

# Prospectus 2022



## ABC First Aid

16 Fairfield Road Barton on Sea Hants BH25 7NL  
Tel: 01425 615227 Email: [info@abcfirstaid.co.uk](mailto:info@abcfirstaid.co.uk)

[www.abcfirstaid.co.uk](http://www.abcfirstaid.co.uk)

# Prospectus

**Welcome !**

**Our Mission –**

At ABC First Aid we believe that good First Aid practice - the ability to help save life, recognise illness and minimise injury - should be accessible to everyone.

We have been providers of statutory first aid and emergency care training since 1997 – originally under the Health and Safety Executive approval scheme.

The ABC First Aid team is made up of highly skilled health-care Tutors and Assessors with backgrounds in the Emergency Medical Services and Accident and Emergency Department. We do not practice the ‘bandage-and-sling’ approach beloved of the traditional providers; our training is practical and pragmatic, allied to the professional bodies who formulate evidence-based medical guidelines and protocols: the Joint Royal Colleges Ambulance Liaison Committee, the Resuscitation Council UK and the Faculty of Pre-Hospital Care (Royal College of Surgeons Ed.) We combine teaching and medical qualifications with a wealth of genuine, pre-hospital care experience.

Our aim is to ensure our clients receive unrivalled levels of professional competence, flexibility and technical expertise.

So whether your background is in Commerce and Industry, Childcare, Healthcare or Sport and Leisure, we provide Gold Standard training to internationally recognised standards, at competitive prices.

Please browse our prospectus and if you do not see the exact course description you need, please note that The Management of The Health & Safety at Work Regulations 1995 and the HSE Approved Code of Practice L74, both recommend that training should be risk-specific: contact us on **01425 615227** if you would like to discuss a training package based on your particular requirements.

**ABC First Aid - anything else would be second best !**

# Contents

First Aid at Work	- 1
First Aid at Work Requalifier	- 2
Emergency First Aid at Work	- 3
Automated External Defibrillation	- 4
First Aid for Healthcare Professionals	- 5
First Aid for Sport and Exercise	- 6
Paediatric First Aid	- 7
First Aid for School Staff	- 8
Supporting Children with Medical Conditions	- 9
How to book a course	- 10
'In house' venue requirements	- 11
Terms and Conditions	- 12

**Don't see the exact course description you need? We operate a whole range of bespoke and advanced first aid, pre-hospital and emergency care training for clients with specific requirements - please contact us on: [info@abcfirstaid.co.uk](mailto:info@abcfirstaid.co.uk) to discuss.**

# First Aid at Work

A Health & Safety Executive approved course that complies with the Health & Safety (First Aid) Regulations 1981 and the Approved Code of Practice L74 guidelines where the client's Risk Assessment has identified the need for a fully qualified first aider.

**Course content:** On completion of training, learners will be able to:

- Understand the role of the workplace First Aider incl Legal obligations, record keeping, importance of preventing cross infection, etc
- Act safely, promptly and effectively in an emergency (Primary Survey)
- Administer Basic Life Support and Defibrillation (Resuscitation Council Guidelines 2021)
- Administer first aid to a casualty who is unconscious or fitting
- Administer first aid to a casualty who is wounded, bleeding or shocked
- Administer first aid to a casualty who has fractures (incl spinal), dislocation or soft tissue injury
- Administer first aid to a casualty with burns, poisoning or eye injury
- Recognise and treat major illness such as heart attack, stroke, diabetes, asthma, anaphylaxis, etc
- Treat common minor injuries such as cuts, grazes, bruises, minor burns, etc

**Course outcome:**

On successful completion of the course and final assessment, learners receive the nationally-recognised 'First Aid at Work' certificate which is valid for 3 years.

**Course duration:**

3 days (18 contact hours).

**Course fee:**

£ 2100.00 - fully inclusive.

**In House:**

This course is available on an 'In house' basis only, for clients able to operate the course at their own venue. This allows them to choose the course dates and timings. It also allows us to tailor the course content to the specific workplace requirements of the client. Please refer to the 'In-house Venue Requirements' page.

# First Aid at Work Requalifier

A Health & Safety Executive approved course that complies with the Health & Safety (First Aid) Regulations 1981 and the Approved Code of Practice L74 guidelines for the re-qualification of First Aid at Work certificate holders. To be eligible for the 2 day re-qualifier course, learners must hold a First Aid at Work certificate that is no more than 28 days outside its original expiry date.

