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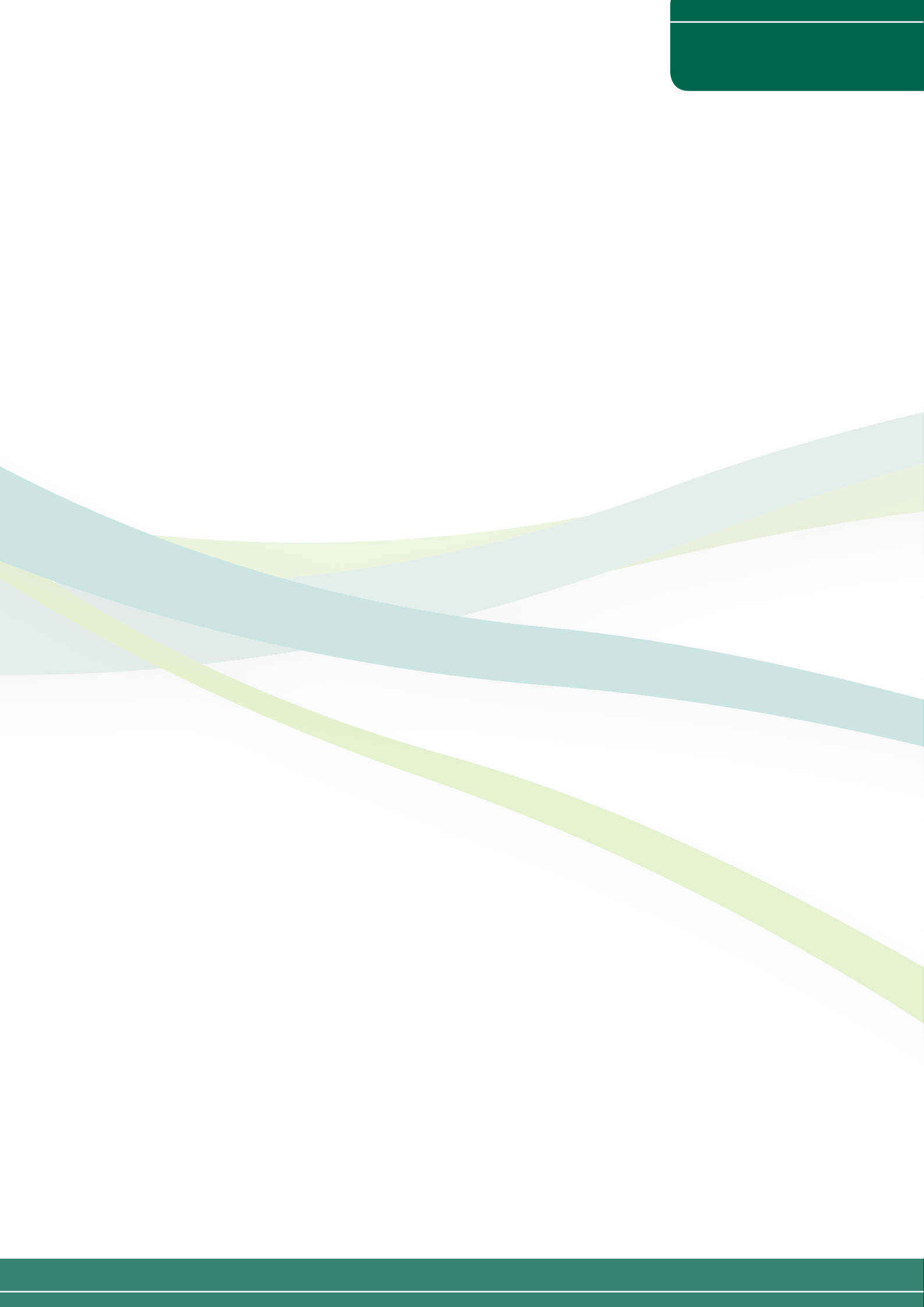
South Western Ambulance Service 



commercial training

P R O S P E C T U S





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Welcome

South Western Ambulance Service NHS Trust (SWAST) would like to welcome you to Commercial Training Services. We are looking forward to facilitating your learning.

Training for every workplace

Every workplace is different. We have structured our courses so that we can tackle the issues relevant to each and every participant. There is plenty of emphasis on the practical skills that are needed back at work, so participants leave full of confidence to cope with first aid incidents.

Medical matters

Our team make sure our courses meet the latest National and European Resuscitation Council guidelines plus we are accredited with the Health and Safety Executive (HSE). We meet with all the needs of current legislation and anticipate any new regulations.

