NEWARK COMMUNITY FIRST AID

Registered Charity No:1152694

First Aid Course Brochure 2020



We provided first aid training to 2,892 people in Newark and surrounding villages in 2019.

Our courses were rated as excellent by 97.1% of candidates in 2019.

FIRST AID SAVES LIVES

We provide high quality, inexpensive first aid courses for workplace and early years settings. We also provide FREE community first aid training for charities, community groups and the general public.

First Aid in the Workplace

In the UK we have seen a progressive reduction in the number of workplace accidents over the last 40 years. This has come about due to the implementation of health & safety regulations since the Health & Safety at Work Act 1974. Businesses and public bodies can take pride in the fact that the UK has one of the best health and safety records in the world. However according to the Health & Safety Executive Health & Safety Summary 2017, over 609,000 injuries occurred in 2016/17. The Labour Force Survey 2018 also showed 28.6 million working days lost through work related illness and injury.



We are also seeing an ageing workforce – with more people staying in employment beyond the previous retirement age of 65. We are therefore likely to see more illness occurring at work.

First aid skills can help to save lives, recognise the development of illness and prevent minor injuries becoming more serious. A great benefit for your staff whilst saving you money on working days lost.

Employer Responsibilities

The Health & Safety at Work etc Act 1974 requires employers to provide appropriate information, instruction, training and supervision to ensure, as far as practicable, the health & safety of all employees while at work. It is also good practice to consider visitors within your planning, particularly for example; in educational establishments, health care, retail and recreation where the public may be on-site.

The First Aid Regulations (1981) require all employers to risk assess their workplace and then provide suitable and sufficient numbers of first aiders and equipment to render first aid to those injured or taken ill at work. The Statutory minimum requirement is at least one 'Appointed Person' but since 2009 the HSE does not classify Appointed Persons as first aiders and they should not attempt first aid for which they have not been trained. To safeguard your employees, you should have at least one member of staff with an approved qualification. The two qualifications approved under the Regulations are **First Aid at Work** (**FAW**) and **Emergency First Aid at Work** (**EFAW**). A full risk assessment of your workplace will be required to determine which qualification is appropriate for your staff. Specific guidance is available from the HSE website at www.hse.gov.uk/firstaid. Please note you will need to provide sufficient first aiders to cover for holidays and other absences.

Selection of First Aiders

The First Aid Regulations give guidance on the selection of first aiders and emergency first aiders, you will need to consider;

- Reliability, disposition and communication skills
- Aptitude and ability to absorb knowledge and learn new skills
- Ability to cope with stressful and physically demanding emergency situations.
- Normal duties these should be such that they may be left to go immediately to an emergency.

Workplace Requirements – for First Aiders

Simplified Assessment Guide for all workplaces

Degree of Hazards	Number of employees	Recommended minimum number of first aiders required.
Low Hazard (e.g. offices, shops, libraries, wards in hospitals)	Less than 25	At least one Appointed Person. Recommended training Emergency First Aid at Work
	25 - 50	At least one person trained in Emergency First Aid at Work
	Over 50	At least one person trained in First Aid at Work for every 100 employed on- site (or part thereof)
Higher Hazard (E.g. light engineering & assembly, food processing, warehouse, construction, working with chemicals, machinery, sharp instruments.)	Less than 5	At least one person trained in Emergency First Aid at Work
	5 - 50	At least one person trained in Emergency First Aid at Work or First Aid at Work (depending on the hazards)
	Over 50	At least one person trained in First Aid at Work for every 50 employed on- site (or part thereof)

Early Years Settings – Guidance

Being confident to give prompt and appropriate first aid following an accident or medical emergency is vital for anyone with responsibility for other people's children.

Recent legislation from the Department of Education requires all newly qualified level two and three child carers to have either an emergency paediatric first aid or full paediatric first aid certificate. The new legislation came into effect from the 3rd April 2017.

It is a legal requirement for at least one person with a valid full 12-hour paediatric first aid certificate to be available at all times within a professional child care establishment. This includes cover for sickness and annual leave and to accompany children on trips or excursions.