**Course content:** The course offers an overview of all subjects taught on the full 3 day First Aid at Work course and also introduces any new techniques, legislation or guidelines that have arisen since the learner originally trained. On completion of training, learners will be able to:

- Understand the role of the workplace First Aider incl Legal obligations, record keeping, importance of preventing cross infection, etc
- Act safely, promptly and effectively in an emergency (Primary Survey)
- Administer Basic Life Support and Defibrillation (Resuscitation Council Guidelines 2021)
- Administer first aid to a casualty who is unconscious or fitting
- Administer first aid to a casualty who is wounded, bleeding or shocked
- Administer first aid to a casualty who has fractures (incl spinal), dislocation or soft tissue injury
- Administer first aid to a casualty with burns, poisoning or eye injury
- Recognise and treat major illness such as heart attack, stroke, diabetes, asthma, anaphylaxis, etc
- Treat common minor injuries such as cuts, grazes, bruises, minor burns, etc

## **Course outcome:**

On successful completion of the course and final assessment, learners receive the nationally-recognised 'First Aid at Work' certificate which is valid for 3 years.

## **Course duration:**

2 days (12 contact hours).

## **Course fee:**

£ 1400.00 – fully inclusive.

## **In House:**

This course is available on an 'In house' basis only, for clients able to operate the course at their own venue. This allows them to choose the course dates and timings. It also allows us to tailor the course content to the specific workplace requirements of the client. Please refer to the 'In-house Venue Requirements' page.

# Emergency First Aid at Work

A Health & Safety Executive recommended, 1 day course. This is the minimum level of statutory first aid training for the workplace, appropriate for low-risk environments or for those acting in the absence of a fully qualified First Aider.

## **Course content:**

On completion of training, learners will be able to:

- Understand the role of the workplace First Aider incl Legal obligations, record keeping, importance of preventing cross infection, etc
- Act safely, promptly and effectively in an emergency (Primary Survey)
- Administer Basic Life Support and Defibrillation (Resuscitation Council Guidelines 2021)
- Administer first aid to a casualty who is unconscious or fitting
- Administer first aid to a casualty who is wounded, bleeding or shocked
- Treat common minor injuries such as cuts, grazes, bruises, minor burns, etc

## **Course outcome:**

On completion of the course, learners receive the nationally-recognised 'Emergency First Aid at Work' certificate which is valid for 3 years.

## **Course duration:**

1 day (6 contact hours).

## **Course fee:**

£ 750.00 - fully inclusive.

## **In House:**

This course is available on an 'In house' basis only, for clients able to operate the course at their own venue. This allows them to choose the course dates and timings. It also allows us to tailor the course content to the specific workplace requirements of the client. Please refer to the 'In-house Venue Requirements' page.

# Automated External Defibrillation

This course complies with the Resuscitation Council recommendations where a Risk Assessment has identified the need for an Automated External Defibrillator. Use of an Automated Defibrillator is covered on all our other First Aid courses, in accordance with Health and Safety Executive guidelines; this course provides opportunity for more scenario practice, developing the role of the Defib operator as 'Resus Team Leader' and looking at other aspects such as peri-arrest management.

## **Course content:**

On completion of training, learners will be able to:

- Understand basic cardiac dysfunction (Ventricular Fibrillation, etc) and how Defibrillation works
- Assess the collapsed victim, initiate and supervise Basic Life Support as needed
- Ensure a safe environment for use of the AED
- Prepare the non-breathing casualty for defibrillation, including optimal pad placement
- Act appropriately on commands from AED, ensuring safe delivery of shocks as directed and continuity of Basic Life Support
- Act appropriately for a casualty who is non-shockable or who has a return of spontaneous circulation
- Liaise effectively with emergency medical services at time of patient handover

## **Course outcome:**

On successful completion of the course, learners receive the 'Automated External Defibrillation' certificate which is valid for 3 years.

## **Course duration:**

Half-day (3 contact hours).

## **Course fee:**

£ 450.00 – fully inclusive, for up to 12 delegates.

## **In House:**

This course is available on an 'In house' basis only, for clients able to operate the course at their own venue. This allows them to choose the course dates and timings. It also allows us to tailor the course content to the specific workplace requirements of the client. Please refer to the 'In-house Venue Requirements' page.

