

First Aid course programme

September 2011 – August 2012

First Aid



Providing excellence in training

HSE Approved Centre No.68/06



Welcome to the Leeds City Council – Leeds Lifesaving First Aid Course Programme

“ Great thanks, I will feel much more confident in an emergency situation now ”

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Providing Excellence In Training

Leeds City Council are approved by the Health and Safety Executive to deliver and award First Aid Training and Qualifications. HSE Certificate No: 68/06

“ I’ve learned a lot from a very knowledgeable trainer and I think it is a course everyone can benefit from ” Juliet Mills, Actress

Since January 2007 Leeds City Council has successfully provided excellent training opportunities for a number of high profile

organisations, including Leeds City Council; City Development, Education Leeds and external businesses, individuals in the community and even celebrities!

“ Important stuff everyone should attend ” Maxwell Caulfield, Actor

All of our tutors are experienced, enthusiastic and trained to the highest standard.

Our courses are practical as well as theoretical, teaching lifesaving skills, whilst instilling confidence in our candidates.

“ Good course well delivered, lots of practical involvement ”

Advice For Employers

New First Aid at Work Guidelines for Employers from the Health and Safety Executive (HSE) came into effect on 1st October 2009, along with a new type of first aid needs assessment.

This assessment will help you identify what type of first aid training your first aiders need, how many first aiders you need and where they should be located.

Your First Aid Needs Assessment should consider the following topics:

- * The nature of the work, the hazards and the risks:
- * The nature of the workforce
- * The organisation's history of accidents and illness
- * The needs of travelling, remote and lone workers
- * Work patterns such as shift work
- * The distribution of the workforce
- * The remoteness of the site from emergency medical services
- * Employees working on shared or multi-occupied sites
- * Annual leave and other absences of first aiders
- * First-aid provision for non-employees
- * The size of the organisation

It is the responsibility of an employer to decide how many employees are trained as First Aiders, as well as which type of training they need. Assessing the risks of your workplace and referring to HSE regulations on the appropriate requirements for your organisation will help you make the right decision.

Employers should consider the following when selecting individuals to attend:

- * Reliability, disposition and communication skills
- * Aptitude and ability to absorb new knowledge and learn new skills
- * Ability to cope with stressful and physically demanding emergency procedures
- * Normal duties are such that they may be left to go immediately and rapidly to an emergency

More information and guidance can be found at www.hse.gov.uk/firstaid or contact us and we may be able to help you decide what level of training your staff team require.

First Aid at Work - 3 day course

£160 per candidate*

The course is designed to train candidates in both theoretical and practical aspects of First Aid to the standards required by the Health and Safety (First Aid) Regulations 1981.

Course Content:

- * Acting safely, promptly and effectively in an emergency
- * Treating an unconscious casualty (including seizure)
- * Heart attack / chest pain
- * Wounds and bleeding
- * Preventing cross infection
- * Fractures
- * Sprains and strains
- * Spinal injuries
- * Burns and scalds
- * Epilepsy
- * Diabetes
- * Cardio Pulmonary Resuscitation - CPR - adult , child and baby
- * Reporting and recording of incidents and actions and use of available equipment
- * Choking
- * Shock
- * Minor injuries
- * Anaphylactic shock
- * Poisoning
- * Eye injuries
- * Chest injuries
- * Asthma
- * Stroke

Certification

In order to gain a certificate, you must:

- * be aged 16
- * attend all the course hours
- * be able to demonstrate first aid knowledge
- * successfully complete the final practical assessment

An Approved HSE First Aid at Work Certificate, valid for three years, will be awarded to all successful candidates.

Important Note

The HSE now recommends that first aiders undertake annual refresher training. Please refer to the First Aid Skills Update Annual Refresher for further details.

