First Aid Training

The following first aid training courses are currently co-ordinated and funded by the College Health and Safety Office:

<table>
<thead>
<tr>
<th>Training course</th>
<th>Course duration</th>
<th>Training provider</th>
<th>Number of courses per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial First Aid at Work (FAW)</td>
<td>3 days</td>
<td>St John Ambulance</td>
<td>Based on first aid needs assessment</td>
</tr>
<tr>
<td>First Aid at Work (FAW) Re-qualification</td>
<td>2 days</td>
<td>St John Ambulance</td>
<td>According to number of first aiders that need to requalify in that year</td>
</tr>
<tr>
<td>Initial Emergency First Aid at Work (EFAW)</td>
<td>1 day</td>
<td>St John Ambulance</td>
<td>Based on the first aid needs assessment</td>
</tr>
<tr>
<td>Emergency First Aid at Work (EFAW) Re-qualification</td>
<td>1 day</td>
<td>St John Ambulance</td>
<td>According to number of first aiders that need to requalify in that year</td>
</tr>
<tr>
<td>Initial Automated External Defibrillator (AED) and CPR</td>
<td>3 hours</td>
<td>St John Ambulance</td>
<td>Only for new College Security staff</td>
</tr>
<tr>
<td>Fieldwork First Aid</td>
<td>2 day</td>
<td>Marlin</td>
<td>2 course per annum Based on a first aid needs assessment within relevant Departments</td>
</tr>
<tr>
<td>Sports First Aid</td>
<td>1 day</td>
<td>St John Ambulance</td>
<td>1 course per annum Based on a first aid needs assessment within the Sports Centre</td>
</tr>
<tr>
<td>Anaphylaxis first aid</td>
<td>Half a day (3 hours)</td>
<td>St John Ambulance</td>
<td>Based on a first aid needs assessment of a Department/School/Service</td>
</tr>
</tbody>
</table>

First aid training needs
First aid training is provided in response to the findings of the first aid needs assessment [INSERT LINK]

First aid training providers
First aid training will only be provided by one of the College’s approved accredited training providers. This will ensure that each training provider offers a standard of training with appropriate content, suitable trainers and assessors, and relevant and robust quality assurance systems.

First aid certificate validity and requalification training
Upon successful completion of their training first aiders will receive a certificate. The date until which your training is valid is indicated on this certificate. They will be contacted prior to this date by the Health and Safety Office Co-ordinator in order to arrange re-qualification training.

First aiders should make every effort to attend requalification training before this expiry date, as current Health and Safety Executive (HSE) guidance states that if retraining does not take place before this date, that person is no longer considered competent to act as a first aider in the workplace. While clearly first aid skills do not disappear the day after
expiry, and, in many cases, a first aider’s instinct would still be to help in an emergency, the College recognises that it would be impossible to put a date after expiry when knowledge and skills would be deemed to have affected competency. On that basis, the Health and Safety Office will ensure its training procedures operate in accordance with this HSE guidance.

Such individuals can requalify at any time after the expiry date by undertaking the relevant re-qualification course. However, in the case of First Aid at Work (FAW), where a significant period has elapsed since the certificate expired, it may be prudent for them to complete the full 3-day initial course again. This will be decided on a case-by-case basis in consultation with Health and Safety Officer Co-ordinator.

The Health and Safety Office Co-ordinator will maintain a list of all College First Aiders, including a duplicate copy of their training certificate. This list will also be published on the Health and Safety Office webpages.

**New staff joining the College with a current first aid certificate**
Such staff are encouraged to put themselves forward to be a College First Aider or other first aid personnel. The criteria for this will be firstly, the possession of certificate which shows the completion of training equivalent to that provided by the College’s approved provider, and secondly, the individual willingness to undertake this role for the College. Once these criteria are met, the individual will be added to the list of first aiders and will be contacted about requalification training, when required.

**Additional first aid training for special hazards**
The first aid needs assessment will also determine the requirement for additional training for first aiders to deal with injuries resulting from special hazards (i.e. chemicals, dangerous machinery, confined spaces).

**Funding of additional first aid training**
From 1st March 2019, where the first aid needs assessment identifies the need for additional first aid training which is over and above that currently provided within the College, including that related to injuries resulting from special hazards, then funding for such training will not normally come from the central Health and Safety Office budget, but should be financed by the relevant Department/School/Service.

For further information about first aid training, please contact the Health and Safety Office Co-ordinator.

Version 1
01/12/2018

**Related procedures:**
First aid needs assessment
First aid personnel
Legal indemnity