

Annual First Aid Refresher

How to deliver

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work. These regulations apply to all workplaces, including those with five or fewer employees, and to the self-employed.

How much first-aid provision an employer has to make depends on the circumstances of each workplace.

In assessing their needs, employers should consider the:

- nature of the work and workplace hazards and risks
- size of the organisation and the nature of the workforce
- organisation's record of accidents and ill health
- working arrangements.

If, having assessed first-aid needs, an employer decides to appoint first aiders, the first aiders must have a valid certificate of competence. There are two approved courses for first aid in the workplace:

- the three-day First Aid at Work (FAW) course (replacing the old four-day course)
- a one-day Emergency First Aid at Work (EFAW) course.

The Health and Safety Executive strongly recommends that all first aiders (FAW and EFAW) do an annual half-day refresher course – to help them to maintain their basic skills and keep up to date with any changes to first-aid procedures.

Candidates enrolling for the CIEH Annual First Aid Refresher must hold a valid HSE-approved FAW or Ofqual-accredited EFAW certificate.

The CIEH Annual First Aid Refresher allows candidates to find out about any changes to first-aid practice that have taken place in the previous year and how they might impact on their role as a first aider.

Candidates will practise and be assessed on the skills needed to administer first aid to a casualty who is:

- unconscious
- not breathing
- choking
- bleeding from a wound
- in shock.

The training programme for the CIEH Annual First Aid Refresher is designed to be delivered in three hours, not including refreshment breaks.

Successful completion of the training programme for the CIEH Annual First Aid Refresher will provide candidates with the skills practice needed to continue to undertake first aid in a variety of work situations

On successful completion of the CIEH Annual First Aid Refresher, candidates will be issued with a certificate, which will be valid for one year. This should be renewed annually, but candidates will still need to undertake a requalification three years from the date of their original FAW or EFAW certificate.

For EFAW that requalification requires candidates to complete a one-day (six hour) Emergency First Aid at Work course and for FAW the requalification requirement is a two-day (12 hour) First Aid at Work course.

Evidence of prior achievement

In order to enrol for the CIEH Annual First Aid refresher qualification, candidates must provide evidence of having previously undertaken and passed a Level 2 Award in Emergency First Aid at Work, which may be from any QCA/Ofqual accredited awarding body, or a HSE-approved First Aid at Work course. Candidates who have previously undertaken and passed a Level 2 Award in Emergency First Aid at Work with another QCA/Ofqual accredited awarding body or an HSE-approved First Aid at Work course, must provide the centre with an original certificate. A photocopy of this certificate must be submitted together with candidate's candidate assessment record (CAR) and answer information sheet (AIS).

Candidates who have previously undertaken and passed the CIEH Level 2 Award in Emergency First Aid at Work must provide the centre with an original certificate for the trainer to note the certificate number on the candidate's AIS. If candidates are not able to produce a copy of their original CIEH certificate, the centre may apply for a replacement certificate (see 'Procedure for the management of certificates' in the *Procedure Manual* for details). Alternatively, if the centre delivered the initial training, the centre can find the certificate number on batch result list issued to the centre at the time of certification. If the centre no longer has a copy of the batch result list, it may request one by sending an email to examinationserviceteam@cieh.org. A replacement certificate or batch results list must be secured before the candidate undertakes refresher training.

Assessment

Candidates are assessed on their competence to carry out first-aid procedures. Practical assessment will take place at intervals throughout the training programme. Candidates must participate in all five of the practical activities. The key point is that the candidate can demonstrate an awareness of the correct procedure for administering first aid. For each activity, the elements will be demonstrated with the aid of a member of the group and a resuscitation manikin.

A CAR for each candidate must be completed during the assessment session. The five activities used to assess the candidates' competence to carry out first-aid procedures relate to:

- the recovery position
- cardiopulmonary resuscitation
- choking
- bleeding
- shock.

For each activity, trainers must:

- assess each candidate's performance against the performance criteria and complete the marking grid and comments section
- ensure that each candidate completes the skill task correctly.

When all five assessment activities have been completed and passed, the trainer should:

- ask the candidate to sign and date the CAR to confirm that he/she participated in the five activities that comprise the practical assessment
- sign and date the statement on the CAR to confirm that he/she has delivered the practical first-aid training for, and conducted the assessment of the candidate's performance of, each of the five activities that comprise the practical assessment.

Trainers can facilitate the candidates in the completion of the assessment activities by reminding them of the key principles and correcting sequence, positions or actions whilst techniques are being performed. If interventions are required, trainers should note these in the comment section of the CAR.

When the practical assessment has been completed the candidate and trainer should sign the CAR. The trainer should then indicate on the CAR whether the candidate has passed or failed the practical assessment and fill in the security code from the candidate's AIS. The trainer should then complete the box at the bottom of the candidate's AIS. The CAR and the AIS should then be submitted together with the summary sheet, to the CIEH for the results to be processed.

If for any reason the candidate cannot, or chooses not to, complete the practical assessment, this should be indicated on the CAR and a 'Request for special consideration' should be completed and sent with the candidate's CAR and answer information sheet (AIS) when the results are submitted to the CIEH for processing.

Results

Candidates who pass the practical assessment will be awarded a certificate for the CIEH Annual First Refresher. Candidates who fail the practical assessment will be eligible for reassessment within 12 weeks. The certificates for the CIEH Level 2 Annual First Aid Refresher take approximately two weeks to process. Certificates will be sent directly to the centre where the training was delivered.

Training programme guide

The programme outlined below can be used as the basis from which to prepare a suitable training programme for the CIEH Annual First Aid Refresher. The total contact time for the delivery of the CIEH Annual First Aid Refresher

should be three hours. The individual practical assessments should be conducted with reference to the candidate assessment record.

Session 1 First aid update Timing 15 minutes	Section 1.1 Introduction	5 minutes
	Section 1.2 Update on changes	10 minutes
Session 2 Recovery position Timing 45 minutes	Section 2.1 Revision of key points	15 minutes
	Section 2.2 Practical assessment – recovery position	30 minutes
Session 3 Cardiopulmonary resuscitation Timing 45 minutes	Section 3.1 Revision of key points	15 minutes
	Section 3.2 Practical assessment – CPR	30 minutes
Session 4 Choking Timing 35 minutes	Section 4.1 Revision of key points	5 minutes
	Section 4.2 Practical assessment – action for choking	30 minutes
Session 5 Bleeding Timing 35 minutes	Section 5.1 Revision of key points	5 minutes
	Section 5.2 Practical assessment – action for bleeding	30 minutes
Session 6 Shock Timing 20 minutes	Section 6.1 Revision of key points	5 minutes
	Section 6.2 Practical assessment – action for shock	15 minutes
Session 7 Conclusion Timing 15 minutes	Section 7.1 Consolidation and evaluation	15 minutes

Support materials

Trainers may choose to refer to the consolidation sections of Sessions 4–8 in the *Trainers' Notes* manual for the CIEH Level 2 Award in Emergency First Aid at Work to provide a structure for Sections 2.1, 3.1, 4.1, 5.1 and 6.1 of the refresher programme. Candidates can be referred to the course booklet *Principles of Emergency First Aid at Work*.

To purchase the course booklet, a training pack for the CIEH Level 2 Award in Emergency First Aid at Work, and/or candidate assessment records for the Annual First Aid Refresher, please complete an order form.

Order forms and other resources for trainers are available on the CIEH website: www.cieh.org/training