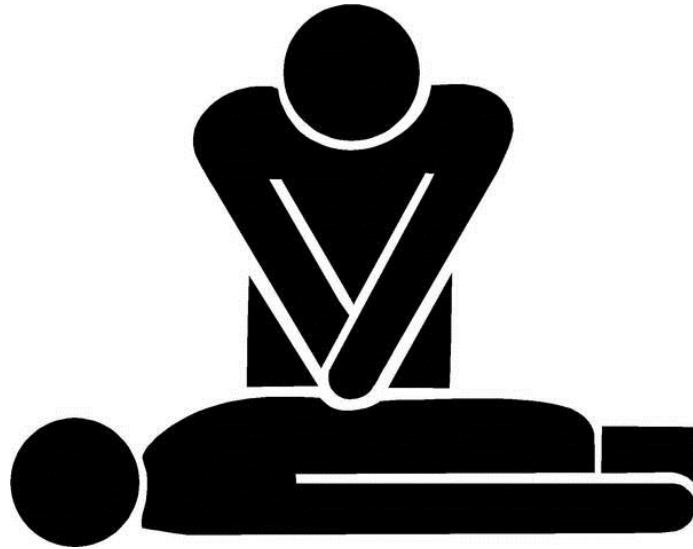


Rochdale Occupational Health Service Ltd



First Aid Training Courses

Updated November 2017

Nuffield House, College Road, Rochdale, Lancashire, OL12 6AE

Telephone: 01706 648855 Fax: 01706 648674

Email: occ.health@rohs.c.uk Website: www.rohs.co.uk

Registered Charity No: 222649

Index

- First Aid at Work - General Information
- Course Information Sheets:-
 - 3-day First Aid at Work Course
 - 2-day First Aid at Work Requalification Course
 - 1-day Emergency First Aid at Work Course
 - 1-day Emergency Paediatric First Aid Course
 - 2-day Paediatric First Aid Course
 - 4-hour AED & CPR Training Course
 - 2-hour AED & CPR Refresher Training Course
 - 3-hour Annual Skills Update Course
 - 3-hour First Aid Awareness Course
- Terms & Conditions

First Aid at Work – General Information

The First Aid at Work training course is designed to enable people designated as a First Aider to carry out appropriate first aid in an emergency situation at work. At the end of the course the candidate will be able to manage a casualty who is injured at work, or suffers from a serious illness, while waiting for more qualified medical help to arrive.

Our training courses are held in accordance with the syllabus of subjects set out in the First Aid at Work Regulations 1981 - Approved Code of Practice 2009.

Our courses meet the HSE's due diligence criteria for what is expected of training providers, including the qualifications expected of trainers and assessors, monitoring and quality assurance systems, teaching and standards of first aid practice, and syllabus content and certification.

ROHS are unique in that we provide a recall system to inform employers when their First Aider's certificates are due to expire. They can then be booked for retraining with plenty of notice for the employer to arrange work shifts and cover.

AED AWARENESS

All our courses now include AED Awareness as standard. This follows the The Health and Safety Executive (HSE) announcement that from 31 December 2016, all first aid training providers must include automated external defibrillator (AED) training on first aid at work courses.

The HSE has revised its first aid at work syllabuses to include AED training, in response to changes to resuscitation guidelines which place more emphasis on the role of an AED in treating a casualty who is unresponsive and not breathing.

We will also continue to offer specific courses on how to use an AED for people who require it.

RECRUITMENT & SELECTION OF FIRST AIDERS

To decide on the numbers of first aiders required and the level of training needed, employers are required to carry out a **First Aid Needs Assessment** (copies available on request).

Generally speaking, FAW trained first aiders will be required in higher risk sites or places with a large workforce; lower risk sites may only require EFAW trained staff, but this will be dependent on other factors that will be identified during the First Aid Needs Assessment.

