

First Aid training courses

URC Wessex Synod works in partnership with *First Aid for Life*

Booking procedure for First Aid courses in Wessex Synod

Bookings

- The local church contacts the training organisation First Aid For Life (FAFL) to request a trainer, stating which course and the preferred date/times, plus the location. Please state a first choice plus a second choice date and copy in the Wessex DTA for information.

Email: emma@firstaidforlife.org.uk

cc: development@urcwessex.org.uk

- FAFL will continue the booking process with the local church contact and copy in the DTA for information when the booking has been finalised.

Publicity and filling places

- The local church is responsible for filling the places. Emergency First Aid (4 hours) course – 14 places. Emergency First Aid at Work course – 12 places.
- Wessex Synod will pay the invoice **but only if all places are filled**. The church should contact the DTA to say whether the church will be able to fill all the places or whether the church would like the DTA to assist with publicity for the course.
- Places on the first aid courses are open to ecumenical partners and URC uniformed groups at cost price, (please contact the DTA for current cost per person). The local church contact is responsible for publicising the course locally as appropriate.
- If the local church would like the DTA to assist with publicity, the DTA will produce a publicity poster with the church contact booking details and will publicise within Wessex Synod.
- DTA will contact the local church 3 weeks prior to the training date to check booking numbers. If insufficient, DTA will cancel the course (no financial penalty). The church contact can re-schedule a date with a longer lead in time to fill the places.
- FAFL will email an invoice to DTA for Wessex Synod to pay.
- The church contact is responsible for sending the DTA (and cc FAFL) a list of names of participants on the course.
- Please provide a free parking space for the trainer. If this is not available, the church may be asked by Wessex Synod to cover the cost of parking.

Follow-up, certificates and feedback

- After the course, the church contact informs DTA how it went and any changes to the names of the participants who attended.
- The DTA will email the church contact to request feedback from participants. (Standard feedback questions.)
- Certificates. FAFL will email certificates to the DTA who will print the certificates and post to the local church for presentation.

Synod Funded Courses

Emergency First Aid – HSE ‘Appointed Person’

Course time: 4 hours.

This is a bespoke course for Wessex churches and LEPs which provides good basic knowledge of first aid. Participants gain confidence and an HSE ‘Appointed Person’ level qualification, valid for 3 years, and verifiable CPD (Career Path Development).

Emergency First Aid at Work (EFAW)

Course time: 6 hours practical course

This is a fully regulated course including assessment. The course covers CPR, recovery, and common medical emergencies. Valid for 3 years, compliant with HSE legal requirements and verifiable CPD.

This course can be **general** (covering first aid response to people of all ages) or can have a specific focus on first aid for **Paediatric** (compliant with Early Years and Sure Start requirements) or **Senior Citizens (60+)**

For **Paediatric** and **Senior Citizen** specific focus, **there is an additional 6 hours online pre learning** requirement.

Additional courses not funded by Wessex Synod

First Aid for Life deliver a variety of online and in-person courses which award participants with HSE Appointed Person level qualification and are verifiable CPD.

For online courses visit - <https://onlinefirstaid.com/>

For in-person courses visit - <https://firstaidforlife.org.uk/>

The local church is responsible for arranging these courses direct with **First Aid for Life** and is responsible for covering the cost.