



NORTHUMBRIA ARMY CADET FORCE

County First Aid Training Handbook 2010

This document provides a point of reference to all Northumbria ACF adults on the first aid training to be conducted at Detachment, Company and County level. It also provides information about national first aid training at CTC Frimley Park.

Foreword

by Capt T. J. Jackson
County First Aid Training Officer

First aid is the immediate assistance given to someone who becomes injured or ill before professional medical care is available to them.

It is essential that all Northumbria ACF adults have at least a basic understanding of first aid training within the County for two main reasons:

- Firstly, first aid is an integral part of the APC syllabus, which all of our cadets are actively working towards and the majority of our adults instruct within.
- Secondly, the ACF has a collective duty of care towards the cadets in our charge, which includes provision of adequate first aid cover during all aspects of training.

For some types of ACF training the presence of an adult “trained in first aid” is a mandatory requirement. It is the Commandant’s intention that every Detachment within the County has adults trained in first aid so that cadet training can be conducted in as safe an environment as possible.

Most aspects of cadet first aid training can be conducted by first aiders within the Detachments or Companies, with adult first aid training falling under the umbrella of the County as a whole.

This plan gives details of the courses on offer as well as outlining my vision for cadet and adult first aid training over the next year.



T. J. Jackson
Capt
CFATO

Section A

Introduction

The year ahead

- A1. The focus this year is to ensure as many adults as possible progress in their own first aid training, so that all aspects of training have suitable first aid provision.
- A2. By ensuring each Detachment has instructors trained in first aid Companies will be able to facilitate their own Heartstart, Casaid and Youth First Aid courses on a convenient and local basis. This will free up St John Ambulance (SJA) registered trainers to conduct the essential adult training mentioned above.
- A3. The coming year will undoubtedly be a trying time for ACF first aid, with budgetary pressures meaning the curtailing of all forms of ACF training. That being the case all adults are encouraged to seize first aid training opportunities that arise.

First aid qualifications and currency

- A4. Para 0203 of JSP 535, CTSP, recognises the following first aid qualifications for working with cadets:
 - (a) All HSE approved full first aid certificates (First Aid at Work).
 - (b) British Red Cross Standard Certificate.
 - (c) St Andrew's Ambulance Association Senior Certificate.
 - (d) St John Ambulance Activity First Aid/Lifesaver Plus Certificate.
- A5. These qualifications expire after 3 years. They must be reassessed before expiry to maintain currency.

Record keeping

- A6. Adult first aid qualifications are to be recorded on Westminster. Any adult noticing inaccuracy in their first aid qualification record is to notify the CFATO so corrections can be made.
- A7. It is very important that any adult who has acquired first aid qualifications outside the ACF lets us know the fact, so that Westminster can be updated accordingly.

Section B

Heartstart

References:

- Guidance Note 2 (Casaid)
- Cadet Training Manual, Volume 1, Chapter 7
- ACF APC Syllabus (First Aid)
- Young First Aider Teacher Guide and Resource Pack
- First Aid Manual

What is Heartstart?

- B1. Heartstart is the name given to emergency life support (ELS) training, which cadets take part in at APC Basic or 1-Star level. Heartstart is a British Heart Foundation initiative.
- B2. Heartstart normally takes 4 training periods (2 hours) to deliver.

Course content

- B3. Heartstart includes the following topics:
- Managing and coping with an emergency; getting assistance; communication and casualty care
 - Primary survey and recovery position
 - Resuscitation and choking (adult)
 - Bleeding

Assessment

- B4. Candidates will be given the details of a fictional accident, which they need to accurately report to the emergency services. Candidates are assessed on the accuracy and effectiveness of their report.

Heartstart trainers and assessors

- B5. Heartstart can be taught and assessed by an adult or senior cadet with a current and recognised first aid certificate (see para A4).

Heartstart course registration

- B6. Heartstart does not need to be pre-registered.

Heartstart course documentation and certification

- B7. Trainers should make use of the current Heartstart training materials, details of which can be obtained from the CFATO.
- B8. Certificates should be requested via the CFATO.