Choosing a First Aid Training Organisation

Since October 2013 a change in legislation has meant that the HSE no longer approves or monitors First Aid Training Organisations delivering workplace training. Under the new system, you the employer, can choose to use any first aid organisation – but you must show due diligence in checking the organisation you use meets the criteria laid down by law.

YOU need to be sure that the qualifications of Trainers and Assessors meet the required standard. That the training being delivered meets the requirements of current legislation. That the first aid knowledge and skills is current and in line with best practice. That the standard of teaching develops your staff into confident and competent first aiders. You should choose a training provider that you trust.

To give you confidence that Newark Community First Aid are an organisation that meets the criteria we are registered with the First Aid Industry Body which verifies our courses, trainers, assessors and administration and is itself accredited by the United Kingdom Accreditation Service (UKAS). To check our credentials, you can go the website of the First Aid Industry Body at www.firstaidindustrybody.co.uk or Tel: 0161 494 9045.



All our trainers and assessors are fully qualified and experienced first aiders or healthcare professionals who provide care as part of their role within Newark Community First Aid. Our members attend nearly 400 local events per year providing first aid to the community. So, our training team can speak with experience when teaching, as they will have dealt with many if not all the subjects covered in the courses. This experience combined with underpinning knowledge ensures candidates on our courses feel confident in the training they receive.

Courses designed to produce confident first aiders

All our workplace courses meet the requirements of the HSE in respect of content, duration and assessment process. Our paediatric courses meet the requirements of the Department of Education.

We design our courses so that we can engage with the candidates, using and building on their prior knowledge. Our courses encourage team-work, an essential part of first aid. Whenever possible we have candidates out of their seats using the knowledge and developing their skills. We only take a maximum of 12 candidates and if a course has a full complement, our trainers will be supported by demonstrators so that we can give as much individual support as we can to candidates. All candidates are supplied with an appropriate course manual, bandages, dressings and other equipment as required. We aim to make the courses enjoyable and feedback shows this is achieved.

Emergency First Aid at Work Course

This course is designed for low risk workplaces, it is normally run as a one-day course with 6 contact hours of training. It is open to anyone over the age of 16.

The course covers the essential life-threatening conditions that could occur in any workplace.

Incident Management	Health & Safety Regulations	The role of the first aider
Patient assessment & care	Resuscitation (Adult CPR)	Managing Unconsciousness
Minor Bleeding	Severe Bleeding & Shock	Burns & Scalds
Choking Adult	Heart Attack	Seizures
Using a defibrillator		



As with all our courses our trainers will be there to guide candidates and answer any questions.

Our aim is to provide candidates with all the information and aid them to develop skills so that in the real situation they can cope.

This is one of our most popular courses – with dates available throughout the year.

Assessment of this course will be conducted by the trainer continuously throughout the course, a short multi-choice question paper to check understanding completes the assessment process. Successful candidates will receive a certificate valid for 3 years. To requalify as an Emergency Aider at Work will mean repeating this course once the certificate gets close to expiring. You can book candidates on to a course 3 months before the certificate expires and we will issue the certificate from the original expiry date.

This course can be run in-house at your venue if you have more than 4 candidates requiring training and have rooms with sufficient space. We offer discounts for on-site courses also for bookings of more than 4 candidates on a course. If you have more than 8 candidates but your venue is not suitable for training, we can book one of our venues and still offer you a discount.

Course cost is £75:00 per candidate

First Aid at Work (Initial) Course

This course is designed for those working in medium to high risk workplaces or where the employers risk assessment as identified particular needs. The course is run over 3 days with 18 hours of contact training. It is open to anyone over the age of 16.

This is a comprehensive course covering a wide range of possible workplace injuries & illnesses. The course covers:

Incident Management	Health & Safety Regulations	The role of the first aider
Patient assessment & care	Resuscitation (Adult CPR)	Managing Unconsciousness
Asthma	Bleeding external/internal	Bone & Muscle Injuries
Burns & scalds	Chest Pain (Heart Attack)	Choking (Adult)
Diabetes	Head Injury	Spinal Injury
Poisoning	Seizures	Anaphylaxis
Shock	Eye Injuries	Stroke
Fainting	Use of a defibrillator	Crush Injury



This course covers a wide range of first aid knowledge and skills. The course is demanding, and candidates selected need to be made aware of that.