# First Aid for Healthcare Professionals

The minimum level of statutory first aid training recommended by the Health and Safety Executive. An essential course for Healthcare Professionals, Manual Therapists and those called on to deal with medical and trauma emergencies in pre-hospital settings.

Evidence continues to demonstrate how quickly emergency skills erode and how standard training in the hospital or clinical setting does not address the needs of the pre-hospital practitioner. Delegates are encouraged to re-evaluate their emergent skills and knowledge and discuss their own experiences and concerns amongst their peers, based on actual scenarios and case studies. The certificate is accepted by all healthcare and therapy governing bodies for insurance and CPD purposes (8 hours).

**Course content:** Learners receive training in a range of first aid competencies, including:

- Legalities of First Aid: Duty and Standard of Care, professional obligation and scope of practice
- The Primary Survey: the CAcBCDE Approach
- Basic Life Support and Defibrillation: Resuscitation Council Guidelines 2021, incl adjuncts demonstration – OP/NP, Oxygen, BVM/NRB, IV Fluids, etc
- Sudden Death Syndrome: HCM, ARVC, etc and other pathologies in athletic populations
- Assessment and management of the unconscious casualty: GCS/AVPU
- Latest perspectives in head injury/concussion assessment: SCAT/ Berlin Consensus, etc
- Assessment and management of neck injury: JRCALC
- Management of trauma, medical and environmental scenarios: case studies and open forum

**Course outcome:**

On completion of the course delegates receive the nationally-recognised 'Emergency First Aid at Work' certificate which is valid for 3 years.

**Course duration:**

1 day (8 contact hours).

**Course fee:**

£ 117.00 per delegate.

**Booking:**

This course is available on either an 'Open' or 'In house' basis. To book an individual place or arrange an 'In house' course, please contact our specialist CPD partners: Health Education Seminars Ltd at: [www.heseminars.com](http://www.heseminars.com), tel: 01202 568898, email: [info@heseminars.com](mailto:info@heseminars.com)



# First Aid for Sport and Exercise

All National Governing Bodies of sport and exercise require that teams, clubs, organisers and venues have made arrangements for the provision of first aid, in fulfilment of the Duty of Care owed to athletes, spectators and others. This course offers the minimum level of statutory first aid training for sports coaches, fitness trainers, club officials or anyone who could be called on to deal with injury or illness in the sport and exercise situation. The certificate is accepted by all sport and exercise governing bodies for Public, Employers Liability and Professional Indemnity insurance purposes.

**Course content:** Learners receive training in a range of first aid competencies, including:

- Legalities of First Aid: obligations, the Duty and Standard of Care expected of the first aider
- The Primary Survey in sport and exercise: CAcBCDE
- Basic Life Support and Defibrillation: Resuscitation Council Guidelines 2021
- Sudden Death Syndrome: incidence of major cardiac illness in athletic populations
- Management of the unconscious casualty, including head injury/concussion assessment: AVPU/SCAT
- Management of injury, illness and environmental scenarios: case studies and open forum - subjects discussed will include neck injury, bleeding, fracture, dislocation, soft-tissue injury, asthma, hypoglycaemia, fitting, heat and cold illness

**Course outcome:**

On completion of the course delegates receive the nationally-recognised 'Emergency First Aid at Work' certificate which is valid for 3 years.

**Course duration:**

1 day or 2 evenings (6 contact hours).

**Course fee:**

£ 750.00 – fully inclusive, for up to 24 learners.

**In House:**

This course is available on an 'In house' basis only, for clients able to operate the course at their own venue. This allows them to choose the course dates and timings. Please refer to the 'In-house Venue Requirements' page.

# Paediatric First Aid

Ofsted and the Department for Education advise that whilst general first aid certificates are appropriate for 12-16 year olds, they are not sufficient for those working in the Early Years, Pre-school, Infant and Junior school settings. This course complies with Ofsted and Department for Education requirements, the content being stipulated by Ofsted as follows:

## Course content:

- Planning for and dealing with first aid emergencies involving babies and children
- Resuscitating babies and children (Resuscitation Council Guidelines 2021)
- Recognising and responding appropriately to anaphylactic shock in babies and children (incl use of EpiPen auto-injector).
- Recognising and responding appropriately to electric shock in babies and children.
- Recognising and responding appropriately to bleeding and shock in babies and children
- Responding appropriately to burns and scalds in babies and children.
- Responding appropriately to choking in babies and children.
- Responding appropriately to suspected fractures (head, neck and back) in babies and children.
- Recognising and responding appropriately to cases of poisoning in babies and children.
- Responding appropriately to foreign bodies in eyes, ears and noses of babies and children.
- Responding appropriately to eye injuries in babies and children
- Responding appropriately to bites and stings in babies and children
- Responding appropriately with effects of extreme heat and cold in babies and children.
- Responding appropriately to febrile convulsions in babies and young children.
- Recognising and responding appropriately to the emergency needs of babies and children with chronic medical conditions including: - epilepsy, asthma, sickle cell, diabetes
- Recognising and responding appropriately to meningitis and other serious sudden illness

