



First Aid Provider Guidance

Paddles Up Training First Aid Provider Guidance

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Introduction

These guidance notes are for Providers who offer British Canoeing Awarding Body (BCAB) Emergency and Aquatic First Aid Level 1 courses, through the Paddles Up Training (PUT).

This document is designed to support Standards Officers, Quality Assurance Officers and Providers to ensure appropriate quality assurance and standardisation.

Audience

We anticipate that the course is likely to be used by:

- Instructors, Coaches, Leaders, Guides and volunteers in clubs;
- Instructors, Coaches, Leaders and Guides for providers/centres who offer paddlesport activity;
- Instructors, Coaches, Leaders and Guides within schools, Duke of Edinburgh, Youth Groups, Uniformed Groups, etc.

We also anticipate that learners will access this course to support their learning, provide a 3-year update or to support changing roles or needs.

The First Aid courses are recognised by the Delivery Centres as valid Continuous Personal Development evidence for the Update Scheme and as prerequisites for other courses (Coaching and Leadership). Providers need to have a clear understanding of the wants and needs of learners, ensuring that they are fully aware of the requirements of the training and that this training will fully meet their needs.

Staffing and Participant Numbers

The staffing ratio is 1:12.

All First Aid Providers must have the following:

- National Association membership,
- Safeguarding Training (within 3 years),
- First Aid at Work certificate (within 3 years),
- Attended an annual first aid standardisation event,
- Up to date and recorded CPD.

Course Authorisation

Prior to running a First Aid course, the Provider must apply for Course Authorisation through the course admin platform. Courses must be notified with a minimum of 4 weeks' notice, permission for short notice courses must be sort by emailing coaching@paddlesuptraining.com and permission received prior to requesting authorisation.

Course Length

Emergency First Aid is delivered over half a day and must include at least 4 hours' teaching/learning contact time.

Level 1 Aquatic First Aid is delivered over a day and must include at least 8 hours' teaching/learning contact time.

Modular courses are permitted as long as all elements are covered within 8 weeks, the full contact time is provided, Providers consider retention of learning and linking of subjects in their planning.

Recruitment and Pre-course Information

The Providers and course organisers play a vital role in ensuring the right participants book onto the course. Appropriate pre-course information and advice must be provided to participants. This should include:

- information about the qualification/course;
- information about logistics, e.g. the venue, directions, timings, equipment, food, etc.;
- advice about prior knowledge/skills expected and the prerequisites;
- a request for information about any specific learning requirements;
- advice about what they need to bring and what is provided;
- an invite for participants to make contact if they have any questions;
- an outline of the programme;
- sign-posting to information on the learning outcomes and assessment tasks;
- details of the course cancellation policy.

Participant Entry Requirements

The participant entry requirements are as follows:

- 14 years of age, or older.

Where Providers choose to allow participants under the age of 18 to attend the course, appropriate safeguarding measures must be implemented, and due attention paid to the enhanced and legal responsibilities.

Delivering the Course

The BCAB Learning Outcomes and Assessment Requirements provide guidance regarding the course programme and the delivery of the associated content.

Delivery of First Aid content must be current and follow the latest First Aid Manual, 11th Edition published 1st June 2021 (at time of writing).

Note: Providers must not deviate or add other content within the course delivery.

Venue and Resources

The First Aid course requires a classroom with chairs/tables and access to audio/visual resources is required. This indoor space is required throughout the delivery of the learning programme, however the use of outdoor spaces and practical tasks are encouraged.

Any resources to aid the delivery and learning must be accordance to the content of the 11th Edition published 1st June 2021 (at time of writing).

The following equipment must be provided:

- Resuscitation manikins with a minimum of 1 per 2 participants,
- An AED Trainer with a minimum of 1 per 4 participants,
- EpiPen Trainers with a minimum of 1 per 4 participants,
- A selection of bandages and first aid kit content.

Other learning resources can be used such as a choking trainer, an empty inhaler, etc., to enrich the learning experience.

No additional first aid items are to be introduced outside of the first aid kit requirements at work or the associated first aid needs analysis for the participant's organisation.