Candidates are assessed on their knowledge using multi-choice questions and complete an end of course assessment on 3 skill areas.

The final assessment is conducted by an independent assessor.

Successful candidates will receive a certificate valid for 3 years. To re-qualify as a First Aider at Work will mean attending a 2-day requalification course once the certificate gets close to expiring. You can book candidates on to a course 3 months before the certificate expires and we will issue the certificate from the original expiry date. If a certificate expires the candidate will have to complete the full initial (3 day) course again.

This course can be run in-house at your venue if you have more than 4 candidates requiring training and have rooms with sufficient space. We offer discounts for on-site courses and also for bookings of more than 4 candidates on a course. If you have more than 8 candidates but your venue is not suitable for training, we can book one of our venues and still offer you a discount.

Course Cost is £180:00 per candidate

First Aid at Work Requalification Course

This course is designed for those working in medium to high risk workplaces or where the employers risk assessment as identified particular needs. The course is designed to update candidates who have a valid FAW certificate that is close to expiring. The course is run over 2 days with 12 hours of contact training. It is open to anyone over the age of 16 who has a valid FAW certificate – this will need to be checked by the trainer prior to commencing the course.

This is a comprehensive course covering a wide range of possible workplace injuries & illnesses. The course covers:

Incident Management	Health & Safety Regulations	The role of the first aider
Patient assessment & care	Resuscitation (Adult CPR)	Managing Unconsciousness
Asthma	Bleeding external/internal	Bone & Muscle Injuries
Burns & scalds	Chest Pain (Heart Attack)	Choking (Adult)
Diabetes	Head Injury	Spinal Injury
Poisoning	Seizures	Anaphylaxis
Shock	Eye Injuries	Stroke
Fainting	Use of a defibrillator	Update on changes



This course covers a wide range of first aid knowledge and skills. The course is demanding, and candidates attending must still hold a valid FAW certificate.

Candidates are assessed on their knowledge using multi-choice questions and complete an end of course assessment on 3 skill areas.

The final assessment is conducted by an independent assessor.

Successful candidates will receive a certificate valid for 3 years. You can book candidates on to a course 3 months before the certificate expires and we will issue the certificate from the original expiry date. If a certificate expires the candidate will have to complete the full initial (3 day) course.

This course can be run in-house at your venue if you have more than 4 candidates requiring training and have rooms with sufficient space. We offer discounts for on-site courses and also for bookings of more than 4 candidates on a course. If you have more than 8 candidates but your venue is not suitable for training, we can book one of our venues and still offer you a discount.

Course Cost is £120:00 per candidate

Annual First Aid at Work Refresher

This is a 3-hour course designed to provide qualified first aiders with the opportunity to practice and update their skills. Employers are legally required to ensure their first aiders are competent and that they maintain their skills throughout the three years in which their certificates are valid. With health & safety making workplaces much safer and with accidents less common, first aiders skills can erode due to lack of opportunity to practice. This course helps to keep your first aiders on the ball!

The HSE strongly recommends that you attend a refresher session once every year during the three-year period of your First Aid at Work or Emergency First Aid at Work certification.

Continuous assessment is provided by the trainer. The course does not renew first aid at work certificates or extend the validity period of certificates.



This course will build on the prior knowledge of candidates and allow them to develop their skills through a series of scenarios covering areas such as unconsciousness, resuscitation, bleeding, burns and shock.

This course can be run in-house at your venue if you have more than 4 candidates requiring training and have rooms with sufficient space. We offer discounts for on-site courses and also for bookings of more than 4 candidates on a course. If you have more than 8 candidates but your venue is not suitable for training, we can book one of our venues and still offer you a discount.

