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| **Course Summary** | | | | | | |
| **Name of course:** Driver CPC First aid | | | | | | |
| Number of delegates: 12 – a ratio of 1 trainer to 12 . | | | | | | |
| **Session No.** | **Timings**  **(Minutes)** | **Content** | **Delivery Method** | **Resources**  **(DVD Titles)** | **Location** | **Driver CPC Syllabus Reference** |
|  | Prior to start of Course | Identity and Licence Checks, Course Administration – including completion of registration form (See note 1 ) |  |  |  |  |
| **1** | 30 | Course welcome, introduction and objectives of the course, fair processing notice, day’s activities including course timetable, and ground rules.  H & S briefing. (**see note 2 & 3)** | Explanation | Power point | Classroom |  |
| **2** | 60 | The Role of The First Aider; Role, Responsibilities, Definition, Infection Control, Consent, Accident & Incident Reporting, First Aid Equipment | Explanation | Power point | Classroom | 3.5 |
| **Comfort Break** | | | | | | |
| **3** | 60 | Assessment of Emergency Situation; Scene Survey, Primary Survey, Calling for Help  The Unconscious Patient who is Breathing Normally; Assessing consciousness & Patient Positioning | Explantion, Demostration, Discusion, Practice | Powerpoint, DVD (train station) | Classroom | 3.5 |
| **4** | 60 | The Unconscious Patient who is not Breathing Explanation,Normally;  Assessment & Treatment inc AED’s | Explanation,  Discussion,  Demonstration Practice | Power point DVD, (Library, chris Solaman & bondibeach) Manikin AED | Classroom | 3.5 |
| **Lunch** | | | | | | |

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| **5** | 60 | Management & Recognition of a Seizure  The Choking Patient; Recognition & Treatment | Explantion, Demostration, Discusion, Practice | Power point DVD, (Country park) Choking vest | Classroom | 3.5 |
| **6** | 60 | Wounds and Bleeding. Types and Treatment of Bleeding. | Explanation,  Demonstration, and Practice | Power point DVD, (Garage) Bandages. | Classroom | 3.5 |
| **7** | 60 | Shock; Recognition and Treatment of Shock  Anaphylaxis; Recognition and  TreatmentAdditional Training as required | Explanation,  Demonstration, and Practice | Power point DVD  (Auto injector) Auto injector | Classroom | 3.5 |
| **Comfort Break** | | | | | | |
| **8** | 30 | Review and end of course discussion on the topics covered. **(See Note 3)** | Explanation,  Discussion | DVD (The Office clip) | Classroom |  |
| **Total time: 420 mins** | |  |  |  |  |  |

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| **Note 1** | Identity/licence checks and administration may not take place inside the 7 hours periodic training and will be conducted before the course starts |
| **Note 2** | All delegates must be made aware of the fair processing notice. Preferably verbally and by visual means. Shown at start |
| **Note 3** | Books/Hand-outs will be distributed to delegates where applicable. |

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| **General** | All trainers qualifications and certificates, or acceptable alternatives, should be attached to the application to enable JAUPT to determine if the trainer is suitably qualified to deliver the course. This is particularly important for courses including specialist training such as First Aid or courses with an ADR type content. |  |
|  | The course may include an informal written question paper to confirm the assimilation of knowledge gained. The outcome of any such written paper should be discussed on the day with delegates as this will allow any areas of concern to be clarified by the trainer before the end of the course. |  |
| Break times may not be included in the seven hours periodic training. |  |
| **Course Micro-details** | | |
| **Name of course:** Driver CPC First aid | | |
| Number of delegates: 12 – a ratio of 1 trainer to 12 . | | |
| **Session No.** | **Content** | |
|  | * Identity and licence checks, course administration – including completion of registration form **(see note 1)** | |
| **1** | * Course welcome * Introduction and objectives of the course * Fair Processing Notice * Day’s activities including course timetable, (start and finish times, approximate break times) * H&S brief * Ground rules (turning off mobile phones, adhering to break times, respecting health and safety regulations, respecting other people’s views) | |
| **2** | * 3.5 The Role of The First Aider; Role, Responsibilities, Definition, Infection Control, Consent, Accident & Incident Reporting, First Aid Equipment | |
| **Comfort Break** | | |
| **3** | * 3.5 Assessment of Emergency Situation; Scene Survey, Primary Survey, Calling for Help * 3.5 The Unconscious Patient who is Breathing Normally; Assessing consciousness & Patient Positioning | |
| **4** | * 3.5 The Unconscious Patient who is not Breathing Normally; Assessment & Treatment inc AED’s | |
| **Lunch** | | |

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| **5** | * 3.5 Management & Recognition of a Seizure * 3.5 The Choking Patient; Recognition & Treatment |
| **6** | * 3.5 Wounds and Bleeding. Types and Treatment of Bleeding |
| **7** | * 3.5 Shock; Recognition and Treatment of Shock * 3.5 Anaphylaxis; Recognition and TreatmentAdditional Training as required |
| **Comfort Break** | |
| **8** | * Day’s Evaluation and Closure |

Statement: Non of the DVD or products used are offensive or inappropriate for the delivery of periodic training.