When assessing your specific needs, employers need to consider:

- **workplace hazards and risks**
- **the size of the organisation**
- **the organisation's history of accidents**
- **the nature and distribution of the workforce**
- **the remoteness of the site from emergency medical services**
- **the needs of travelling, remote and lone workers**
- **employees working on shared or multi-occupied sites**
- **annual leave and other absences of first aiders and appointed persons.**

When selecting someone to take up the role of First Aider, a number of factors need to be taken into account, including an individual's:-

- **reliability, disposition and communication skills**
- **aptitude & ability to absorb new knowledge and learn new skills**
- **ability to cope with stressful and physically demanding emergency procedures ***
- **normal duties. These should be such that they may be left to go immediately and rapidly to an emergency**

*(*The duties can be physically demanding (bending, kneeling, lung capacity to resuscitate) and First Aiders should be free of any condition, which would affect their capability to provide the skills of First Aid.)*

Course Information Sheet 3-day First Aid at Work Course

Aims & Objectives

The First Aid at Work training course is designed to enable people designated as a First Aider to carry out appropriate first aid in an emergency situation at work.

At the end of the course the candidate will be able to manage a casualty who is injured at work, or suffers from a serious illness, while waiting for more qualified medical help to arrive.

Course Content

Day 1 - Morning Session	Day 2 - Morning Session	Day 3 - Morning Session
<ul style="list-style-type: none"> • Course Administration & Registration • Welcome & Introduction • Duties & Responsibilities • ABC & Priorities of Treatment • Recovery Position • CPR • CPR Skill Station • AED Awareness 	<ul style="list-style-type: none"> • Review of Day One • Heart Attack & Angina • Shock • Stroke • Head Injuries • Diabetes • Eye Injuries 	<ul style="list-style-type: none"> • Review of Day Two • Strains & Sprains • Practical Workshop <i>(CPR/Recovery/Dressings)</i> • Final Revision / Review
Day 1 - Afternoon Session	Day 2 - Afternoon Session	Written, Practical & Oral Assessments
<ul style="list-style-type: none"> • Burns & Scalds • Primary & Secondary Survey (inc AVPU) • Care of the Unconscious • Wounds & Bleeding <i>(inc. Catastrophic Bleeding & the use of Tourniquets & Haemostatic Dressings)</i> • Legislation 	<ul style="list-style-type: none"> • Fractures • Asphyxia - Choking Asthma Anaphylaxis Poisoning • Epilepsy • Topic Reviews 	<p>12pm onwards:-</p> <ul style="list-style-type: none"> • Written Exam Paper <i>(75% Pass Mark required to continue to next assessments)</i> • Lunch Break • Practical & Oral Assessments

Learning Outcomes

On completion of training, successful candidates should be able to:

- provide emergency first aid at work
- administer first aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries
 - chest injuries
 - burns and scalds
 - eye injuries
 - sudden poisoning
 - anaphylactic shock
- recognise the presence of major illness and provide appropriate first aid
- understand the role of the first-aider including reference to:
 - the importance of preventing cross-infection
 - the need for recording incidents and actions
 - use of available equipment
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries

Certification

On successful completion of the course and exam, a certificate will be issued valid for 3 years.

Cost of Training

The cost of training is £225.00 + vat.

Course Information Sheet For 2-Day First Aid at Work Requalification Course

Aims & Objectives

To update the candidate's first aid skills and knowledge, and to enable people to carry out appropriate first aid in an emergency situation.

Attendance on this course is open to holders of a valid First Aid at Work Certificate issued under the Health and Safety (First Aid) Regulations 1981. The current certificate should be in date before the requalification course starts.