We provide

Great value for money - Our fee is fully-inclusive: it covers the cost of learning materials, examinations, manuals* and certificates* (*unless indicated).

Experienced trainers - SWAST trainers are ambulance personnel or experienced first aiders who know how the skills they teach apply in the real world, outside the classroom.

Courses

If none of the courses in our brochure suit your needs you can talk to our team and we will design a course around your requirements.

To book your course with us could not be easier. You can check and book a course by:

- Telephone: 01305 257643
- Fax: 01305 268608
- Email: commercial.training@swast.nhs.uk

Your responsibility

Employers are responsible to do a risk assessment. Once this has been completed then you can book a First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) course with us. Please check the HSE website. <http://www.hse.gov.uk/firstaid/index.htm>

LOW HAZARD (eg offices, shops, libraries)	Less than 25	At least one appointed person
	25-50	At least one first aider in EFAW
	More than 50	At least one first aider in FAW for every 100 employed (or part thereof)
HIGHER HAZARD (eg light engineering and assembly work, food processing, warehousing, extensive work with dangerous machinery or sharp instruments, construction, chemical manufacture)	Less than 5	At least one appointed person
	5-50	At least one first aider trained in EFAW or FAW depending on the type of injuries that might occur
	More than 50	At least one first aider in FAW for every 50 employed (or part thereof)

HSE - 1 October 2009

First Aid at Work

Our First Aid at Work (FAW) course complies with the current Health and Safety (First Aid HSE) Regulations 1981. The aim of the course is to equip you with the practical skills and background knowledge required to confidently render aid to your patient(s) in any emergency, whether at work, or at home until such time as a suitably qualified professional arrives to assist you and subsequently take over the care of your patient(s). You will also be given advice/information which will assist you in fulfilling your obligations as a qualified Health & Safety at Work first aider in your workplace.

Who should attend?

All employers in the UK have a legal obligation to make first aid provision for their employees after a risk assessment.

What will you learn?

Participants should be able to correctly apply the principles and practices of first aid as described in the first aid manual. On completion of training, successful participants should be able to provide emergency FAW and administer first aid to a casualty.

Course content

- Content of Emergency First Aid at Work - *See page 7*
- **PLUS**
- Injuries to bones, muscles and joints including spinal injuries
- Chest injuries
- Burns & scalds
- Eye injuries
- Poisoning
- Anaphylactic shock
- Recognise the presence of major illness and provide appropriate first aid

Assessment

Continuous assessment by SWAST trainer and a practical skills test on the final day. Successful participants will receive a SWAST HSE certificate valid for three years.

Course duration

The course will be for three days 0915 - 1645hrs (please note that all sessions must be attended)

To help keep basic skills up-to-date HSE strongly recommend that first aiders undertake annual half day refresher training

Emergency First Aid at Work

Who should attend?

All employers in the UK have a legal obligation to make first aid (FA) provision for their employees after a risk assessment.

What will you learn?

On completion of training, successful participants should be able to understand the role of the first aider including preventing cross infection, recording incidents and actions and the use of available equipment.

Course content

- Assess situation
- Administer FA to an unconscious casualty (including seizures)
- CPR (Cardiopulmonary resuscitation)
- Choking
- Wounds and bleeding
- Shock
- Minor injuries

Assessment

Continuous assessment by our SWAST trainer. Successful participants will receive a SWAST HSE Emergency First Aid at Work certificate valid for three years.

Course duration

The duration of the course is one day – 0900 - 1700hrs

To help keep basic skills up-to-date the HSE strongly recommend that first aiders undertake annual half day refresher training.

HSE refresher courses

First Aid at Work and Emergency First Aid at Work

This course refreshes and updates the first aid skills of those who need to renew their HSE First Aid at Work (FAW) / Emergency First Aid at Work (EFAW) certificate.

Who should attend?

Participants who wish to renew their valid HSE FAW/EFAW certificate.

Please note that the HSE allows a first aider to undertake their refresher training within three months before their expiry date or within 28 days past the expiry date.

What will you learn?

The course aims to update and refresh your knowledge in many of the areas of the full FAW/EFAW programme.

Course Content

The course includes an update of first aid knowledge and skills, and a revision of requirements in the workplace.

Assessment FAW

Continuous assessment by the SWAST trainer and on the final day you will have a practical skills test. On successful completion you will receive a SWAST HSE approved certificate valid for three years.

Assessment EFAW

Continuous assessment by the SWAST trainer. On successful completion you will receive a SWAST HSE certificate valid for three years.

Course duration

FAW two days, 0915 - 1645hrs

EFAW one day, 0900 - 1700hrs

Please note a copy of your current certificate must be provided before the course and all sessions must be attended. Failure to do so will invalidate your certificate.

