

To All Schools (EA Southern Region)

10 January 2020

FIRST AID AT WORK CERTIFICATE TRAINING

Dear Principal

Attached are details of the 3-day First Aid at Work Certificate courses which we continue to offer schools. Courses are delivered by Emergency Medical Supplies, Magherafelt.

The target audience is primarily **teachers** who should be available and easily accessible at all times within the school and, in the case of Post Primary Schools, from the more practical based subjects eg Technology and Design, Home Economics, Science and Physical Education. However, if you wish a member of staff who is non-teaching to be trained please indicate their position on the attached application form.

Courses are scheduled from 9.30 am to 4.30 pm and participants **must** be in attendance for the duration of each of the three days. The examination at the end of Day 3 leads to the award of a Certificate of Training – First Aid at Work which is valid for 3 years. A 2-day Refresher Course must be undertaken every 3 years – a reminder letter will be issued to those due to undertake refresher training.

If you would like a member(s) of your staff to participate in this course please complete and return the attached reply slip **as soon as possible**. As we can only accommodate 12 participants on each course a ‘first come, first served’ basis will apply.

Costs will be a charge to schools’ delegated budgets. A letter of confirmation will be sent to successful applicants. **In the event of a member of staff who has received such confirmation not attending as planned the school will be liable for the full cost incurred for facilitator expenses.** *Substitute cover must be paid for out of schools’ allocated substitute cover for INSET budgets.*

Yours sincerely

SCHOOL DEVELOPMENT SERVICE

/SS

Direct Line : 028 3751 2507

e.mail : shirley.stewart@eani.org.uk

Encs.

First Aid Certificate training should be considered for suitable persons who should be available and easily accessible to employees at all times when they are at work. These persons are usually backed-up by an 'appointed person' when they become absent without prior warning ie. Sickness – days on holiday are not considered as unplanned absence.

The course includes the following:

- resuscitation
- treatment and control of bleeding
- treatment of shock
- management of the unconscious casualty
- contents of first aid boxes
- purchasing first aid supplies
- transport of casualties
- recognition of illness
- treatment of injuries to bones, muscles and joints
- treatment of minor injuries
- treatment of burns and scalds
- eye irrigation
- poisons
- simple record keeping
- personal hygiene in treating wounds: reference to Hepatitis B and Human Immunodeficiency Virus with regards to First Aiders
- communication and delegation in an emergency

DRAFT PROGRAMME

Day 1

Introduction and Outline of Course
Health and Safety Law including First Aid Regulations
Principles of First Aid
Responsibilities of the First Aider
Action in an Emergency / Incident management
Primary Assessment
Secondary Assessment
Breathing and Circulation
Principles of Resuscitation
Disorders of Respiration
Disorders of Circulation
Practical workshop on Resuscitation and Recovery Position

Day 2

Assessment Questions on Day 1 and Recap/Discussion
Practical workshop on Resuscitation and Recovery
Treatment and control of bleeding
Shock
Bites and Stings
Foreign Objects
Disorders of Consciousness
Effects of heat and cold
Personal hygiene – HIV/AIDs /BBVs
Poisons
Burns and Scalds
Bones Joints and Muscle injuries
Practical Workshop – injuries
Practical

Day 3

Assessment Questions on Day 2 and Recap
Casualty management
Resuscitation Procedures
Practical
Assessments – Theory and Practical
General Open Forum
Closing Remarks/Evaluation

FIRST AID AT WORK CERTIFICATE COURSES 2019- 2020

Please indicate the group you would like to attend –
if possible indicate a preference ie. 1st/2nd/3rd

**Please note that participants must attend all three days
and there will be an examination on Day 3
All courses run from 9.30 am – 4.30 pm**

The target audience is teachers who should be available and easily accessible at all times within the school and, in the case of Post Primary Schools, from the more practical based subjects eg Technology and Design, Home Economics, Science and Physical Education. However, if you wish a member of staff who is non-teaching to be trained please indicate their position on the application form.

In the event of a member of staff who has received confirmation of acceptance on a course not attending as planned the school will be liable for costs incurred.

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|---|--|
| Group 1: Armagh Teachers' Centre Tuesday, 10 th March 2020 Wednesday, 11 th March 2020 Thursday, 12 th March 2020 Name : _____ Teacher / Other (please state eg CA/Secretary) : _____ Email : _____ | Group 2: Newry Teachers' Centre Wednesday, 18 th March 2020 Thursday, 19 th March 2020 Friday, 20 th March 2020 Name : _____ Teacher / Other (please state eg CA/Secretary) : _____ Email : _____ |
| Group 3: Dungannon Teachers' Centre Tuesday, 28 th April 2020 Wednesday, 29 th April 2020 Thursday, 30 th April 2020 Name : _____ Teacher / Other (please state eg CA/Secretary) : _____ Email : _____ | |

School : _____

Contact Email Address: _____

Principal's Signature : _____ Date : _____

Please complete and return as soon as possible to:

Shirley Stewart, School Development Service, Education Authority, 3 Charlemont Place, The Mall, ARMAGH, BT61 9AX email shirley.stewart@eani.org.uk

Places are limited to 12 per course

Confirmation will be issued to successful participants

In the event of a member of staff who has received such confirmation not attending as planned the school will be liable for the full cost incurred for facilitator expenses.