

## Outline

The First Aid at Work course provides you with an opportunity to practise and update your first aid knowledge. It covers the skills necessary to 'hold the fort' and treat a range of injuries / illnesses in the workplace including how to assess & treat a casualty who is bleeding, unconscious or stopped breathing.

The course includes a 1-day e-learning module & a 2-day practical session. The practical session will include hands-on scenarios and presentations that will develop your confidence in administering first aid and provide you with essential life saving skills.

## Assessment & certification

A **Level 3 Award in First Aid at Work (RQF)** certificate will be provided on successful completion of the course. Your certificate is valid for three years and can be renewed by attending a 2-day requalification course prior to the expiry of your certificate.

To qualify for your certificate you will need to complete the e-learning module and attend both days of the practical session. Assessment includes a series of practical scenarios and a short multiple-choice assessment paper. The aim of the assessment is to demonstrate your understanding of the first aid skills and maintain a national standard in First Aid at Work training. Please inform us of any learning & writing needs prior to your course - extra time can be arranged if required.

## What we provide

The course is focused on relevant practical first aid skills that can be applied to real situations. We encourage an active & experiential approach to learning that supports your skill development.

We use clear, simple relevant explanations of theory and supply a first aid manual that supports and builds on your first aid knowledge. We are happy to signpost further information if required.

## E-learning course details

### Outline

The e-learning module is completed online and includes a series of topics, videos and tools that will provide you with some essential first aid knowledge prior to your practical session. The module also includes a number of multiple choice questions to verify your learning for each key topic.

### How to access your online course

You will be sent login codes by our certificating body [Active Aid](#). Please ensure you check your junk mail and spam mail folders and ensure you add [donotreply@active-aid.co.uk](mailto:donotreply@active-aid.co.uk) to your safe senders list or address book.

We strongly recommend you set aside some dedicated time to complete the e-learning. The maximum time it should take is 6hrs although most people find they complete in less time. You can save and return to each topic at any time. **Important:** you must complete the e-learning prior to the practical course.

## Times

The practical day includes two x 15 minute refreshment breaks and a 30 minute lunch break. Start & finish times can be confirmed with your course organiser. Please be punctual at all times as this course requires 100% attendance to qualify.

## What to bring

- ✚ Lunch (refreshments will be available for morning and afternoon breaks)
- ✚ Comfortable clothing suitable for moving around and lying on the floor
- ✚ Proof of identity i.e. passport, driving licence photo ID card etc.
- ✚ Copy of your e-learn certificate

## What to expect

The course includes a number of practical scenarios which involve lying on the floor, being checked for 'injuries' and physically moving people. In order to simulate real life first aid scenarios you will be required to take on the role of casualty & first aider. This is a good indicator of your understanding.

Remember to look after yourself, lift / lower appropriately & take care of your knees. You are asked to respect and consider the well-being of others on the course. Please inform your trainer if you are uncomfortable with anything and if you have any pre-existing conditions that they should be aware of.

## Day 1 Outline

### ✚ Casualty approach

Performing a primary survey & stabilising a casualty that has collapsed & unresponsive (D.R. + A.B.C.)

### ✚ Secondary survey

Assessing a casualty for further injuries, illnesses & vital information

### ✚ Medical emergencies

Treating life threatening conditions including choking, strokes & heart attack

### ✚ Treating a non-breathing casualty

Performing CPR, preventing cross infection & using a defibrillator

### ✚ Managing severe bleeding

Treating a person who is bleeding, wounded &/or suffering from shock

## Day 2 Outline

### ✚ Breaks

Finding, treating & stabilising common fractures

### ✚ Hot & cold problems

Recognising and preventing injuries from burns, heat illness & hypothermia

### ✚ Trauma injuries

Stabilising head, neck & chest injuries

### ✚ Common illnesses

Treating medical disorders such as asthma, epilepsy, anaphylaxis, diabetes & angina

### ✚ First Aid at Work Assessment

Completion of a 40 multiple-choice question paper