First Aid Annual Update

As strongly recommended by the HSE

Who should attend?

All first aiders who have a current HSE First Aid at Work/Emergency First Aid at Work. Evidence of which must be proven before course commencement.

What will you learn?

You will be refreshed on your skills and knowledge gained from your previous training course which will build your confidence with:

- Common experience
- Review and practice
- Resuscitation/CPR skills
- Practicals and scenarios
- Group discussions

Assessment

Continuous assessment by our SWAST trainer.

Course duration

The duration of the course is four hours.

AED (Automated External Defibrillation)

Who should attend?

Previous Basic Life Support training is necessary. This course is suitable for you if you are interested in furthering your emergency aid skills and or are a health care worker.

What will you learn?

How to use an Automated External Defibrillator.

Course content

- CPR-Adult
- Recovery position
- Heart attacks - symptoms and signs
- Getting to know your AED (any type)
- Safe operation of the AED
- Scenarios

Assessment

A SWAST certificate valid for one year is presented to those successfully completing a practical assessment in the use of an AED.

Course duration

The course duration is four hours including assessment with a maximum of ten participants.

AED refresher

Assessment

A SWAST certificate valid for one year will be presented to those successfully completing a practical assessment in the use of an AED.

Course Duration

The course duration is two hours including assessment with a maximum of ten participants.

Participants must provide a copy of their valid AED certificate.

Basic First Aid for Parents

We know and understand that keeping your child safe is your top priority.

Let us talk to you and show you how to protect your child inside the house and out, learn what to do in an emergency and who to call for help by our experienced ambulance personnel/qualified first aiders.

Course content:

- Basic Life Support including CPR (Cardiopulmonary Resuscitation)
- Choking
- Foreign bodies
- Febrile convulsions
- Meningitis
- Recovery position
- Burns and stings and much more.....

Course Duration

Two and a half hours.

Certification

Participants will receive a SWAST certificate of attendance.

Medical Emergency Training

This course has been designed to meet the needs for Dental Practitioners and their staff and follows the guidelines from Resus Council (<http://www.resus.org.uk/pages/MEdental.pdf>). All Dental Practitioners and Dental Care Professionals may have to deal with a medical emergency but fortunately, these are not common. The course carries three hours towards your Continuous Professional Development.

Course Content:

- Basic life support including CPR
- Common medical emergencies
- Anaphylaxis awareness
- Familiarisation with emergency drugs
- Use of emergency equipment including Advisory External Defibrillator

Course duration

Three hours.

Certification

Participants will receive a SWAST certificate of attendance.



immediate care at the roadside in an emergency

We are proud to announce our new course - I.C.A.R.E. 'Immediate Care At the Roadside in an Emergency'. It is a first aid course for motorcyclists and other vehicle users. It will supply the participants with the knowledge and skills required to manage the scene of an accident. It deals with the different types of life threatening trauma encountered at the scene.

Course Content

- Scene safety
- Mechanism of injury
- Emergency techniques including removal of motorcycle helmet
- Basic life support

Course duration

This is a one day course, 0930-1630hrs.

Assessment

Continuous assessment by our SWAST Trainer.

Certification

Successful participants will receive a SWAST certificate. The certificate will be valid for three years and it is recommended that participants attend an annual half day course to update on their skills.

We also provide the following:

- Immediate Life Support (RCUK)
- Basic Life Support
- Special Hazards/Trauma Training
- Oxygen Therapy
- Anaphylaxis Awareness presentation
- Venepuncture/Cannulation (Hospital based only)
- Manual/Patient Handling
- Medical Emergency Training



Hire of South Western Ambulance Service training rooms

For a small charge these premises can be hired for conferences, lectures and meetings.

Please call **01305 257643** for further details



We can also run First Aid at Work, Emergency First Aid at Work and re-qualifying courses with our unique partnership at Streetwise Safety Centre using their amazing facilities. Participants will have an interactive role play in the 'village' with the help of the Casualty Union.

A minimum number of eight and a maximum of 12 is required to run such courses.

Streetwise Safety Centre: A life-sized village built inside a warehouse ... the health and safety training centre!

- Safety Tours for children and families
- First Aid, Fire and Health & Safety training
- Conference room and centre hire

Unit 1 Roundways, Elliott Road, Bournemouth, Dorset BH11 8JJ

Tel: (01202) 591330 Fax: (01202) 381569

www.streetwise.org.uk www.homesafetygame.com

Regd charity: 1058562 Company No: 3251868

Registered at 8 New Fields, 2 Stinsford Road, Poole, Dorset. BH17 0NF

On-site courses

- On site courses must be confirmed in writing using the application form attached.
- Minimum fee applies for an on site course.
- Tutor travel @ 40p per mile.
- All fees to be paid before training.