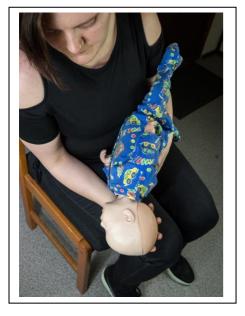
Course Cost is £40:00 per candidate

Paediatric First Aid Course

This course is designed for those working in early years settings: childminders, day nurseries, private nursery schools, primary schools but it is also open to parents or others who look after children. It is advised that secondary schools also have some paediatric trained staff in case siblings accompanying older children to school become ill or injured whilst on-site. The course is approved by the Department of Education, meets Ofsted Early Years and Childminder Register requirements. The course is run over 2 days with 12 hours of contact training. It is open to anyone over the age of 16.

This is a comprehensive course covering a wide range of possible injuries & illnesses affecting babies and children. The course covers:

Incident Management	Health & Safety Regulations	The role of the first aider
Patient assessment & care	Resuscitation (baby/child CPR)	Managing Unconsciousness
Asthma	Bleeding external/internal	Bone & Muscle Injuries
Burns & scalds	Choking (baby/child)	Croup & childhood illnesses
Diabetes	Head Injury	Heat & cold injury
Poisoning	Seizures	Anaphylaxis
Shock	Bites/stings – tick bites	Sickle cell anaemia
Fainting	Objects in eyes / other orifices	Meningitis



This course covers a wide range of first aid knowledge and skills. Paediatric healthcare is a specialised subject and even healthcare professionals find the subject difficult. This is in part because of the difficulties in communicating with babies and young people. It is therefore important that candidates are carefully selected. The course is demanding, and candidates selected need to be made aware of that.

Candidates are assessed on their knowledge and skill throughout the course by the trainer.

A short multi-choice question paper to check understanding completes the assessment process. Successful candidates receive a certificate valid for 3 years.

This course can be run in-house at your venue if you have more than 4 candidates requiring training and have rooms with sufficient space. We offer discounts for on-site courses and also for bookings of more than 4 candidates on a course. If you have more than 8 candidates but your venue is not suitable for training, we can book one of our venues and still offer you a discount.

Course Cost is £75 per candidate

Emergency Paediatric First Aid

This course is designed for people working with and caring for babies and young children both in Early Years settings and as parents/grandparents. It concentrates on life threatening areas of paediatric first aid and those holding this certificate can provide support to staff who hold the full Paediatric Certification. The course is run over 1 day with 6 contact hours of training.

It is important though to note: In line with Ofsted Early Years 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 full Paediatric First Aid course – see previous page

This course covers

Incident Management	Health & Safety Regulations	The role of the first aider
Patient assessment & care	Resuscitation (baby/child CPR)	Managing Unconsciousness
Asthma	Bleeding external/internal	Burns & scalds
Anaphylaxis	Choking (baby/child)	Seizures
Shock	Poisoning	Secondary assessment



As with all our courses our trainers will be there to guide candidates and answer any questions.

Our aim is to provide candidates with all the information and aid them to develop skills so that in the real situation they can cope.

This course will be continuously assessed by our trainer.

Successful candidates receive a certificate valid for 3 years.

This course can be run in-house at your venue if you have more than 4 candidates requiring training and have rooms with sufficient space. We offer discounts for on-site courses and also for bookings of more than 4 candidates on a course. If you have more than 10 candidates but your venue is not suitable for training, we can book one of our venues and still offer you a discount.

Course Cost is £40:00 per candidate

Anaphylactic Shock & Use of Adrenalin Auto Injector Pens

Severe allergy (anaphylaxis) is a serious medical condition and the UK along with other developed countries has seen this condition increase over the last 40 years. Allergies in general are increasing at the rate of 5% per year in the population. Anaphylaxis can develop quickly after coming into contact with a 'trigger' such as certain foods, insect stings and medications — without immediate first aid and medical help people can die. Children are at particular risk and those working with and caring for babies and children should consider anaphylaxis as part of their first aid needs assessment.