Course dates	Venue	Times
Wed 19 – Fri 21 October 2011	Rothwell Sports Centre Wakefield Road, Leeds, LS26 8EL	0900 – 1600
Wed 14 – Fri 16 December 2011		0900 – 1600
Wed 25 – Fri 27 January 2012	John Charles Centre for Sport Aquatics Centre, Middleton Grove, Leeds, LS11 5DJ	0900 – 1600
Mon 12 – Wed 14 March 2012		0900 – 1600
Wed 16 – Fri 18 May 2012	Rothwell Sports Centre Wakefield Road, Leeds, LS26 8EL	0900 – 1600
Mon 16 – Wed 18 July 2012		0900 – 1600

* Discounts are available, for all Leeds City Council Employees – please contact Leeds Lifesaving for more information

First Aid at Work Refresher - 2 day course

£100 per candidate*

The course is designed to update the qualified First Aider, in both theoretical and practical aspects of First Aid to the standards required by the Health and Safety (First Aid) Regulations 1981.

Candidates must hold and show evidence of a current and valid First Aid at Work Certificate

Certification

In order to gain a certificate, you must:

- * be aged 16
- * attend all the course hours
- * be able to demonstrate first aid knowledge
- * successfully complete the final practical assessment

An Approved HSE First Aid at Work Certificate, valid for three years, will be awarded to all successful candidates.

Important Note

The HSE now recommends that first aiders undertake annual refresher training. Please refer to the First Aid Skills Update Annual Refresher for further details.

Course dates	Venue	Times
Mon 19 – Tues 20 September 2011	Rothwell Sports Centre Wakefield Road, Leeds, LS26 8EL	0900 – 1600
Thurs 1 – Fri 2 December 2011	John Charles Centre for Sport Aquatics Centre, Middleton Grove, Leeds, LS11 5DJ	0900 – 1600
Mon 27 – Tues 28 Feb 2012		0900 – 1600
Tues 24 – Wed 25 April 2012	Rothwell Sports Centre Wakefield Road, Leeds, LS26 8EL	0900 – 1600

First Aid at Work skills Update - 3 hr course

£35 per candidate*

The course is designed to update / refresh the qualified First Aider, in their skills. HSE strongly recommend annual refresher training within any 3 year certification period.

Certification

In order to gain a certificate, you must:

- * be aged 16
- * attend all the course hours
- * be continuously assessed on your skills throughout the duration of the course

An Evidence of First Aid Training Certificate, will be awarded to all successful candidates

Course dates	Venue	Times
Mon 7 November 2011	John Charles Centre for Sport Aquatics Centre, Middleton Grove, Leeds, LS11 5DJ	0900 – 1200
Wed 8 February 2012		
Fri 20 July 2012		

* Discounts are available, for all Leeds City Council Employees – please contact Leeds Lifesaving for more information

Emergency First Aid at Work - 6 hr course

£65 per candidate*

This is a competency based course, designed to train candidates in both theoretical and practical aspects of First Aid in low risk environments, e.g. libraries, shops, offices.

Course Content:

- * Acting safely , promptly and effectively in an emergency
- * Treating an unconscious casualty (including seizure)
- * Cardio Pulmonary Resuscitation – CPR - adult , child and baby
- * Heart attack / chest pain
- * Choking
- * Wounds and bleeding
- * Shock
- * Minor injuries
- * Preventing cross infection
- * Reporting and recording of incidents and actions and use of available equipment

Certification

In order to gain a certificate, you must:

- * be aged 16
- * attend all the course hours
- * be continuously assessed on your skills throughout the duration of the course

An Approved HSE First Aid at Work Certificate, valid for three years, will be awarded to all successful candidates.

Important Note

The HSE now recommends that first aiders undertake annual refresher training. Please refer to the First Aid Skills Update Annual Refresher for further details.

Course dates	Venue	Times
Fri 14 October 2011	John Charles Centre for Sport Aquatics Centre, Middleton Grove, Leeds, LS11 5DJ	0900 – 1600
Tues 10 January 2012		
Wed 7 March 2012		
Thurs 3 May 2012		
Mon 9 July 2012		

* Discounts are available, for all Leeds City Council Employees – please contact Leeds Lifesaving for more information

Paediatric First Aid - 2 day course

£75 per candidate*

This is a competency based course, designed to train candidates in both theoretical and practical aspects of First Aid for those involved in caring for children and babies. This course meets the requirements of the Early Years Foundation Stage, Ofsted standard.