Area	Requirements
Room Size	Each participant should have a minimum of 1.25 sq metres A minimum room size of 4 x 4 metres (ie 12 students) i.e: Large Meeting/Waiting Room size to deliver the practical as well as theory. The SWAST Trainer reserves the right to refuse to deliver the training if the course is to be held in an inadequate facility/area.
Toilets	Separate facilities for male and female
Ventilation	Should be adequate
Lighting	Suitable for reading
Heating	The room temperature should maintain 'shirt sleeve' environment
Access/exits	Should be safe, well lit and cater for people with special needs
Floor coverings	Should be carpeted or mats/blankets provided for use during practical sessions
Cleanliness	Should maintain a clean, tidy and hygienic environment
Noise	Is there noise from production or industrial activity? Is the noise liable to distract attention from training? Is there an operational tannoy in the training room? If so, can it be isolated during the course?

Guidelines for candidates and employers

The duties of a first aider can be physically demanding. It is the employer's responsibility to ensure that candidates are free from any condition which would affect their capability, and that they have the aptitude to cope with an intensive course of study.

Terms and conditions

Our aim is to make it as easy as possible to learn first aid and related subjects with South Western Ambulance Service.

Commercial Training Courses

- Bookings can be made by e-mail, via the South Western Ambulance NHS Trust website, www.swast.nhs.uk/services/commtraining.htm
- Fax or letter. Telephone enquiries must be confirmed in writing on request.
- Payment to be received before training commences, against SWAST Application Form.
- If you have to cancel your course and are unable to transfer your booking to another date at the time of cancellation, the following charges will apply:

More than 4 weeks prior to course

No charge.

2-4 weeks prior to course

30% of total course fee.

Less than 2 weeks prior to course

50% of total course fee.

- If you do not attend a course and have not previously informed us, or are absent from any session, we reserve the right to refuse you for training if we feel you will not gain sufficient knowledge or skill in the time remaining. In all such cases, the full course fee remains payable. To abide by the Health and Safety Executive requirements for Statutory Certificates, attendance at all sessions is mandatory.
- Payment must be received prior to the course commencement date along with the completed SWAST Application form to confirm your place. SWAST reserves the right to refuse the participant on a training course if payment and booking form has not been received.
- **IMPORTANT:** To be eligible to attend a Re-qualification Course, candidates must be in possession of a valid First Aid at Work or Emergency First Aid at Work Certificate issued by an HSE approved provider, which is 'in date' on the last day of the Re-qualification Course. A copy of the certificate must be sent to our office.

Failure to do so we and have the right to refuse the participant on the Requalification course.

Where we work



We have state of the art facilities at various locations across the south west.

Courses are run at ambulance training centres or at outside venues which take advantage of IT and presentation facilities in a relaxed and friendly environment.

For more information contact:

Kim Davis, Commercial Training Manager,
South Western Ambulance Service NHS Trust,
Dorchester Ambulance Station, Lubbecke Way, Dorchester, DT1 1QL

Telephone: 01305 257643

email: commercial.training@swast.nhs.uk

How to book

To book your course with South Western Ambulance Service NHS Trust couldn't be easier. We cover Dorset, Somerset, Devon, Cornwall, and the Isle of Scilly.

Firstly check course availability on: 01305 257643 (24hr answer machine)

Then you can book via the following options:

- www.swast.nhs.uk/services/commtraining.htm
- Fax: 01305 268608 with your request and we can confirm availability.
- Email commercial.training@swast.nhs.uk

Application Form

Company details and nominating person

_____ Postcode: _____

Telephone: _____ Fax: _____

Email: _____

Please advise if you have a medical or an academic condition that we need to be aware of:

Type of course: _____

**For re-qualification courses, please ensure you attach a copy of your current certificate.*

Date of course required: _____

Training venue: _____

Full name of candidate(s)

PLEASE MARK CLEARLY – THERE WILL BE A CHARGE OF £10 FOR EACH CERTIFICATE RENEWAL

Payment to be received prior to course commences.

Cheques to be made payable to: **South Western Ambulance Service NHS Trust**

I attach a cheque to the value of £ _____

Purchase Order Number (if applicable) _____

I have read and agree to the Terms and Conditions Yes No (tick appropriate)

Signed: _____

Name: _____ Position: _____

Where did you hear about us?

Yellow Pages Internet Leaflet/brochure

Recommendation Local Newspaper

Other please state _____