HEALTH & SAFETY - schools first aid training for schoOLS



# FIRST AID TRAINING

# GUIDANCE FOR SCHOOLS



## WHAT YOU NEED TO DO

* Determine through an assessment first aid training requirements
* Determine where you wish to obtain training from
* If sourcing a third party direct-carry out due diligence checks
* If sourcing training in-house develop a quality assurance system

## LEGISLATION

* Health and Safety (First Aid) Regulations 1981 (as amended)
* Statutory Framework for the Early Years Foundation Stage
* Education (School Premises) Regulations 1999

## INTRODUCTION

The Health and Safety (First-Aid) Regulations 1981 set out the essential aspects of first aid that employers have to address. This includes providing an adequate number of appropriately first aid trained staff members.

Following consultation, the Government have amended the Health and Safety (First-Aid) Regulations in relation to the use of an approved training provider.

From 1st October 2013, the Health and Safety Executive will no longer be responsible for approving prospective first aid training organisations that delivers the ‘First Aid at Work’ and ‘Emergency First Aid at Work’ courses.

Responsibility for selecting a competent first aid training provider to deliver the first-aid training required, as identified in the needs assessment, will rest with the employer.

Schools will have the following options:

* Obtain first aid training through a third party that has undertaken quality assurance and competency due diligence on a training provider
* Undertake the necessary due diligence checks themselves on prospective first aid training providers they wish to directly utilise
* Undertake first aid training in-house and develop the necessary quality and competency assurance system that can be externally verified

## THIRD PARTY ASSURANCE

Adult Learning and Skills Service in conjunction with the LBHF Corporate Safety Unit will undertake all necessary due diligence checks on the preferred first aid training providers.

They will also undertake regular monitoring and verification of continued organisational quality assurance and trainer competency.

## EXTERNAL TRAINING PROVIDERS

First-aid training is available from a wide range of providers who choose to:

* Offer regulated qualifications; or
* Operate under voluntary accreditation schemes; or
* Operate independently of any such accreditation scheme

First-aid training is also available from the Voluntary Aid Societies ( e.g. St John Ambulance, British Red Cross and St Andrew’s First Aid).

Regulated qualifications are nationally recognised and can be obtained from a training centre for an ‘awarding organisation’ (AO) that is regulated by the qualification regulators (Ofqual, SQA or the Welsh Government) against standards for the design, delivery and award of qualifications.

An AO must also have dedicated quality assurance processes to approve and monitor their recognised training centres which must work in compliance with the Assessment Principles for First Aid Qualifications (see the Skills for Health website [www.skillsforhealth.org.uk](https://www.skillsforhealth.org.uk)).

Voluntary accreditation schemes intend to set and maintain standards in line with HSE requirements. These schemes are not mandatory but may help employers select training organisations who offer a standard of training with appropriate content, suitable trainers and assessors, and relevant and robust quality assurance systems.

Employers may obtain appropriate training from the Voluntary Aid Societies, who are acknowledged by HSE as one of the standard-setters for currently accepted first-aid practice for FAW/EFAW training courses. The Voluntary Aid Societies work to similar principles of assessment and employ a similar hierarchy of policies and processes to AO’s.

## INTERNAL TRAINING PROVISION

First-aid training can be delivered in-house but suitable checks should be undertaken to ensure that training is fit for purpose. This will include ensuring:

* The content of any first-aid training is appropriate and that elements of the syllabus in common with FAW or EFAW are delivered in accordance with currently accepted standards for first-aid practice
* In-house individuals acting as trainers/assessors have the necessary skills, qualifications and competencies expected of those working for an external training provider
* A system of quality assurance is in place ensuring that the competence of trainers/assessors is regularly reviewed by competent ‘verifiers’
* Systems are reviewed on an annual basis by a competent person independent of those directly involved in the delivery/assessment of the training
* Class sizes are appropriate and take account of the needs and capabilities of those undertaking any training
* Certificates issued contain information detailed in HSE guidance
* Equipment provided is suitable and sufficient
* Training consists of sufficient, minimum contact training time as detailed in HSE guidance

## PAEDIATRIC FIRST AID

The changes to first-aid training provision do not impact on the provision of paediatric first aid training and the same requirements will continue to apply to in relation to this type of training. The Statutory Framework for the Early Years Foundation Stage makes the following specific requirements:

* At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present.
* There must be at least one person on outings who has a current paediatric first aid certificate.