Section C

Casaid

References:

- Guidance Note 2 (Casaid)
- Cadet Training Manual, Volume 1, Chapter 7
- ACF APC Syllabus (First Aid)
- Young First Aider Teacher Guide and Resource Pack
- First Aid Manual

What is Casaid?

- C1. Casaid is the name given to the introductory first aid training and assessment all cadets receive as part of their APC 1-Star training.
- C2. Casaid normally takes 8 training periods (4 hours) to deliver.

Course content

- C3. Casaid includes the following units:
- Treatment of minor bleeding and shock
 - Recognition of bone, muscle and joint injuries
 - Bites, stings and foreign objects
 - Keeping safe and warm
- C4. Further details can be found in the Cadet Training Manual, Volume 1, Chapter 7, Section 3.

Assessment

- C5. The candidates' practical skills will be assessed in the following areas:
- Practical resuscitation: Performing correct CPR on a resus manikin
 - Unconscious casualty management: Placing an unconscious casualty into the recovery position
 - Control of bleeding: Using direct pressure and elevation to control bleeding
 - Fracture management: Immobilise and support a fracture

Casaid trainers and assessors

- C6. Casaid can be taught and assessed by an adult or senior cadet with a current and recognised first aid certificate (see para A4).

C7. This means Casaid can easily be conducted at Detachment or Company level by the Detachment or Company's own trainers and assessors. For convenience and economy this should usually be the case.

Casaid course documentation and certification

C8. There are no specific course documents for Casaid, which is not certificated.

C9. Results are to be recorded on forms TR1 and TR2 and forwarded to the Company HQ concerned for processing and addition to Westminster.

Section D

Youth First Aid

References:

- Guidance Note 3 (Youth First Aid)
- Cadet Training Manual, Volume 1, Chapter 7
- ACF APC Syllabus (First Aid)
- Young First Aider Teacher Guide and Resource Pack
- First Aid Manual

What is Youth First Aid?

- D1. Youth First Aid (YFA) is a two day SJA course aimed at young people aged 11-16.
- D2. Cadets need to successfully complete the YFA course to pass APC 2-Star first aid.
- D3. YFA normally takes 16 training periods (8 hours) to deliver, which is spread over a weekend for convenience. It could be conducted over several evening sessions if required.

Course content

- D4. YFA includes the following units:
- Revision of casaid (2 periods)
 - Bone muscle and joint injuries (treatment)
 - Spinal injuries
 - Asthma
 - Chest pains
 - Burns and scalds
 - Electric shock
 - First aid kit
 - Fainting
 - Head injuries
 - Heat exhaustion
 - Hypothermia
 - Low blood sugar
 - Poisons
 - Seizures

- Severe allergic reaction

D5. Further details about the aims, learning outcomes and teaching points of each unit can be found in the current edition of SJA's trainer guide, modules and standards.

Assessment

D6. The candidates' practical skills will be assessed in three areas:

- Practical resuscitation: Performing correct CPR on a resus manikin
- Unconscious casualty management: Placing an unconscious casualty into the recovery position
- Incident management: Dealing with a conscious casualty with two different injuries

YFA trainers and assessors

D7. YFA can be trained and assessed by an adult or senior cadet with a current and recognised first aid certificate (see para A4).

D8. This means YFA can easily be conducted at Company level by the Company's own trainers and assessors. For convenience and economy this should usually be the case.

YFA course registration

D9. YFA does not need to be pre-registered.

YFA course documentation and certification

D10. Trainers should make use of the current YFA training materials, details of which can be obtained from the CFATO.

D11. Assessors should make use of the current SJA Skills Test 1 sheets for recording candidate observations and feedback. The completed forms are to be handed back to the candidates - they do not need to be retained.

D12. A copy of the completed course results form (E7557 form) should be forwarded to the CFATO for onwards transmission to ACFA. Course organisers should retain their own copy of the E7557.

