

## **FIRST AID INDUSTRY BODY (NEWSLETTER 17) (CHRISTMAS) (DECEMBER 2017)**

**Dear Training Provider/Trainer/Assessor,**

Firstly I would like to wish our Registered Training Providers and Trainers a Very Merry Christmas and a Happy and Prosperous New Year.

This year has once again been very busy with the First Aid Industry Body (FAIB) becoming more and more recognised across the United Kingdom by Employers, Training Providers and Trainers. We are also having much more presence amongst Social Media Forums.

We are seeing the number of Training Providers, who are joining or requesting information about FAIB increasing month by month and our name is spreading. We are also seeing a number of people joining us because they have been referred by current Registrants.

This year we particularly welcome the Training Providers and Trainers from Northern Ireland now that the system has changed in Northern Ireland in virtually the same way as the rest of the United Kingdom.

FAIB has had limited time to market Employers however our Registered Training Providers and Trainers/Assessors have done some fantastic work in selling our products. We wish to thank you all for the work you have done in this area.

We are also now getting more and more interest from Training Providers who originally signed up with an Awarding Body now that they know that they do have a choice that is accepted by the vast majority of Employers in the United Kingdom.

We know that the key to our success will be listening to and communicating with all our Training Providers on a regular basis because FAIB will work hard for this Industry and will listen to views of its registered Training Providers and Trainers/Assessors.

Finally we would like more of our Training Providers/Trainers to help us in writing letters to HSE, their M.P's or Ministers when the needs arises.

### **FAIB and HSE**

Those of you who attended the First Aid Conferences you will be aware that FAIB have employed the services of a Solicitor. This is because of the reluctance on the part of HSE to amend parts of the Employers Guidance, parts of the ACOP and parts of the HSE website. We have said all along that it is our opinion that all these documents are biased towards the Ofqual/SQA system and the Voluntary Aid Societies which in turn gives these Organisations Commercial Advantage.

At the Conferences we provided the delegates with copies of the recent correspondence between FAIB and HSE **(if anybody wishes to see copies of this correspondence just**

**contact us)** we then had lengthy discussions at the Conferences about what further action we should take.

The outcome was that we should pursue our case through M.P's, Ministers and the Parliamentary Ombudsman. With your help we also intend to approach the Competition and Markets Authority (CMA).

We have recently been cataloguing the history of events with HSE over at the past 10 years so that FAIB and you can easily put a letter together a letter for your M.P. to pursue. **This information will be available in early January 2018.**

We need support from any many Training Providers and Trainers and consequently their M.P.'s to help us with this.

### **Changes to Advisory Panel**

As mentioned many times previously we like to change some of the names on our Advisory Panel on a yearly basis.

We always welcome the introduction of new faces who we will bring in as and when required. New names will be introduced in 2018 and we will let you the names very soon. The full list of names on the FAIB Advisory Panel are on the FAIB website.

Advisory Panel Members must be prepared to attend at least one face to face meeting during the course of the year and be prepared to provide support as and when required.

Thank you to all our Panel Members who have given support during 2018.

### **The National Register of Trainers/Assessors**

Just to clarify there has been some confusion over the title Trainer/Assessor. This is the title created by HSE in 2013 as part of the changes. However it is referring to the **Trainer** (who must having an assessing qualification as part of the Teaching qualification or a separate Assessing qualification or an Assessing CPD day).

**We DO NOT require Independent Assessors (those who assess at the end of the FAW course) to register. It is the responsibility of the Training Provider to ensure that any Independent Assessor has the required competence and qualifications to perform the role. This should be part of the Quality Assurance procedures of the Training Provider.**

The register came about following our annual surveillance visit in 2016 as part of the FAIB certification where it was suggested that to strengthen the FAIB monitoring system the Trainer/Assessor register should be **MANDATORY**. Consequently we discussed this at the FAIB Conferences during October 2016 and it was accepted that Trainer/Assessors should register as part of the Training Provider registration process.