## Course outcome:

On completion of the course, learners receive the nationally-recognised 'Paediatric First Aid for Childcarers' certificate, valid for 3 years.

**Course duration:** 2 days onsite or blended learning (1 day practical + pre-course).

**Course fee:** £ 1400.00 or £ 750 blended learning.

## In House:

This course is available on an 'In house' basis only, for clients able to operate the course at their own venue. This allows them to choose the course dates and timings. Please refer to the 'In-house Venue Requirements' page.

# First Aid for School Staff

Although it is not necessary for all school staff to attend full, formal first aid courses, it is still desirable for as many staff as possible to have some basic first aid skills and knowledge. This half-day course shows staff how to deal with medical emergencies quickly and simply, identifying and managing life-threatening problems until a more qualified member of staff, or an ambulance, arrives. The aim of this informal course is to reassure staff as to the simplicity and importance of good first aid, encouraging them to discuss their own concerns and experiences of common school injury and illness situations .

## **Course content:**

On completion of training, learners will be able to:

- Act safely, promptly and effectively in an emergency (Primary Survey)
- Administer Basic Life Support (Resuscitation Council Guidelines 2021)
- Administer first aid to a casualty who is unconscious or fitting
- Administer first aid to a casualty who is wounded, bleeding or shocked

**'Open Forum'**: subjects such as Choking, Asthma, Anaphylaxis, Head Injury, etc, will be covered as required by the student group.

## **Course outcome:**

On completion of the course, learners receive the 'First Aid for School Staff' certificate which is valid for 3 years.

## **Course duration:**

Half-day (3 contact hours).

## **Course fee:**

£ 450.00 for up to 24 learners

## **In House:**

This course is available on an 'In house' basis only, for clients able to operate the course at their own venue. This allows them to choose the course dates and timings. It also allows us to tailor the course content to the specific requirements of the client. Please refer to the 'In- house Venue Requirements' page.

# Supporting Pupils with Medical Conditions

In December 2015 the Department for Education updated the statutory guidance 'Supporting Pupils at School with Medical Conditions'. Paragraph 18 of the guidance specifically states that 'A first aid certificate does not constitute appropriate training in supporting children with medical conditions'.

This means that schools are now required to arrange additional training and learning support for staff, over and above basic first aid training. The most common medical conditions encountered at school are Anaphylaxis, Asthma, Diabetes and Epilepsy. This additional training is informally referred to as 'The Big 4'.

This 3 hour course aims to reassure staff as to their roles and responsibilities in these areas, equipping them with the required knowledge and skills to monitor and manage the major medical conditions, as well as others, i.e cardiac conditions in children.

## **Course content:**

On completion of training, learners will be able to:

- Describe the statutory obligations of the school, staff and parents in supporting children with medical conditions
- Detail the essential requirements of an Individual Healthcare Plan
- Describe the daily management of the Asthmatic, Anaphylactic, Diabetic or Epileptic child
- Recognise when any of the above are becoming an emergency
- Access on-line resources for support and CPD purposes

## **Course outcome:**

On completion of the session, school will receive a letter and schedule confirming that named staff have undertaken the training.

## **Course duration:**

3 contact hours – morning, afternoon or twilight (If required, the sessions can be split into 2 x 1.5 hour modules)