This is a 3-hour course and will be continuously assessed by our trainer. Successful candidates receive a certificate valid for 3 years.

Our course covers:

What is allergy	What is anaphylaxis	Recognition & treatment
Use of adrenalin injectors	Managing the conscious casualty	Managing unconsciousness
Resuscitation adults	Resuscitation baby/child	

This course is normally run as an on-site course – a minimum of 6 candidates. Contact us for details.

Course Cost is £30:00 per candidate

Healthcare Basic Life Support

Healthcare professionals have a duty of care to their patients which includes being able to manage patients who collapse and need resuscitation. Others working in healthcare settings should also be able to assist and should know CPR. Our Healthcare BLS course is designed to provide training in life threatening conditions. The Course covers:



Incident Management	The role of the first aider	Patient assessment & care
Heart Attack and Angina	Managing unconsciousness	CPR (all ages)
Use of bag valve/pocket mask	Use of a defibrillator	Safe use of oxygen

This is a 4- hour course and will be continuously assessed by our trainer. Successful candidates receive a certificate valid for 2 years.

Course Cost is £60 per candidate

Sports First Aid Course



This course is designed to provide comprehensive training to those involved in sports. The course covers all the emergency aid aspects of first aid including: Patient assessment, managing an unconscious breathing patient, adult and child resuscitation and bleeding. It also though looks at typical sports injury such as strains, sprains, dislocations, fractures and head injuries.

This is a 6-hour course

Incident Management	First Aid kits/record keeping	The role of the first aider
Patient assessment & care	Resuscitation (Adult CPR)	Managing Unconsciousness
Bleeding & shock	Choking adult/child	Heart Attack
Asthma & Anaphylaxis	Head Injuries	Strains and sprains
Dislocation and fractures	Spinal injury	Use of a defibrillator

This is a 6-hour course and will be continuously assessed by our trainer. Successful candidates receive a certificate valid for 3 years.

This course is normally run as an on-site course – a minimum of 6 candidates. Contact us for details.

Course Cost is £30:00 per candidate

Automated External Defibrillator (AED) Course

Over the last decade many workplaces have come to realise the importance of providing a defibrillator as an additional piece of first aid equipment. These life-saving machines need to be used within minutes of a cardiac arrest (heart & breathing stopped) and though all emergency ambulances carry defibrillators they often cannot reach the patient in time. A heart that is 'fibrillating' needs to be shocked ideally within 5 minutes of the person collapsing but the sooner it is used the better.



This course is designed to give candidates the confidence to use the defibrillator within the overall resuscitation procedure.

The defibrillator (AED) gives verbal and pictorial commands to the operator and AED's are located in public places for untrained persons to use.

However, in the workplace it makes sense to provide training that includes CPR to ensure the best possible efforts can be made to revive the patient.

Incident Management	The role of the first aider	What is an AED
Patient assessment & care	Heart Attack and Angina	Managing Unconsciousness
Adult Resuscitation (CPR)	Use of a defibrillator	Records & Reports

This is a 4-hour course and will be continuously assessed by our trainer.

Successful candidates receive a certificate valid for 1 year.

This course is normally run as an on-site course – a minimum of 6 candidates. Contact us for details.

Course Cost is £50:00 per candidate Automated External Defibrillator (Re-qualification) Session

Candidates who hold a valid AED certificate can attend our re-qualification sessions. These are 45 minute one to one sessions during which our trainer will test the candidate on a scenario involving a patient requiring CPR/defibrillation.

Debrief and any training points will be dealt with.

Successful candidates receive a certificate valid for 1 year.