Course Content

Day 1 -Morning Session	Day 2 -Morning Session
<ul style="list-style-type: none"> • Welcome & Introduction • Knowledge Assessments • CPR • CPR Skill Station • AED Awareness • Heart Attack & Angina • Shock • Epilepsy 	<ul style="list-style-type: none"> • Practical Workshop (CPR/Recovery/Dressings) • Asphyxia - Choking <ul style="list-style-type: none"> Asthma Anaphylaxis Poisoning • Fractures, Strains & Sprains • Eye & Head Injuries • Knowledge Assessment
Day 1 - Afternoon Session	Written, Practical & Oral Assessments
<ul style="list-style-type: none"> • Diabetes • Stroke • Secondary Survey • Recovery Position • Wounds & Bleeding <i>(inc. Catastrophic Bleeding & the use of Tourniquets & Haemostatic Dressings)</i> • Burns & Scalds 	<p>12pm onwards:-</p> <ul style="list-style-type: none"> • Written Exam Paper <i>(75% Pass Mark required to continue to next assessments)</i> • Lunch Break • Practical & Oral Assessments

Learning Outcomes

On completion of training, successful candidates should be able to:

- provide emergency first aid at work
- administer first aid to a casualty with:
 - injuries to bones, muscles and joints, including suspected spinal injuries
 - chest injuries
 - burns and scalds
 - eye injuries
 - sudden poisoning
 - anaphylactic shock
- recognise the presence of major illness and provide appropriate first aid
- understand the role of the first-aider including reference to:
 - the importance of preventing cross-infection
 - the need for recording incidents and actions
 - use of available equipment
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries

Certification

On successful completion of the course and exam, a certificate will be issued valid for 3 years.

Cost

The cost of training is £170.00 + vat.

Course Information Sheet
1-day Emergency First Aid at Work Course (EFAW)

Aims & Objectives

This 1-day course is designed for people who want to receive training in emergency first aid and is especially suited for nominated first aiders in smaller, low risk working environments.

The aim of this course is to give candidates the knowledge, understanding, confidence and skills so they can carry out Emergency First Aid at Work promptly and efficiently within the role of an emergency aider in accordance with the syllabus of subjects taught as set out in the First Aid at Work Regulations 1981 - Approved Code of Practice 2009.

Course Content

Morning Session	Afternoon Session
<ul style="list-style-type: none"> • Course Administration & Registration • Safety & Welfare Arrangements for Site • Course Introduction – Aims and Objectives • Health and Safety Regulations – Duties for Employers and their Responsibilities • The Role of the First Aider • Priorities of Treatment • Primary Survey & CPR • CPR Skill Station • AED Awareness 	<ul style="list-style-type: none"> • Heart Attack & Angina • Shock • Secondary Survey • Recovery Position • Recovery Skill Station • Wounds & Bleeding <i>(inc. Catastrophic Bleeding & the use of Tourniquets & Haemostatic Dressings)</i> • Burns & Scalds • Choking • EFAW Assessment Paper

Learning Outcomes

On completion of training, successful candidates should be able to:

- provide emergency first aid at work
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is choking
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock
- provide appropriate first aid for minor injuries
- Understand the role of an emergency first-aider including; importance of record keeping, equipment and cross infection.

Assessment & Certification

Practical skills are assessed by continuous observation by the trainer and there is a written assessment paper to check understanding.

After successful completion of the course, an attendance certificate is issued valid for 3 years.

Cost of Training

Cost of training is £95.00 + vat per person. Block Bookings are available upon request

Course Information Sheet

1-day (6-hour) Emergency Paediatric First Aid Course

Aims & Objectives

This 1-day Emergency Paediatric First Aid Course covers the practical skills required to save the life of an infant or child during the event of an emergency.

The aim of this course is to provide these persons with a sound knowledge and understanding of Emergency First Aid procedures when working with children and babies.

The Emergency Paediatric First Aid Course is recognised by Ofsted for Early Years (EYFS) and meets Childcare Registration requirements.

Who Should Attend

This 1-day Emergency Paediatric First Aid Course is suitable for newly qualified level two or three early years childcare staff, child minders, nursery & school staff and anybody who deals with children and infants.

If you don't need first aid training for work reasons but would like to learn first aid for babies and children, then this 1-day Course is perfect for new and expectant parents, grandparents and carers.