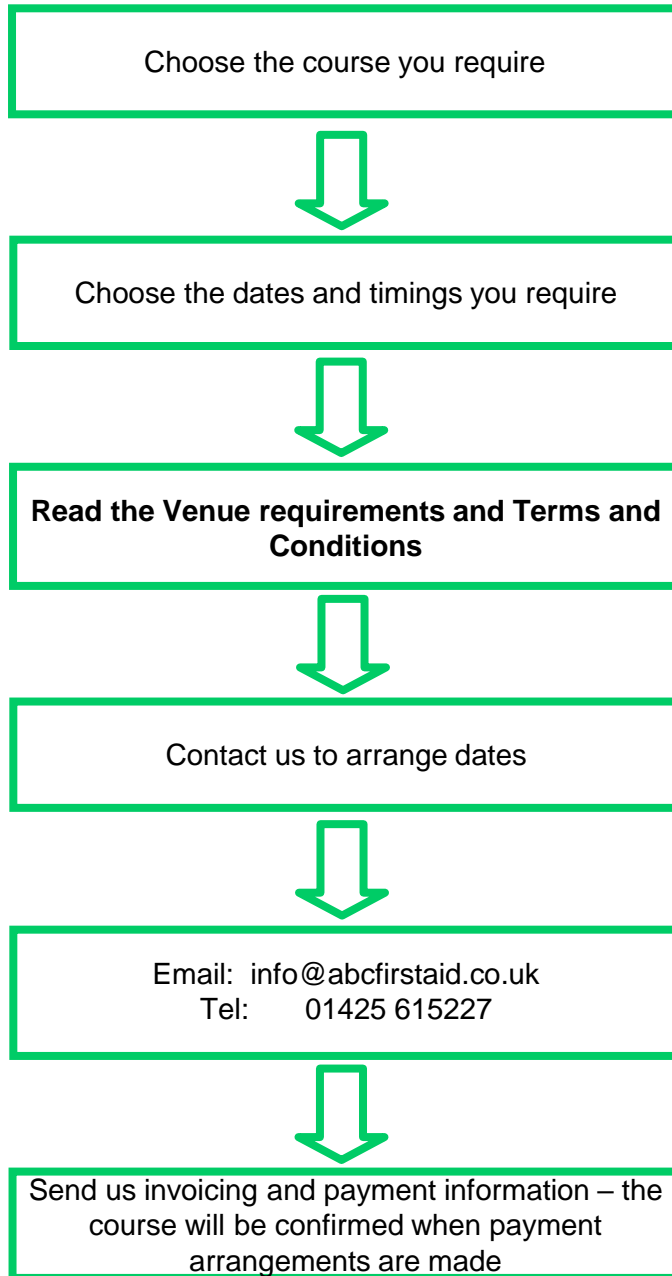
## **Course fee:**

£ 450.00 for up to 24 learners

## **In House:**

This course is available on an 'In house' basis only, for clients able to operate the course at their own venue. This allows them to choose the course dates and timings. It also allows us to tailor the course content to the specific requirements of the client. Please refer to the 'In- house Venue Requirements' page.

# How to book a course



Thank you for choosing ABC First Aid

# Venue requirements

**Please read the following carefully. The terms of our FAIB approval requires that training is conducted in a suitable environment and by booking a course you are understood to have met all venue requirements. If you anticipate difficulty with any of these, please contact us in advance to discuss. We will not deliver training in unsuitable locations or where a client has not made reasonable efforts to ensure the smooth operation of the course. Failure to provide a suitable venue or make adequate arrangements on the day will result in immediate cancellation of the course in which case the full course fee will still be payable.**

- The training room must be big enough to accommodate the number of students, with sufficient seating and adequate clear floor space for practical elements (resuscitation, recovery positions, etc). A 'theatre' style room layout is preferred. Desks are not required but if present can be left in place, providing there is still room for practical floor training. Clearing of desks and re-arranging classrooms before the course starts is the responsibility of the client.
- Floor must be carpeted (clean) or suitable mats provided by the client. Delegates having to lie on hard, cold or bare floors can be uncomfortable, dirty and possibly dangerous.
- Training room must have adequate heating, ventilation and lighting. Windows should have screens or blinds so that delegates are not disturbed and so that projector picture is visible during daylight.
- Venue must have adequate, clean toilet facilities for both sexes.
- Tea/coffee/refreshments must be provided by the client. Time is not allocated in the program for delegates to go off-site to obtain these.
- A representative of the client must be available to meet the trainer, advise delegates of health, safety and welfare arrangements and take care of local issues. We will provide the mobile telephone number of the trainer and will require a contact telephone number at the venue.
- Our trainers bring a laptop pc, projector and an extension lead. Clients are asked to provide a table for these, electricity supply and a screen or suitable white blank wall to project onto. Course handouts are provided but delegates may wish to bring a notepad and pen.
- Parking is required at the venue for the whole duration of the course. Cost of external car parking is not included in the course fee and time is not allocated in the program for unloading/loading at the venue followed by off-site parking. We cannot operate courses at locations where parking is only available on meter.
- Clients should be mindful when arranging venues that first aid equipment and training manikins are bulky and awkward to carry up stairs and over long distances. We understand that training rooms cannot necessarily be next door to the car park. However, if access is difficult, limited or restricted we expect that all reasonable assistance is provided by the client: a trolley, a lift if stairs involved, access passes, assistance with Security, assistance carrying kit, etc.