## EXTERNAL TRAINING SELECTION

Establishments wishing to utilise first-aid training providers directly will be expected to undertake appropriate due diligence checks.

Such checks are not required to be formal or written down but it may be useful to retain a written record so as to demonstrate to an employee, a safety representative, HSE or a local authority inspector the process followed.

In summary, when selecting a training provider establishments should check:

* The qualifications expected of trainers and assessors
* Monitoring and quality assurance systems
* Teaching and standards of first-aid practice
* Syllabus content
* Certification

### Trainer and Assessor Qualifications

Trainers/assessors should have knowledge and competence in first aid, as demonstrated by:

* A current, valid FAW certificate; or
* Being registered and licensed as a doctor with the General Medical Council; or
* Current registration as a nurse with the Nursing and Midwifery Council; or
* Current registration as a paramedic with the Health and Care Professions Council; and
* A knowledge and competence in training and/or assessing, demonstrated by holding a training/assessing qualification

A list of suitable qualifications is provided in Appendix A below.

### Quality Assurance Systems

The training organisation should have a suitable and documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the skills of trainers/assessors at least annually.

This ‘designated person’, who can be from inside or outside the organisation and should be independent of training delivery and be able to demonstrate competence for their role.

The organisation should also have:

* A documented course evaluation procedure that includes feedback from students
* A documented complaints procedure
* A mechanism for retaining a detailed record of assessments for each student and store those records for a minimum of three years after completion of the course
* Sufficient quantity of well-maintained equipment that permits students to complete their training and assessment within the appropriate number of contact hours

The designated person should also have knowledge and competence in first aid, as demonstrated by holding certification and/or registration as per first-aid trainers. They also need an in-depth knowledge of the subject of first aid and first-aid training.

The designated person should also have knowledge and competence in assessing and verifying qualifications, through holding of a qualification as detailed in Appendix A.

### Teaching and Standards

The training organisation should demonstrate the ability to develop and deliver first-aid training in accordance with good practice. Training organisations should teach the first-aid management of injuries and illness, in relation to the topics covered in FAW/EFAW training courses, in accordance with:

* Current guidelines published by the Resuscitation Council (UK); and
* The current edition of the first-aid manual of the Voluntary Aid Societies; or
* Other published guidelines, provided they are in line with the two above or supported by a responsible body of medical opinion

### Syllabus Content

Training courses for FAW/EFAW and subsequent re-validation should over the syllabus for these courses as detailed in HSE guidance L74.

Where alternative qualifications are being considered, for the purposes of the Health and Safety (First-Aid) Regulations 1981, the syllabus should contain appropriate content to address the findings of the first-aid needs assessment.

This is likely to contain elements common to, or indeed all the topics listed in the syllabus for FAW.

The HSE does not accept qualifications where training is delivered in a blended, e-learning or distance format for compliance with the Health and Safety (First-Aid) Regulations 1981.

### Certification

Any certificate issued by the training provider should contain the following:

* Name of the training organisation
* Name of the candidate
* Title of the qualification
* Confirmation that the certificate is valid for 3 years
* Commencement date

In addition, the certificate should indicate that it has been issued for the purposes of complying with the requirements of the Health and Safety (First-Aid) Regulations 1981 and a statement that teaching was delivered in accordance with currently accepted first-aid practice.

If the qualification is neither FAW nor EFAW (or the training contains additional elements), the certificate should also provide an outline of the topics covered or the additional elements.