D13. ACFA should process and return certificates within 4-weeks, at which time the CFATO will forward them to the Company concerned.

D14. Results are also to be recorded on forms TR1 and TR2 and forwarded to the Company HQ concerned for processing and addition to Westminster.

Section E

Lifesaver First Aid

References:

- Guidance Note 4 (Lifesaver and Activity First Aid)
- Cadet Training Manual, Volume 1, Chapter 7
- ACF APC Syllabus (First Aid)
- Young First Aider Teacher Guide and Resource Pack
- First Aid Manual

What is Lifesaver First Aid?

- E1. Lifesaver First Aid (LFA) is a one day SJA course aimed at young adults.
- E2. Effectively LFA is a condensed refresher of the YFA course.
- E3. LFA normally takes 16 training periods (8 hours) to deliver, which can be achieved in one intensive day. It could be conducted over several evening sessions if required.
- E4. LFA should normally be completed in fulfilment of APC 3-Star first aid.
- E5. LFA can subsequently be used as accredited prior learning towards the optional Activity First Aid (AFA) qualification at APC 4-Star level, making AFA shorter than it would normally be.

Course Content

- E6. LFA includes the following units:
 - Communication and casualty care
 - Bleeding (severe)
 - Chest pains
 - Choking
 - Resuscitation
 - Unconscious casualty
 - Bites and stings
 - Bleeding (minor)
 - Burns (minor)
 - Sprains and strains
 - Fainting

- Primary survey
- Casualty management (outdoors)(2 periods)
- Casualty movement (2 periods)

Prerequisites

E7. Cadets taking LFA will normally have taken YFA at APC 2-Star level.

LFA trainers and assessors

E8. LFA can be trained and assessed by an adult with a current and recognised first aid certificate (see para A4). The trainer and assessor should have prior experience of conducting YFA courses.

E9. This means LFA can easily be conducted at Company level.

LFA course registration

E10. LFA does not need to be registered.

LFA course documentation and certification

E11. Trainers should make use of the current LFA training materials, details of which can be obtained from the CFATO.

E12. Assessors should make use of the current SJA Skills Test 1 sheets for recording candidate observations and feedback. The completed forms are to be handed back to the candidates - they do not need to be retained.

E13. LFA is not certificated.

E14. Results are to be recorded on forms TR1 and TR2 and forwarded to the Company HQ concerned for inclusion on Westminster. A copy of the completed TR2 should also be forwarded to the CFATO for his records.

Section F

Activity First Aid

References:

- Guidance Note 4 (Lifesaver and Activity First Aid)
- Cadet Training Manual, Volume 1, Chapter 7
- ACF APC Syllabus (First Aid)
- Young First Aider Teacher Guide and Resource Pack
- First Aid Manual

What is Activity First Aid?

- F1. Activity First Aid (AFA) is a two day SJA course aimed at adults involved in group work.
- F2. The Commandant requires that every Northumbria ACF adult working directly with cadets should achieve and maintain currency in AFA, because it is the minimum level recognised by JSP 535, CTSP.
- F3. Cadets who successfully complete AFA can count it as an APC 4-Star progressive subject.
- F4. The previous Northumbria ACF practice was for cadets to complete AFA shortly after completing YFA, despite there being no APC requirement to do so. This practice is to stop, with AFA being reserved solely for adults and the few cadets using it towards APC 4-Star.
- F5. AFA normally takes 32 training periods (16 hours) to deliver, which is spread over a weekend for convenience. It could be conducted over several evening sessions if required.

Course content

- F6. AFA includes the following units:
- Allergic reaction
 - Asthma
 - Bites and stings*
 - Bleeding (minor)*
 - Bleeding (severe)*
 - Bone, muscle and joint injuries

- Burns and scalds (minor)*
- Burns and scalds (severe)
- Chest pains*
- Choking*
- Communication and casualty care*
- Coping in an emergency
- Electric shock
- Emergencies in public
- Fainting*
- First aid kit
- Foreign objects (ear and nose)
- Head injury
- Heat and cold (extreme)
- Low blood sugar
- Poisons
- Primary survey*
- Resuscitation*
- Role of the first aider in a group setting
- Seizure (convulsive)
- Shock
- Sprains and strains*
- Unconscious casualty

F7. Immediately obvious should be that a lot of units cross over between the three courses (YFA, LFA and AFA) in the Community First Aid package.