Session Cost is £30:00 per candidate

Newark Courses (held at South Muskham Village Hall)

Month	Date	Course
January	17 th Jan	Emergency First Aid at Work
	22 nd – 23 rd – 24 th Jan	First Aid at Work Initial
February	15 th Feb	Sports First Aid
	17 th & 18 th Feb	Paediatric First Aid
	19 th & 20 th Feb	First Aid at Work Requalification
	28 th Feb	Emergency First Aid at Work
March	19 th & 20 th Mar	Paediatric First Aid
	28 th March	Sports First Aid
	30 th March	Emergency First Aid at Work
April	15 th & 16 th April	First Aid at Work Requalification
	29 th – 30 th – 1 st May	First Aid at Work Initial
May	13 th & 14 th May	Paediatric First Aid
	15 th May	Emergency First Aid at Work
June	29 th & 30 th	First Aid at Work Requalification
July	8 th July	Emergency First Aid at Work
•	22 nd - 23 rd July	Paediatric First Aid
	29 th - 30 th - 31st	First Aid at Work Initial
September	3 rd & 4 th Sept	First Aid at work Requalification
	9 th Sept	Emergency First Aid at Work
	10 th & 11 th Sept	Paediatric First Aid
October	14 th Oct	Emergency First Aid at Work
November	3 rd & 4 th Nov	Paediatric First Aid
	11 th – 12 th – 13 th Nov	First Aid at Work Initial
	30 th Nov	Emergency First Aid at Work
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We run our regular open courses at South Muskham Village Hall, Main Street, South Muskham NG23 6EE. This is a high-quality venue with ample parking – 2 miles outside of Newark. We provide tea/coffee and biscuits for all open courses. We suggest that candidates bring a packed lunch as there are no shops in the village or surrounding villages. The venue has a refrigerator, so we can keep your lunch cool if required.

Nottingham Courses (held at City Hospital NUH Trust)

<u>Month</u>	<u>Date</u>	<u>Course</u>
January	14 th & 15 th Jan	First Aid at Work Requalification
	16 th Jan	Emergency First Aid at Work
February	10 th	Emergency First Aid at Work
	11 th – 12 th - 13 th Feb	First Aid at Work Initial
March	11 th & 12 th Mar	First Aid at Work Requalification
	13 th Mar	Emergency First Aid at Work
April	20 th April	Emergency First Aid at Work
	22 nd -23 rd - 24 th April	First Aid at Work Initial
May	19 th May	Emergency First Aid at Work
	21 st & 22 nd May	First Aid at Work Requalification
June	23 rd - 24 th - 25 th June	First Aid at Work Initial
	26 th June	Emergency First Aid at Work
July	15 th July	Emergency First Aid at Work
	16 th & 17 th July	First Aid at Work Requalification
September	8th Sept	Emergency First Aid at Work
	21 st – 22 nd – 23 rd Sept	First Aid at Work Initial
October	5 th & 6 th Oct	First Aid at Work Requalification
	12 th Oct	Emergency First Aid at Work
November	10 th Nov	Emergency First Aid at Work
	25 th - 26th – 27 th Nov	First Aid at Work Initial
		We run regular onen courses in



We run regular open courses in conjunction with Nottingham Occupational Health at the

Occupational Health Department, Nottingham City Hospital Hucknall Road, Nottingham NG5 1PB.

The venue has parking but at a charge. Tea and coffee is provided. We suggest that candidates bring a packed lunch, though a café/shop is available in the Maternity Dept next door. The venue has a refrigerator, so we can keep your lunch cool if required.

Newark Community First Aid



As a charity in addition to providing workplace training, we also provide FREE training to the public, community groups and charities through our community range of courses in Newark and surrounding parts of Nottinghamshire & Lincolnshire.

We also provide fully trained and equipped first aiders to provide first aid cover at local events – last year we covered 372 events.

To ensure we can meet the growing demand for our event services we need more volunteers. We would therefore ask if employers would encourage their first aiders to become volunteers with us. This has great benefits to the volunteer, who as a member will be able to develop their skills, gain more confidence, make new friends and help their community. It will also be beneficial to your operations as they will become confident first aiders and we update all their qualifications saving you the cost of doing so.

By using our services, you are helping your Community.







To Contact us for bookings or information:

Telephone: 01636 683202 Mobile 07973 904808

Email: newarkcommunityfirstaiders@hotmail.com

Visit our website: www.newarkcommunityfirstaid.co.uk

Follow us on Facebook: www.facebook/newarkcommunityfirstaid