Course Content:

- * Planning for first aid emergencies
- * Dealing with emergencies
- * Resuscitation procedures appropriate to the age of children being cared for
- * Shock
- * Anaphylactic shock
- * Electric shock
- * Bleeding
- * Burns and scalds
- * Choking
- * Suspected fractures
- * Head, neck and back injuries
- * Poisoning
- * Foreign bodies in eyes, ears and noses
- * Reporting and recording of incidents and actions and use of available equipment
- * Eye injuries
- * Bites and stings
- * Effects of extreme heat and cold
- * Febrile convulsions
- * Epilepsy
- * Asthma
- * Sickle cell anaemia
- * Diabetes
- * Meningitis
- * Croup

Certification

In order to gain a certificate, you must:

- * be aged 16
- * attend all the course hours
- * be continuously assessed on your skills throughout the duration of the course

A Paediatric First Aid Certificate, valid for three years, will be awarded to all successful candidates.

Course dates	Venue	Times
Thurs 10 – Fri 11 November 2011	John Charles Centre for Sport Aquatics Centre, Middleton Grove, Leeds, LS11 5DJ	0900 – 1600
Thurs 2 – Fri 3 February 2012		0900 – 1600
Thurs 14 – Fri 15 June 2012		0900 – 1600

* Discounts are available, for all Leeds City Council Employees – please contact Leeds Lifesaving for more information

First Aid for Sport - 6 hr course

£45 per candidate*

This is a competency based course, designed to train individuals in both theoretical and practical aspects of First Aid in a sporting environment. Ideal for those involved in sporting activities such as a referee, coach or player. Schools - this course fulfils SLUK requirements and is ideal for BTEC, Sports GCSE PE and Sports Leaders. If you would like this course delivered in your school, please see the Bespoke Courses page.

Course Content:

- * Understand the role of a first aider
- * Acting safely, promptly and effectively in an emergency
- * Treating an unconscious casualty (including seizure)
- * Cardio Pulmonary Resuscitation – CPR - adult , child and baby
- * Heart attack / chest pain
- * Choking
- * Wounds and bleeding including head injuries
- * Eye injuries
- * Shock
- * Fractures
- * Sprains and strains
- * Spinal injuries
- * Burns and scalds
- * Asthma
- * Effects of extreme heat and cold
- * Preventing cross infection
- * Reporting and recording of incidents and actions and use of available equipment

Certification

In order to gain a certificate, you must:

- * be aged 16
- * attend all the course hours
- * be continuously assessed on your skills throughout the duration of the course

A First Aid for Sport Certificate, valid for three years, will be awarded to all successful candidates.

Course dates	Venue	Times
Sun 20 November 2011	Rothwell Sports Centre Wakefield Road, Leeds, LS26 8EL	0900 – 1600
Wed 22 February 2012	John Charles Centre for Sport Aquatics Centre, Middleton Grove, Leeds, LS11 5DJ	
Sun 24 June 2012	Rothwell Sports Centre Wakefield Road, Leeds, LS26 8EL	

* discounts are available, for all Leeds City Council Employees – please contact Leeds Lifesaving for more information

Community First Aid - 3 hr course

£35 per candidate*

The course is designed as a first level qualification for those wishing to gain basic knowledge of what to do in an emergency. This qualification may be suitable for those wishing to gain a basic First Aid qualification as a pre-requisite for a National Governing Body coach education qualification.

Course Content:

- * Acting safely, promptly and effectively in an emergency
- * Treating an unconscious casualty (including seizure)
- * Cardio Pulmonary Resuscitation – CPR - adult , child and baby
- * Choking
- * Bleeding
- * Shock

Certification

In order to gain a certificate, you must:

- * attend all the course hours
- * be continuously assessed on your skills throughout the duration of the course

A Community First Aid Certificate, valid for three years, will be awarded to all successful candidates.