F8. Any of the starred (*) units that have been completed towards LFA do not need to be repeated during AFA.

F9. Further details about the aims, learning outcomes and teaching points of each unit can be found in the current edition of SJA's trainer guide, modules and standards.

Assessment

F10. The candidates' practical skills will be assessed in three areas:

- Practical resuscitation: Performing correct CPR on a resus manikin
- Unconscious casualty management: Placing an unconscious casualty into the recovery position
- Incident management: Dealing with a conscious casualty with two different injuries

Prerequisites

- F11. Cadets taking AFA will normally have taken YFA at APC 2-Star level and may have taken LFA at APC 3-Star level.
- F12. No prior experience is necessary for adults taking AFA.

AFA trainers and assessors

- F13. AFA can only be trained by an SJA registered trainer. It must be assessed by an AFA assessor.
- F14. A relaxation in ACFA rules mean that anyone holding either an FAW or AFA qualification can be registered as an AFA assessor.
- F15. SJA issue strict guidelines about the number of trainers and assessors required for a particular number of students.

AFA course registration

- F16. AFA must be pre-registered with ACFA four weeks in advance.

AFA course documentation and certification

- F17. Trainers should make use of the current AFA training materials, details of which can be obtained from the CFATO.
- F18. Assessors should make use of the current SJA Skills Test 1 sheets for recording candidate observations and feedback. The completed forms are to be handed back to the candidates - they do not need to be retained.
- F19. A copy of the completed course results form (CRE form) should be forwarded to the CFATO for onwards transmission to ACFA. Course organisers are to retain their own copy of the CRE.
- F20. ACFA should process and return certificates within 4-weeks, at which time the CFATO will forward them to the Company concerned.
- F21. Results are also to be recorded on forms TR1 and TR2 and forwarded to the Company HQ concerned for inclusion on Westminster.

Section G

First Aid at Work

What is First Aid at Work?

- G1. From October 2009 First Aid at Work (FAW) is a 3 day course, which involves 18 hours of contact time including assessment.
- G2. FAW covers a broad range of practical first aid skills and qualifies an individual to act as a first aider in the workplace for 3 years.
- G3. Our FAW is awarded by SJA and is fully recognised by the Health and Safety Executive (HSE).
- G4. FAW is the highest qualification Northumbria ACF can conduct internally. It is also available on the Basic First Aid Course at CTC Frimley Park.
- G5. Requalification courses (FAWR) can also be conducted internally and are available on the Advanced First Aid and Trainers Courses at CTC Frimley Park.

Course content

- G6. FAW includes the following units:
 - Allergic reaction
 - Asthma
 - Bleeding and bruising (minor)
 - Bleeding (severe)
 - Burns and scalds (minor)
 - Burns and scalds (severe)
 - Bone, muscle and joint injuries
 - Casualty movement
 - Chest pain
 - Choking
 - Communication and casualty care
 - Emergencies at work
 - Eye injury
 - Fainting
 - Head injury
 - Low blood sugar

- Poisons
- Poisons (inhaled)
- Primary survey
- Resuscitation
- Role of the first aider in the workplace
- Seizures
- Shock
- Spinal injury
- Stroke
- Summative practice
- Summative assessment and feedback on performance
- Unconscious casualty

G7. Further details about the aims, learning outcomes and teaching points of each unit can be found in the current edition of SJA's trainer guide, modules and standards.

Prerequisites

G8. FAW is reserved for adults with an ongoing commitment to first aid training within their Company or at County level. It is also available to those involved with shooting, obstacle course supervision and adventurous training that might need additional skills to conduct their duties safely.