We are well on the way to completing the list of Trainers on the FAIB National Register of Trainers/Assessors and **must give a very big thank you** to the support given to us by the Training Providers. This Register provides more credibility to the Trainers/Assessors, the Training Providers but also provides more assurance to Employers.

New Training Providers from October 2016 were already required to register ALL of their Trainers/Assessors and as from **1<sup>st</sup> January 2017** all current Trainers Providers registrants were required to register their Trainers/Assessors.

We have had great co-operation from the majority of Training Providers in sending in the details of the Trainers/Assessors but there is still a number of Training Providers who have not sent in any of their Trainers. **DO NOT BE SURPRISED TO RECEIVE REMINDERS OR EVEN PHONE CALLS** from us because we want to complete this monumental task as soon as possible.

This is a project where we want all Training Providers to work with us and where we want to encourage our Training Providers to share information on the Annual Monitoring that must be conducted on every Trainer (this is important because as you know many Trainers work a number of Training Providers). This should be more efficient, save time and money and avoid duplication of monitoring which has occurred under the HSE system. FAIB will make available a generic monitoring form which is also used by our Inspectors.

As always we will keep the costs to a minimum and only charge £20 + VAT for each Trainer/Assessor for a 12 month period.

### **Train the Trainer Courses**

FAIB are getting an ever increasing number of enquiries from people wanting to attend First Aid Trainer the Trainer course. The person enquiring will have Teaching and Assessing Qualifications and a First Aid at Work certificate but NO EVIDENCE or very little evidence of being verified whilst teaching a First Aid subject. **Please remember in the HSE days it was expected that a New Trainer SHOULD be verified 4 times (twice on a practical First Aid subject and twice on a theoretical First Aid subject).** This of course IS NOT happening now but FAIB will always ask to see evidence of verification from any NEW First Aid trainer.

FAIB is now considering holding a list of Training Providers who conduct the First Aid Train the Trainer course so that if/when we receive enquiries we can point them in the right direction. Any thoughts?

### **NEW FAIB Courses (from 1 January 2018)**

Following a number of discussions with Training Providers during the course of 2017 and further discussions at the FAIB Conferences in October 2017 we announce the introduction of number of new FAIB First Aid courses.

Basic Life Support + Automatic External Defibrillator (3 hours)  
Emergency First Aid at Work (EFAW) + Emergency Paediatric First Aid (EPFA) (6 hours)  
Emergency First Aid at Work + F (8 Hours)  
First Aid at Work (FAW) + Emergency Paediatric First Aid (EPFA) (18 hours)  
First Aid at Work + F (20 hours)  
First Aid at Work (FAW) + Paediatric First Aid (PFA) (21 Hours)  
First Aid for Parents and Child Carers (2 hours)  
Forest Schools First Aid (16 hours)  
Outdoor First Aid (16 Hours)  
Paediatric First Aid (PFA) + Emergency First Aid at Work (EFAW) (12 hours)

These additional courses are in line with the courses being offered by other Regulators in the First Aid Industry.

We will amend the Schedules on your 5 year approval certificates showing the content that **MUST** be included in order to ensure **CONSISTENCY** across all FAIB Training Providers.

### **FAIB First Aid Certificates and Electronic Certificates. (see attached examples)**

During the course of 2017 we have come across a number of problems with the Certificates being issued by FAIB Training Providers. FAIB produced Templates/Guidelines for all the course being approved in 2013 but it appears that the general guidelines are not being followed in some cases.

As we have now added a number of extra FAIB course we have produced generic templates for each course.

We have been asked whether you are allowed to issue electronic certificates. As far as FAIB is concerned this is perfectly **ACCEPTABLE** as long as the templates/guidelines are followed.

### **Requalification of First Aid at Work (FAW) Courses**

We have been asked a number of times this year about the FAIB rule for requalification of a First Aid certificate. This has been very clear since the original FAIB administrative guidance was produced in 2013.