Course dates	Venue	Times
Mon 7 November 2011	John Charles Centre for Sport Aquatics Centre, Middleton Grove, Leeds, LS11 5DJ	0900 – 1200
Wed 8 February 2012		
Fri 20 July 2012		

Exclusive Discounted Courses Available!

- + Tailored to your requirements
- + Delivered directly at your premises
- + At a time to suit you, weekday, evenings, weekends - the choice is yours!

See Bespoke Courses - page 10

* discounts are available, for all Leeds City Council Employees – please contact Leeds Lifesaving for more information

Bespoke Courses for your Organisation

Leeds City Council - Leeds Lifesaving

can deliver first aid courses for your organisation

Excellent Training - Huge Savings!

We will:

- * Tailor to your requirements
- * Deliver directly at your premises
- * At a time to suit you, weekday, evenings, weekends - the choice is yours!

Course	Cost-up to 12 candidates	LCC
First Aid at Work	£1200	£1000
Refresher First Aid at Work	£800	£800
First Aid at Work Annual Refresher	£150	£150
Emergency First Aid at Work	£350	£300
Paediatric First Aid	£600	£600
First Aid for Sport	£300	£300
Community First Aid	£150	£150

For further information contact:

LEEDS LIFESAVING

Louise Wells

Tel: 0113 2475 243

Fax: 0113 2475 260

Bookings: 0113 3950001

Email: leeds.lifesaving@leeds.gov.uk

Application Form

Course Details

Title of Course	Venue	Date

Participants Details

Name	Tel No.	D.O.B	Age

Address

Postcode	School Name (if applicable)	Gender (please tick)
		Male <input type="checkbox"/> Female <input type="checkbox"/>

Medical Information

Do you have any long term illness, health problem or disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If Yes, please state, e.g. learning disability / downs syndrome / cerebral palsy etc. Please also provide any other additional information you feel necessary, e.g. wheelchair user/guide dog etc.

Please also give details of any important medical information that our staff should be aware of, e.g. epilepsy, asthma, diabetes, dyslexia

Additional Information

If you are a Leeds City Council employee or Leeds School Teacher applying for a course, please complete the following:

Department/School	Address	Tel No.

Where did you find out about this course? (please tick all that apply to you)					
Website <input type="checkbox"/>	Leisure Centre <input type="checkbox"/>	School <input type="checkbox"/>	Library <input type="checkbox"/>	Newspaper <input type="checkbox"/>	Other <input type="checkbox"/>

Application Form

You do not have to complete the question below but doing so will help us improve our service

Ethnic Origin (please tick one)

White	Mixed Race	Asian or Asian British	Black or Black British	Other Ethnic Origin
British <input type="checkbox"/>	White & Black Caribbean <input type="checkbox"/>	Indian <input type="checkbox"/>	Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>
Irish <input type="checkbox"/>	White & Black African <input type="checkbox"/>	Pakistani <input type="checkbox"/>	African <input type="checkbox"/>	Gypsy / Traveller <input type="checkbox"/>
Other <input type="checkbox"/>	White & Asian <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>	Other <input type="checkbox"/>	Any Other <input type="checkbox"/>
	Other <input type="checkbox"/>	Kashmiri <input type="checkbox"/>		
		Other <input type="checkbox"/>		

Declarations

I undertake to inform a member of staff of any changes in the information provided on this form.

Cancellation

We reserve the right to cancel if circumstances make it necessary. Refunds will only be given if the course is cancelled by ourselves.

Data Protection

The information you provide on this form will be held on computer and paper files. Leeds City Council may from time to time send you information and offers about events and services provided by The Department of Learning & Leisure for promotional purposes.

If you would like to receive such information please tick this box

Print Name

Signature

Date

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Fees

The course fee includes the relevant assessment fee. I enclose the full course fee of

£

Completed application forms should be returned to:

LEEDS LIFESAVING
John Charles Centre for Sport
Aquatics Centre, Middleton Grove, Leeds, LS11 5DL
Tel: 0113 247 5243 / 0113 395 0001
email: leeds.lifesaving@leeds.gov.uk

For Office Use Only

Date Application Received	Initials	Fee	Receipt No.	Confirmation sent