G9. FAW courses require at least 5 students to make them feasible.

FAW trainers and assessors

G10. FAW can only be trained and assessed by SJA registered trainers and assessors.

G11. SJA issue strict guidelines about the number of trainers and assessors required for a particular number of students.

G12. This requirement means it is only feasible to conduct FAW at County level under centralised arrangements.

FAW course registration

G13. FAW must be pre-registered with ACFA six weeks in advance.

G14. FAW is an expensive and labour-intensive course. Consideration should always be given as to whether AFA is a more appropriate option.

FAW course documentation and certification

- G15. Trainers should make use of the current FAW training materials, details of which can be obtained from the CFATO.
- G16. Assessors should make use of the current SJA Skills Test 1 sheets for recording candidate observations and feedback. The completed forms are to be handed back to the candidates - they do not need to be retained.
- G17. A copy of the completed course results form (CRE form) should be forwarded to the CFATO for onwards transmission to ACFA. Course organisers should retain their own copy of the CRE.
- G18. ACFA should process and return certificates within 4-weeks, at which time the CFATO will forward them to the Company concerned.

Section H

First Aid Trainer & Assessor

First aid trainer training

- H1. Anyone wishing to train and assess at FAW level will need to attend and pass the week-long First Aid Trainers Course at CTC Frimley Park.
- H2. There are three of these courses every year and they are always heavily subscribed. Early application is essential.

Prerequisites

- H3. The First Aid Trainers Course is only available to adults with an ongoing commitment to AFA and FAW training within the County. Anyone wishing to attend the course will need to convince the CFATO of this commitment.
- H4. It is an HSE requirement that anyone attending the course has held an FAW for at least 3 years previously. This requirement can be waived in the case of Registered Medical Practitioners, Nurses, Midwives and Paramedics.
- H5. Anyone attending the course should have extensive prior experience of conducting YFA or LFA courses. They should prepare a portfolio of evidence to demonstrate this.

Course content

- H6. The Trainers Course begins with a two day FAW requalification before moving on to the train the trainer phase. It also includes Heartstart familiarisation.
- H7. HSE regulations mean all first aid trainers need a recognised teaching qualification. Mindful of this requirement the Trainers Course allows students the option of completing their L10, L11 and A2 NVQ Units in Training Development and Assessment. These NVQ Units are HSE acceptable qualifications. Students can register for the Units with CVQO in advance or at the start of the Trainers Course.

Outside the ACF

- H8. Although the Trainers Course provides an SJA qualification, this is widely recognised with other first aid training providers. Anyone with this

qualification would have no trouble securing first aid training employment elsewhere.

Portfolio building and maintenance

H9. As a condition of continued registration trainers and assessors are required to build and maintain a portfolio of evidence. The portfolio should contain the following:

- CV sheet: Completed once and updated as required.
- Training and assessing log: A continuous record of training and assessing activity, updated on a regular basis.
- Evidence of qualification: Photocopy first aid and training and assessing certificates. Only needs updating if new qualifications are obtained.
- Evidence of first aid skill: Copies of Skills Test sheets, completed by another assessor, reporting your own first aid practical skills.
- Evidence of training activity: Could include photocopy course results forms or Skills Test sheets. Need fresh evidence every year.
- Evidence of assessing activity: Could include photocopy course results forms or Skills Test sheets. Need fresh evidence every year.

H10. Maintaining a portfolio can be quite an onerous task. It is much easier to gather evidence on a regular basis as it is generated. Trainers and assessors are encouraged to do this.

H11. A selection of portfolio masters can be downloaded here:

<http://www.wcompany.org.uk/first-aid.html>

Section I

First Aid at Detachment Level

What courses?

11. Detachments should be regularly running the following courses at a local level:
 - Heartstart (as detailed in Section B)
 - Casaid (as detailed in Section C)
12. These courses can be trained and assessed by an adult or senior cadet with a current and recognised first aid certificate (see para A4).