The FAIB guidance states on Page 15 (Validation of FAW Certificates):

**Please note: It is acceptable to allow a student onto a requalification course up to 1 month beyond the expiry date of the original certificate. The new certificate will then be issued from the date of completion of the requalification course and NOT the date of expiry of the original certificate.**

**The HSE guidance in 2006 said “HSE will allow an extension of 28 beyond the expiry date”.**

Also be aware that Training Providers should encourage students to attend the Requalification course during the final 3 months of the 3 year certification period. In doing so then the new certificate will be issued from the expiry date of the 3 year certificate and so the student would not lose any of 3 year period.

We are informed that some regulating Bodies are allowing students to attend course when students are many months and even years out of date. FAIB do not agree with this at all.

The HSE First Aid Approved code of Practice (ACOP) doesn't really assist with this by asking the Employer to decide. It states:

**“They can requalify at any time after the expiry date by undertaking the two-day requalification course. However, it may be prudent to complete the three-day FAW course, especially where a considerable period (i.e. in excess of one month) has elapsed since the FAW expired. It is for the Employer to decide the most appropriate training course to re-quality the First Aider”.**

FAIB know from experience that in most cases it will be the Employer who asks the Training Provider for advice on this subject.

### **Independent Assessors on FAW and FAW Requalification Courses**

We have been asked a number of times about whether you must have Independent Assessors at the end of an FAW or FAW requalification course. The guidance from FAIB is now as it was in 2013 in that it is the Training Providers choice.

You can chose to have 1 or 2 Independent Assessors (as many of the ex-HSE Training Providers still do) or you can have a Continuous Assessment process throughout the course. The information is covered on pages17-18 of the FAIB administrative guidance.

### **Blended Learning**

The full Paediatric First Aid course (12 hours) has for a long time been acceptable as a blended course and HSE has now advised (in 2016) that Blended Learning can used for for First Aid at Work and Emergency First Aid at Work.

The following areas were considered:

- Ensure that blended learning is as effective as face to face learning
- Ensure that students know how to use the technology
- Ensure that the Training Provider has adequate means of supporting students
- Ensure that the Training Provider has a robust system to prevent identity fraud
- Ensure time is set aside during the working day to undertake any First Aid training they receive. (Regulation 13, Health & Safety Management Regulations 1999)

- Ensure that a minimum of **TWO THIRDS** of the Training time should be face to face
- Ensure that Contact time **IS NOT** reduced but it may provide more **FLEXIBILITY** particularly for the Employer.

The approach of FAIB will be that any Training Provider wishing to offer a Blended First Aid course will be vetted before being accepted.

The package will of course have to cover all the points previously listed.

FAIB also want to ensure that every Training Provider (irrespective of size) is able to offer a Blended First Aid course to their clients.

However we are aware of the high costs involved in creating your own Blended First Aid course (particularly for a small Training Provider) and are therefore going to offer a number of vetted Blended First Aid courses through FAIB at a realistic price.

### **Student to Trainer Ratio**

During 2017 we have been asked about the maximum number of students to each Trainer on a FAIB First aid course. Our stance on this one is exactly the same as HSE where the maximum number of students is 12.

It may be that on an occasion an extra student may turn up, the attitude of FAIB is that so long as the Trainer feels confident of teaching a slightly larger group (on that occasion) then FAIB is happy as well.

We do not however want to see Training Providers openly advertising course for more than 12 people. If we do see any of this then expect at least a phone call.

### **Abilities of the Trainer/Assessor**

Again during 2017 we were asked by one of our Training Providers whether a Trainer must be able to get down to do floor work e.g. CPR.

The answer is yes every Trainer **MUST** be able to work at floor level.

### **Automated External Defibrillators (AED's)**

Following changes in the Resuscitation Council Guidelines 2015 in relation to Cardiopulmonary Resuscitation, the Health & Safety Executive have revised the First Aid at Work (FAW) and Emergency First Aid at Work (EFAW) syllabus to include the use of an Automated External Defibrillator.

The changes to the HSE courses (FAW, FAW Requalification, EFAW and First Aid Annual Refresher) in relation to AED'S should now include where to attach the pads and how to switch on the AED.

In essence most Training Providers will already have been covering this aspect of AED's for several years. The main impact for Employers (now that HSE have asked for inclusion in FAW and EFAW courses) is greater demand for AED's in the workplace and consequently more demand for training on the use of AED's.