Cancelling Courses

Participants must be warned that courses may be cancelled; the course cancellation policy must be clearly communicated.

End of Course Process

Immediately after a First Aid course, the Provider is required to complete the **Course Results process** and pay required **fees**.

End of Course Feedback

Providers are required to gather, and act upon, feedback from participants on the quality of the course. Evidence of this should be retained for quality assurance purposes.

Feedback to PUT

Providers are encouraged to provide written feedback to PUT about any issues that may help with the general development of the awards. Feedback should be returned to the PUT Responsible Officer.

Assessment Component

Providers must provide clear guidance to participants about the assessment process and completion of the various tasks, including:

- what participants are required to do;
- the relevant assessment criteria;
- the assessment methods;
- when participants will receive feedback.

Provider Responsibilities

All Providers are responsible for:

- managing the process of delivery and assessment of the course, from assessment planning through to making and recording assessment decisions;
- assessing evidence of participants' knowledge, understanding and competence against the standards specified in the Learning Outcomes and Assessment document and making reliable judgments;
- ensuring the validity, authenticity and sufficiency of assessment evidence produced by participants;
- clarifying any shortcomings in the presented assessment evidence and explaining to the participant how to remedy them;
- remaining as unobtrusive as practicable during assessment;
- giving and recording evaluative, formative and summative feedback as soon as possible;
- confirming success to the participant as soon as they have shown competence against all of the specified outcomes;
- agreeing further action with the participant as necessary;
- conducting assessment in the way that upholds the equal opportunities principles specified by British Canoeing Awarding Body and their Delivery Centres;
- maintaining accurate and verifiable assessment records for each participant;
- completing the necessary processes.

Main Competencies Expected of Providers

Providers should be suitably qualified and occupationally competent. These minimum requirements must be met:

- hold the Provider role
- be able to provide evidence of the knowledge, understanding and application of all areas of the course syllabus, at the correct level;
- be able to show technical competence;
- be able to show competence in the assessment of all areas of the syllabus;
- be familiar with the guidance and requirements in relation to conducting assessment, recording assessment decisions and maintaining participant' assessment records;
- be able to use plain language which is free from bias and appropriate to the award;
- be committed to equal opportunities in assessment and have the ability to translate this commitment into practice.

Providers must make sure that required processes are completed accurately, are up to date, securely stored and made available for internal or external verification whilst participants are on courses.

Guidance on Working with Close Relations or Employees

Providers must not assess close friends or family.

Providers should avoid, where practical, assessing colleagues or employees. If this is unavoidable, approval must be sought from PUT Responsible Officer. This is done through the Conflict of Interest policy and reporting forms:

<https://paddlesuptraining.com/policies/>

Facility and Resource Requirements

The use of appropriate facilities and resources is essential to the provision of a high-quality course:

- a safe and appropriate operating environment for all elements of the course must be provided that complies with relevant health and safety legislation;
- participants need to be made aware of the expectations on them to ensure safe practice and an effective learning and/or assessment environment;
- participants must wear/use suitable clothing on all practical activities as identified by the specific Risk Assessment and in line with current best practice;
- risk assessments must be in place and appropriate risk management strategies engaged throughout all activities;
- physical resources used must be of industry standard;
- Providers must be fully familiar with current best practice and standards relevant to the award;
- Providers need to carefully consider the suitability of the venue chosen to ensure appropriate training/assessment can take place;
- appropriate arrangements for toilets, etc., must be made and clearly communicated to participants;
- venues must have conditions in which space, light and temperature are suitable for the participants' needs;
- venues used must be accessible for all participants (in accordance with the relevant legislation).

Supporting Policies

Providers must ensure that they are fully aware of all PUT policies:

<https://paddlesuptraining.com/policies/>

In all cases, Providers **must** signpost the Appeals Procedure to unsuccessful participants.



Policy Review Arrangements

We will review this policy on an ongoing basis as part of our continuous improvement activity and revise it as and when necessary in response to customer and learner feedback, changes in our policies and processes and actions from allegations.