Adult qualifications

13. All Detachment-based adults should endeavour to achieve and maintain currency in the AFA qualification. Detachment Commanders should ensure their adults are aware of forthcoming AFA training opportunities and encourage them to attend.

Section J

First Aid at Company Level

What courses?

- J1. Companies should be running the following courses at a local level:
- YFA (as detailed in Section D)
 - LFA (as detailed in Section E)
- J2. YFA can be trained and assessed by an adult or senior cadet with a current and recognised first aid certificate; LFA can be trained and assessed by an adult with a current and recognised first aid certificate and experience of training and assessing on YFA courses.

Adult qualifications

- J3. All Company-based adults should endeavour to achieve and maintain currency in the AFA qualification. OCs and 2ICs should ensure their adults are aware of forthcoming AFA training opportunities and encourage them to attend.

Section K

First Aid at County Level

What courses?

K1. The County should be running the following courses:

- AFA (as detailed in Section F)
- FAW (exceptionally, as detailed in Section G)
- FAWR (exceptionally, as detailed in Section G)

K2. AFA courses will normally take place on County cadre weekends at the CTC or non-residential weekends at Alwick or Slatyford. In the case of exceptional local demand the CFATO will consider running AFA for a single Company.

Adult qualifications

K3. All County-based adults should endeavour to achieve and maintain currency in the AFA qualification.

K4. The County's SJA registered trainers and assessors are to maintain currency in FAW and ensure their SJA portfolio is kept up to date.

Section L

Role of the First Aid Trainer

- L1. Under the direction of the Company First Aid Training Adviser (CoyFATA) or CFATO train and assess cadets and adults within the limits of your experience, qualification and professional competence.
- L2. Keep up to date with the latest advice and updates on first aid protocols.
- L3. Maintain an up-to-date portfolio evidencing your activity as a trainer and assessor. It is much easier build up your portfolio by gathering regular pieces of evidence.
- L4. Actively participate in continuing professional development (CPD) training.

Section M

Role of the Company First Aid Training Adviser

- M1. With the assistance of other suitably qualified adults and senior cadets train and assess cadets in Heartstart, Casaid and YFA.
- M2. Train the Company's team for the County First Aid Competition, which is held early each year.
- M3. Endeavour to attend the Company First Aid Training Advisers (CoyFATA) Course at CTC Frimley Park. The CoyFATA Course is an integral part of the other CTC courses, or can be attended on a stand-alone basis.
- M4. Actively participate in continuing professional development (CPD) training.
- M5. Provide advice to the Company and Detachment Commanders about all aspects of first aid training.
- M6. Liaise with the CFATO about first aid training within the Company and for advice and updates on first aid protocols.
- M7. Ensure that cadet first aid qualifications and APC passes are recorded on Westminster.
- M8. The CoyFATA should have:
 - A current full first aid certificate (FAW).
 - A CoyFATA certificate.

Section N

Role of the County First Aid Training Officer

- N1. With the assistance of other suitably qualified adults train and assess adults and senior cadets in AFA and, where appropriate, FAW.
- N2. Exceptionally, when the Company concerned is unable to facilitate their own training and assessment, train and assess cadets at YFA level.
- N3. Ensure that all cadets are provided with first aid instruction at an appropriate level of their training.
- N4. Supervise and moderate training and assessment undertaken by other trainers and assessors.
- N5. Register SJA first aid courses with ACFA, submit the appropriate fee and, where appropriate, ensure cadets receive their certificate.
- N6. Organise and co-ordinate the County First Aid Competition.
- N7. Select teams to go forward to the Brigade First Aid Competition,
- N8. Attend a CFATO Course at CTC Frimley Park.
- N9. Liaise with the Commandant, County Training Officer, CEO, Company Commanders and CoyFATAs about aspects of first aid training.
- N10. Ensure sufficient adults hold a first aid qualification to be able to conduct training safely. Also ensure those holding a first aid qualification are utilised for training and assessment, as appropriate.
- N11. Maintain a record of adult first aid qualifications. This will be done via Westminster.