It is also clear that there is still a place for a separate Basic Life Support/AED course of approximately 3 hours where more in depth technical knowledge would be covered. **(This course is now part of the FAIB approved courses from 1 January 2018).**

### **FAIB Inspection Visits**

During 2017 FAIB Inspectors have conducted approximately 100 Inspection Visits. We expect to conduct a further 100 during 2018.

Every Training Provider will have received a copy of the report conducted by our Inspectors.

**Please remember that the FAIB Inspection is known as the “External Inspection” and will include the monitoring of a Trainer/Assessor whilst in action.**

**However there is still a requirement for the Training Provider to ensure that every Trainer/Assessor has an Internal Monitoring conducted by a competent Assessor.**

### **Links to FAIB, FOFATO and HSSC Websites**

We have put links onto our website for those that have requested us to do so. In return we ask that you put a link to our website. If any other Training Providers wish us to add links please let us know giving us details of your website.

However there are still so many Training Providers who have not taken advantage of this **FREE** service which will promote your own business.

### **Social Media Forums**

There is more and more emphasis being placed on social media forums to circulate information about businesses and Industries.

First Aid is no different and there is now lots of information being circulated particularly on Linked In, Twitter and Facebook.

On Linked In, there are pages for Ian Kershaw, FOFATO and FAIB. We have also created a new group called First Aid Industry Body and we would like our Training Providers and Trainers/Assessors to register with this group. We can then pass on information through this forum that is not only relevant to FAIB but to the whole of the First Aid Industry.

We have also created Facebook pages for FAIB and FOFATO.

In 2018 we intend to put more information onto Linked In, Facebook and Twitter. It would be great if Training Providers follows us on these forums.

Please help us to get our views across the First Aid Industry.

### **Conferences 2018**

We have already received many requests for the FAIB 2018 Conference dates so we have now confirmed that the dates are as follows:-

**Thursday 4th October 2018 at HertsFire Training & Development Centre, Longfield, Stevenage, Hertfordshire SG1 4AE**

**Thursday 18th October 2018 in the Regis Suite, Alma Lodge Hotel, Stockport, Cheshire SK2 6EL**

**We will also soon be announcing a date for the Conference in Cardiff during the early part of 2018.**

Please put these dates in your diary and more details will follow soon.

There may also be Conferences in other parts of the United Kingdom. Please let us know your thoughts.

### **Football Association**

At the start of the New Year we intend to make further contact with the Football Association F.A. In previous correspondences the F.A. had promised to sort out the problems by August 2017 (before the start of the Football season).

This has not happened so FAIB has already approached our own M.P. and letters are going to be sent to the Chairman of the Football Association, the Sports Minister and Sport, Culture and Media Committee at the House of Commons.

We would also like any of our Training Providers to get involved by contacting your own M.P. about this and we will be providing a list of points that need to be raised as well as the contact details of the Politicians and Football Association people involved.

### **The Royal Yachting Association (RYA) (see attachment)**

Following a review of acceptable First Aid course by the RYA a document has just been produced showing the RYA position with regard to recognition of other First Aid training/courses.

The RYA position is that **“When delivering practical training through an RYA Recognised Training Centre the Duty of Care owed to those under our care requires a**

**certain amount of First Aid support. The RYA conditions of recognition require all Instructors to have a current First Aid certificate. The individual Instructors and centre Principals have a duty to ensure an appropriate First Aid qualification continues to be held to ensure the Instructor Award remains valid”.**

The RYA have produced a Minimum requirement of content that must be covered with at least 6 hours teaching time.

### **Adrenaline Auto-Injectors (Dept for Health) (see attached)**

From 1 October 2017 the Human Medicines (Amendment) Regulations 2017 will allow all Schools to buy adrenaline auto-injector (AAI) devices without prescription, for Emergency use in children who are at risk of Anaphylaxis but their own device is not available or not working (e.g. because it is broken, or out of date).

The school's spare AAI should only be used on pupils known to be at risk of Anaphylaxis, for whom both medical authorisation and written parental consent for use of the spare AAI has been provided.