# Terms and conditions

**Please read the following carefully. All business is conducted in accordance with these Terms, Conditions and Venue Requirements. By booking a course the client is deemed to have read and accepted these. Clients are asked to make their delegates aware of the sections on Fitness to attend, Dress code, Health, Safety, Equal Opportunities and Requalifier courses:**

## **Course fees**

Course fees are payable in full, in advance or by arrangement at time of course delivery with a cheque to the course tutor. We accept payment by cheque or BACS only. Credit and debit cards are not accepted. The 'client' is understood to be the buyer and is the person or organisation booking the course: we do not invoice third parties. If the clients payment system requires 'Approved Supplier' status, Purchase Order numbers (or similar) it is the clients responsibility to ensure all arrangements are made in advance of the course. We will invoice at time of course booking: we cannot invoice after a course has taken place and do not extend credit unless specifically agreed in advance, in writing. Monies outstanding beyond agreed terms will be recovered with interest in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. We reserve the right to cancel any course booking if fees remain outstanding and where no alternative payment arrangements have been made 14 days prior to course start date. All prices quoted are subject to change without notice.

## **Course cancellation or postponement**

The clients written or electronic booking is confirmation of course dates and timings. Late cancellation or postponement of a booking by the client represents a loss of income to us as it is unlikely that we can replace bookings at short notice. For 'In house' courses: work is based on geographical location, so cancellation can also affect other bookings, accommodation and travel plans. We are also still obliged to pay tutor fees. We therefore ask that clients do not arrange 'In house' courses until they are certain of having sufficient numbers to make the course viable. Cancellations or postponements received 14 days or less before course start date will still attract 100% fee.

## **Certificates**

Course fee includes cost of 1 x certificate per delegate. Extra certificates are available at a cost of £10.00 each. Certificates are the property of the client who paid for the course and will not be posted to individual course delegates. Certificates will not be sent until course fees have been paid in full. Certificates can be issued on completion of the course if delegate names have been submitted to us in advance and payment has been made in advance or at time of course delivery.

## **Fitness to attend**

The Health and Safety Executive requires that first aiders should have the ability to cope with stressful and physically demanding emergency procedures. Delegates with medical ailments are not obliged to divulge these to the tutor but are asked not to place themselves in any situations of discomfort, pain or to undertake any practice likely to aggravate an existing condition. Clients are asked to advise their delegates that anyone not able to carry out the practical skills will not be able to receive certification as a first aider.

## **Dress code, Health, Safety and Equal Opportunities**

Delegates should dress casually, appropriate for practical floorwork. Skirts/dresses, high heels, loose jewellery, etc should be avoided. First aid and emergency care skills can be dangerous if practiced incorrectly or unsupervised. Delegates are asked to pay close attention to the tutor at all times and not to practice techniques unless supervised. Clients are asked to make their delegates aware before the course that they will be required to work in physical contact with, and to touch fellow students, and that this may include members of the opposite sex. This will take place in a supervised environment and will be relevant and appropriate to the course content. Having been informed in advance of this and by volunteering to come onto a course the delegate has consented to this contact. Delegates are asked to maintain a high degree of awareness and respect for the dignity, beliefs and personal 'space' of fellow students at all times. Please contact us if a fuller explanation is needed. Delegates who are unwilling to participate in the practical aspects of the course will not be able to receive certification as first aiders.

## **First Aid at Work Requalifier courses**

Delegates attending 2 day First Aid at Work Requalifier courses must be in possession of a First Aid at Work certificate which is no more than 28 days past the original 3 year expiry date.

## **Force Majeur**

ABC First Aid Ltd cannot be held liable for costs arising from a booking not met by us due to circumstances beyond our control such as adverse weather or travel conditions, vehicle failure, personal injury/illness, etc. If such a situation arises, ABC First Aid will offer alternative dates and if these are not acceptable, course fees will be refunded. ABC First Aid will not be liable for any difference in fees if the client opts for the services of another training provider.