Please note

In line with EYFS and Childcare Register requirements, at least one person who has a current full paediatric first aid certificate must be on the premises and available at all times when children are present, and must accompany children on outings.

Childminders, and any assistant who might be in sole charge of the children for any period of time, must hold a current full paediatric first aid certificate.

Details of the 2- day(12-hour) full paediatric first aid course are available.

Course Content

- AED Awareness
- Child & Infant CPR
- Causes of Unconsciousness
- Childhood Ailments
- Choking
- Falls & Head Injuries
- Recovery Position
- Febrile Convulsions/Seizures
- Wounds & Bleeding

Learning Outcomes

On completion of training, candidates should be able to:

- Assess an emergency situation and prioritise what action to take
- Help a baby or child who is unresponsive and breathing normally
- Help a baby or child who is unresponsive and not breathing normally
- Help a baby or child who is having a seizure
- Help a baby or child who is choking
- Help a baby or child who is bleeding
- Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)

Assessment & Certification

Practical skills are assessed by continuous observation by the trainer and there is a written assessment paper to check knowledge/understanding.

On successful completion of the course and assessment a certificate will be issued valid for 3 years.

Cost of Training

Cost of training is £75.00 + vat per person. Block Bookings are available upon request

Course Information Sheet

2-day (12-hour) Paediatric First Aid Course

Aims & Objectives

The 2-day Paediatric First Aid training course enhances the knowledge and skills of course participants in regard to their responsibilities and associated actions as Paediatric First Aiders.

The aim of this course is to provide these persons with a sound knowledge and understanding of First Aid procedures when working with children and babies, along with the ability to recognise and treat many childhood conditions and illnesses. Although the majority of First Aid procedures are similar to those used in adult First Aid there are substantial differences in the protocols for resuscitation, choking, casualty handling and incident management.

The Paediatric First Aid Course is recognised by Ofsted for Early Years (EYFS) and meets Childcare Registration requirements.

Who should attend

This 2-day Paediatric First Aid Course is suitable for newly qualified level two or three early years childcare staff, child minders, nursery & school staff and anybody who deals with children or who wants a more in depth course on paediatric first aid training for children and infants.

Course Content

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • AED Awareness • Action Planning • Asthma & Diabetic Emergencies • Bites & Stings • Bleeding • Burns & Scalds • Childhood Conditions
<i>(eg. Measles, Meningitis, Croup)</i> • Choking • CPR for Baby & Infant • Dressings & Bandages | <ul style="list-style-type: none"> • Febrile Convulsions/Seizures • First Aid Kits • Foreign Objects in nose & ears • Head Injuries • Meningitis • Poisoning • Recording of incidents/injuries • Seizures • Sprains, Strains & Fractures • Treatment of an Unconscious Casualty (Recovery Position) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Learning Outcomes

On completion of training, successful candidates should be able to:

- Assess an emergency situation, and prioritise what action to take
- Help a baby or child who is unresponsive and breathing normally
- Help a baby or child who is unresponsive and not breathing normally
- Help a baby or child who is having a seizure
- Help a baby or child who is choking
- Help a baby or child who is bleeding
- Help a baby or child who is suffering from shock caused by severe blood loss (hypovolemic shock)
- Help a baby or child who is suffering from anaphylactic shock
- Help a baby or child who has had an electric shock
- Help a baby or child who has burns or scalds
- Help a baby or child who has a suspected fracture
- Help a baby or child with head, neck or back injuries
- Help a baby or child who is suspected of being poisoned
- Help a baby or child with a foreign body in eyes, ears or nose
- Help a baby or child with an eye injury
- Help a baby or child with a bite or sting
- Help a baby or child who is suffering from the effects of extreme heat or cold
- Help a baby or child having: a diabetic emergency; an asthma attack; an allergic reaction; meningitis; and/or febrile convulsions
- Understand the role and responsibilities of the paediatric first aider (including appropriate contents of a first aid box and the need for recording accidents and incidents)

Assessment & Certification

Practical skills are assessed by continuous observation by the trainer and there is a written assessment paper to check knowledge/understanding.