## Appendix A: Certificate and Qualifications

### Training and Assessing Qualifications

| QUALIFICATION | TRAINER | ASSESSOR |
| --- | --- | --- |
| A1 (D32/33) – Assess candidates using a range of methods  | - | Y |
| A2 (D32) – Assess candidates’ performance through observation  | - | Y |
| Cert Ed, PGCE, B Ed, M Ed  | Y | Y |
| CTLLS/DTLLS  | Y | Y |
| English National Board 998  | Y | Y |
| First Aid at Work Trainer/Assessor qualification (no longer valid from 01/10/15) | Y | Y |
| Further and Adult Education Teacher’s Certificate  | Y | Y |
| IHCD Instructional Methods  | Y | Y |
| IHCD Instructor Certificate  | Y | Y |
| Learning and Development Unit 9D – Assess workplace competence using direct and indirect methods  |  | Y |
| Learning and Development Unit 9D1 – Assess workplace competence using direct and indirect methods  | - | Y |
| Nursing mentorship qualifications  | Y | Y |
| PTLLS  | Y | - |
| PTLLS with unit ‘Principles and Practice of Assessment’  | Y | Y |
| QCF Qualifications based on the Learning and Development NOS for assessors  | - | Y |
| S/NVQ level 3 in training and development  | Y | Y |
| S/NVQ level 4 in training and development  | Y | Y |
| TQFE (Teaching Qualification for Further Education)  | Y | Y |
| Training Group A22, B22, C21, C23, C24  | Y | - |
| Level 3 Award in Education & Training  | Y | Y |
| Level 4 Certificate in Education & Training  | Y | Y |
| Level5 Diploma in Education & Training  | Y | Y |

### Acceptable Verifying Qualifications

D34 – Internally verify the assessment process

D35 – Externally verify the assessment process

V1 – Conduct internal quality assurance of the assessment process

V2 – Conduct external quality assurance of the assessment process

Level 4 Award in the internal quality assurance of assessment processes and practice

Level 4 Award in the external quality assurance of assessment processes and practice

Level 4 Certificate in leading the internal quality assurance of assessment processes and practice

Level 4 Certificate in leading the external quality assurance of assessment processes and practice

## Appendix B: Due Diligence Checklist

|  |  |  |
| --- | --- | --- |
| QUESTION | YES | NO |
| *Trainer/Assessor*  | Blank cell | Blank cell |
| Do the trainers/assessors have a current FAW certificate or qualify for an exemption?  | Blank cell | Blank cell |
| Do the trainers/assessors have an appropriate training/assessing qualification?  | Blank cell | Blank cell |
| *Quality Assurance* | Blank cell | Blank cell |
| Is there a documented quality assurance plan designating an individual to take responsibility for quality assurance, including assessment of the performance of trainers/assessors at least annually?  | Blank cell | Blank cell |
| Does the designated person have a current FAW certificate or qualify for an exemption?  | Blank cell | Blank cell |
| Does the designated person have an assessing/verifying qualification?  | Blank cell | Blank cell |
| Is there a documented course evaluation procedure?  | Blank cell | Blank cell |
| Is there a documented complaints procedure?  | Blank cell | Blank cell |
| *Teaching Practice* | Blank cell | Blank cell |
| Is FAW/EFAW taught in accordance with current guidelines? | Blank cell | Blank cell |
| *Training Syllabus* | Blank cell | Blank cell |
| Does the course content adequately meet the needs of your workplace as indicated by your first-aid needs assessment?  | Blank cell | Blank cell |
| Does the syllabus include the topics contained for FAW/EFAW qualification and/or revalidation? | Blank cell | Blank cell |
| *Certificates* | Blank cell | Blank cell |
| Do the certificates issued to students assessed as competent contain the relevant information?  | Blank cell | Blank cell |

## Further Information

Health and Safety Executive:

GEIS 33: Selecting a first-aid training provider

L74: First aid at work