The school's AAI can be administered to a pupil whose own prescribed AAI cannot be administered correctly without delay.

### **Tourniquets and Haemostatic Dressings**

The subject of Tourniquets has been discussed at length during 2015-2016 within the HSE FAW Quality Partnership (of which FAIB is one of the founder Members). Chair provided feedback from the sub group meeting on UKRC and ILCOR guidelines changes. HSE's view is that the syllabus needs amending and this will happen by end December 2016.

There was a group discussion on the merits of haemostatic dressings and tourniquets and it was agreed they have a role to play in certain areas of First Aid training.

Based on evidence (data from RIDDOR and anecdotal evidence) they are most appropriate in high risk industries for example, Construction, Forestry and Agriculture. Inevitably the responsibility lies with the results of the Risk assessment.

FAIB **DOES NOT** expect Tourniquets to be included on every First Aid course but only where the students relate to the groups as identified above.

Please remember the Trainer must always be up to date in all aspects of Tourniquet use.

### **In Safe Hands Award**

FAIB introduced our “In Safe Hands Award in 2017 at the request of Child Care settings.

The Award can be achieved by a Child Care setting or a Childminder the requirement is that the setting **MUST HAVE** a minimum of 35% of staff trained on the Paediatric First Aid

course (12 hours) and a minimum of 35% of staff trained on the Emergency Paediatric course.

They must also have a Health & Safety Risk Assessment, a First Aid Risk Assessment and a First Aid Emergency Procedure Guide.

The cost per Child Care setting is only £20 + VAT.

We would encourage Training Provider who are providing training for Child Care settings to make them aware of our Award.

### **Mumpreneur of the Year 2017 (Sponsored by The Daily Mail)**

It is great to be able to share the good news from one of our Training Providers.

Kate Ball of Mini First Aid built a business while juggling four children under eight including year-old twins.

Kate was crowned Mumpreneur of the Year by the Daily Mail. As a Mumpreneur, she shared her strategy for balancing children and business.

If anybody else has success stories like this one then please share it with us and we will happily include them in future Newsletters.

### **Cardiac Science Products**

Over the last 10 years we have forged a close relationship with Cardiac Science. We believe from feedback from FAIB and FOFATO Registered Training Providers/Trainers/Assessors that they produce probably the best Automatic External Defibrillator on the market.

As a consequence of our close working relationship we are able to offer Cardiac Science **Defibrillators and Trainer Units** at some of the best prices on the First Aid market.

Come and have a look for yourself or your clients.

### **FAIB First Aid Books**

The range FAIB First Aid books (FAW, EFAW and PFA) have sold extremely well again during 2017 and your feedback has been very welcome. We have supplied free samples of our books at the Conferences in 2016 and 2017 as well as supplying free samples to those who have asked for them in the post.

Although we have already sold the majority of our first production run however we are looking to widen the number the number of orders from our FAIB and FOFATO Registered Training Providers.

We also intend to widen the range of FAIB books. Following requests from Training Providers in 2018 we will be offering Power Point presentations to go with our books.

We will also be updating our books on the next production run in line with the feedback that we have received. All the books can be personalised with your own Logo and address, free of charge for orders of over 200 books from each category.

Please let us know if you want a sample of one of our books.

### **A Big Thank You**

Finally, I wish once again to thank all Training Providers and Trainers/Assessors who had the courage to sign up with FAIB when faced by HSE guidance that was clearly biased. The name of FAIB has become well known across England, Scotland, Wales and Northern Ireland and the FAIB First Aid certificates are being accepted by the vast majority of Employers in the United Kingdom.

As we have said previously our Training Providers have done some great work in selling our product to Employers.

During 2018 you will see more publicity about the products that we sell as we want to encourage more Training Providers and Trainers to buy from us particularly when we have the most competitive prices within the First Aid Industry.

**Once again we wish you a Merry Christmas as well as a Happy and Prosperous New Year.**

**Ian Kershaw MBE**

**The First Aid Industry Body (FAIB)**