On successful completion of the course and assessment, a certificate will be issued valid for 3 years.

Cost of Training

The cost of training is £150.00 + vat per person. Block Bookings are available upon request.

Course Information Sheet
4-hour AED & CPR Training Course

Aims & Objectives

To train people in the use of an AED in a cardiac arrest situation in accordance with UK Resuscitation Council Guidelines. Automated External Defibrillator (AED) training courses are suitable for everyone whether or not they have received some form of first aid training previously.

Our experienced instructors take candidates through each step of the rescue process, from understanding why someone would have a cardiac arrest, how to perform CPR, how and why a defibrillator works through to successfully being able to use a defibrillator safely and effectively.

Course Content

- Basic Life Support & CPR
- Heart Conditions
- Recording & Reporting Safe Use of an AED
- Safe use of an AED Machine
- Treatment of an Unconscious Casualty
- UK Resuscitation Council Guidelines
- Written & Practical Assessment

Learning Outcomes

On completion of training, successful candidates should be able to:

- Understand basic life requirements
- Be able to demonstrate basic life support techniques
- Be able to demonstrate AED use in line with current national guidelines
- Be able to demonstrate post-resuscitation procedures
- Be able to carry out basic user maintenance of the AED

Assessment & Certification

Practical skills are assessed by continuous observation by the trainer and there is a written assessment paper to check understanding. After successful completion of the course, an attendance certificate is issued which is valid for 12-months.

Cost of Training - Block Booking
(maximum 8 candidate per course)

Cost of training is £400.00 + vat per course

Course Information Sheet
2-hour AED & CPR Training Refresher Course

Aims & Objectives

This 2-hour course refreshes the skills learned on the initial 4-hour AED Course and revalidates the certificate for a further 12-months in accordance with the UK Resuscitation Council Guidelines

Course Content

- Basic Life Support & CPR
- Heart Conditions
- Refresher of Recording & Reporting Safe Use of an AED
- Refresher of Safe use of an AED Machine
- Update of any changes to the UK Resuscitation Council Guidelines

Learning Outcomes

On completion of training, successful candidates should be able to:

- Understand basic life requirements
- Be able to demonstrate basic life support techniques
- Be able to demonstrate AED use in line with current national guidelines
- Be able to demonstrate post-resuscitation procedures
- Be able to carry out basic user maintenance of the AED

Assessment & Certification

Practical skills are assessed by continuous observation by the trainer. After successful completion of the course, an attendance certificate is issued which is valid for 12-months.

Cost of Training - Block Booking
(maximum 8 candidate per course)

Cost of training is = £200.00 + vat per course

Course Information Sheet 3-hour Annual Skills Update Course

Aims & Objectives

This 3-hour course is for those wishing to update their skills within any 3 year period of completing the First Aid at Work or Emergency First Aid at Work qualifications.

Whilst not mandatory, the HSE strongly encourage FAW & EFAW certificate holders to attend this course on an annual basis to refresh their first aid knowledge and skills and prevent “skills fade”.

Course Content & Learning Outcomes

On completion of training, candidates should be able demonstrate their competence to:

- assess the situation in an emergency
- administer first aid to a casualty who is unconscious (including seizure)
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock

Assessment & Certification

Upon completion, delegates will receive a certificate of attendance.

Cost of Training - Block Booking (maximum 12 candidate per course)

Cost of training is: Onsite at ROHS = £350.00 + vat per course
Onsite at Company/School = £375.00 + vat per course

Course Information Sheet 3-hour First Aid Awareness Course

Aims & Objectives

This 3-hour course is designed to give individuals a basic awareness of first aid, without the need for a formal assessment.