In addition, we may update this policy in light of operational feedback to make sure our arrangements for dealing with suspected cases of malpractice and maladministration remain effective.

Contact us

If you have any queries about the contents of the policy, contact our customer service team:

Tel: 0300 0119 500

Email: coaching@paddlesuptraining.com

Darryll Shaw,

Paddles Up Training Responsible Officer

Emergency First Aid Learning Outcomes and Assessment tasks

Learning Outcomes	Assessment criteria
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibility of a first aider 1.2 Identify how to minimise the risk of infection to self and others 1.3 Identify the need for consent to provide first aid 1.4 Identify the importance of record keeping and reporting incidents
2. Be able to assess an incident	2.1 Conduct a scene survey 2.2 Demonstrate the primary survey of a patient at an incident 2.3 Summon appropriate assistance when necessary
3. Be able to provide first aid to an unresponsive patient	3.1 Identify when to administer basic life support (BLS) 3.2 Demonstrate BLS using a manikin, to include a drowning incident and to include the safe use of a defibrillator 3.3 Demonstrate how to place a patient into the recovery position
4. Be able to provide first aid to a patient who is choking	4.1 Demonstrate how to administer first aid to a patient who is choking
5. Be able to provide first aid to a patient with external bleeding	5.1 Demonstrate how to control external bleeding
6. Know how to provide first aid to a patient who is in shock	6.1 Demonstrate how to administer first aid to a patient who is suffering from shock
7. Know how to provide first aid to a patient with burns/scalds	7.1 Identify how to administer first aid to a patient with small minor burns/scalds
8. Know how to provide first aid to a patient with acute medical problems	8.1 Identify how to administer first aid to a patient with circulation problems to include chest pains or other symptoms of a heart attack and stroke

When assessment criteria states **demonstrate**, the participant must be assessed through a practical observation.

All other assessment criteria can be assessed through questioning, observation and scenarios.

Aquatic Level 1 First Aid Learning Outcomes and Assessment tasks

Learning Outcomes	Assessment criteria
1. Understand the role and responsibilities of a first aider	1.1 Identify the role and responsibility of a first aider 1.2 Identify how to minimise the risk of infection to self and others 1.3 Identify the need for consent to provide first aid 1.4 Identify the importance of record keeping and reporting incidents
2 Be able to assess an incident	2.1 Conduct a scene survey 2.2 Demonstrate the primary survey of a patient at an incident 2.3 Summon appropriate assistance when necessary
3 Be able to provide first aid to an unresponsive patient	3.1 Identify when to administer basic life support (BLS) 3.2 Demonstrate BLS using a manikin, to include a drowning incident and to include the safe use of a defibrillator 3.3 Justify when to place a patient into the recovery position 3.4 Demonstrate how to place a patient into the recovery position
4 Be able to provide first aid to a patient who is choking	4.1 Identify when choking is mild/severe 4.2 Demonstrate how to administer first aid to a patient who is choking
5 Be able to provide first aid to a patient with external bleeding	5.1 Identify the severity of external bleeding 5.2 Demonstrate how to control external bleeding
6 Know how to provide first aid to a patient who is in shock	6.1 Recognise a patient who is suffering from shock 6.2 Identify how to administer first aid to a patient who is suffering from shock
7 Know how to provide first aid to a patient with minor injuries	7.1 Identify how to administer first aid to a patient with small cuts/grazes, nosebleed, minor burns/scalds
8 Know how to provide first aid to a patient with more complex injuries	8.1 Identify how to administer first aid with a head injury and injuries to bones, muscles and joints
9 Know how to provide first aid to a patient in a more complex environment	9.1 Identify how to administer first aid to a patient with hypothermia and hyperthermia
10 Know how to provide first aid to a patient with acute medical problems	10.1 Identify how to administer first aid to a patient with breathing problems with asthma and hyperventilating 10.2 Identify how to administer first aid to a patient with circulation problems to include fainting, chest pains or other symptoms of a heart attack and stroke

When assessment criteria states **demonstrate**, the participant must be assessed through a practical observation.

All other assessment criteria can be assessed through questioning, observation and scenarios.