Course Content

- CPR (Adult & Child)
- Heart Attack
- Shock
- Recovery Position
- Wounds & Bleeding
- Burns & Scalds
- Other topics can be added/discussed as required (time permitting)

Learning Outcomes

On completion of training, candidates should be able to:

- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency
- administer first aid to a casualty who is unconscious
- administer cardiopulmonary resuscitation
- administer first aid to a casualty who is wounded and bleeding
- administer first aid to a casualty who is suffering from shock

Assessment & Certification

A certificate will be issued to acknowledge attendance, however this course does not meet the requirements for a First Aider at Work.

Cost of Training - Block Booking (maximum 8 candidate per course)

Cost of training is: Onsite at ROHS = £350.00 + vat per course
Onsite at Company/School = £375.00 + vat per course

First Aid Training - Terms & Conditions

1. Payment & Credit Terms

Our standard payment & credit terms are 30 days from the date of invoice. Payments can be made by BACS, cheque or cash. All course fees are subject to the current 20% VAT rate.

2. Course Bookings

Booking requests may be made by email or telephone. A Booking Form will be issued, which is to be signed and returned as confirmation of booking within 7 days of receipt. Please quote purchase order numbers where applicable.

3. Cancellations

Should circumstances mean that the candidate has to cancel their place on a booked course and are unable to transfer the booking to another date at the time of cancellation, the following charges will apply:

- **More than four weeks prior to the course start date - no charge**
- **14-7 days prior to course commencement - 50% of the course fee**
- **6-1 days prior to course commencement – 75% of the course fee**

4. Non-Attendance

100% of the course fee will be applicable for cancellation or non-arrival without notification on day of course commencement.

5. Late Arrivals/Missed Sessions

If the candidate arrives late for a course or is absent from any session, we reserve the right to refuse to accept the candidate for training if we feel they will gain insufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable.

6. Unforeseen Circumstances

On occasion, unforeseen circumstances may require us to cancel a course. In such circumstances the candidate will be given as much notice as possible and either a free transfer to another course date or a full refund of fees paid.

7. Requalification Courses

Health and Safety Executive (HSE) guidance is clear that if an employee's FAW certificate expires, they are *"no longer considered competent to act as a first-aider in the workplace"*.

For this reason, you should make every effort to requalify a first aider before the certificate expires by sending them on the 2-day FAW Requalification Course. Employers and learners should be aware that there is an increased risk of failing to achieve the required standard if previous certification has expired by a considerable period (HSE defines this as in excess of 1- month). If this is the case, HSE recommends *"it may be prudent to complete a 3-day FAW Course"*.

If candidates have not originally trained at ROHS, students must present a valid First Aid at Work Certificate at the time of booking, to be eligible to attend the 2-day FAW Requalification Course.

8. Guidelines for Students & Employers

When selecting someone to take up the role of First Aider, a number of factors need to be taken into account, including an individual's:-

- a) reliability, disposition and communication skills
- b) aptitude & ability to absorb new knowledge and learn new skills
- c) ability to cope with stressful and physically demanding emergency procedures
- d) normal duties. These should be such that they may be left to go immediately and rapidly to an emergency

As the duties can be physically demanding (bending, kneeling, lung capacity to resuscitate), candidates should be free of any condition, which would affect their capability to provide the skills of First Aid or exacerbate their condition further.

It is the policy of ROHS to ask candidates to sign a medical declaration on course commencement to ascertain if they have any medical conditions, which would preclude them from participating in any of the practical demonstration requirements during the course.

In the event that they do have such a medical condition it is generally recommended that for their own safety, they do not continue with the course.

9. Fair processing

All information that we hold concerning candidates will be held and processed by Rochdale Occupational Health Service Ltd in accordance with the provisions of the Data Protection Act 1998.

We will not, without consent, supply names and addresses to any [other] third parties except where:-

1. Such transfer is a necessary part of the activities that we undertake, or
2. we are required to do so by operation of law.