

Singapore Resuscitation and First Aid Council

GUIDELINES for

Standard and Child First Aid Training Centre (SFA/CFA TC)

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From 1st June 2020

Aims and Objectives:

To set up a system for maintaining consistent standard of teaching the First Aid Provider courses by recommending for accreditation of Standard First Aid or Child First Aid Training Centres (SFA/CFA TCs) to achieve the following objectives:

1. To ensure SFA/CFA TCs are teaching the respective First Aid Provider courses according to proper guidelines recognised nationally.
2. To ensure that First Aid Instructors maintain their competency in the teaching of First Aid Provider courses. Competency is defined as having updated knowledge of First Aid and the appropriate skills in teaching the First Aid Provider course.
3. Adhere to the guidelines set by the SRFAC to guide its training activities and in the management of the TC.

Standard First Aid Course		Child First Aid Course	
Current	After 1st June 2020	Current	After 1st June 2020
<ul style="list-style-type: none"> ➤ Min 16 Hrs (Full) ➤ Min 13 Hrs (Refresher) ✓ SFA Certificate ✓ CPR(Hands-Only)+AED Certificate <ul style="list-style-type: none"> ➤ Adult-centric content ➤ Includes Hands-Only CPR+AED ➤ To be completed as 1 course with learners attaining 2 certificates ➤ Course accreditation recognised by National Registry of Coaches (Sports SG) 	<ul style="list-style-type: none"> ➤ Min 16 Hrs (Full) ➤ Min 12 Hrs (Refresher) ✓ SFA Certificate ✓ CPR(Hands-Only)+AED Certificate <ul style="list-style-type: none"> ➤ Adult-centric content ➤ Includes Hands-Only CPR+AED ➤ To be completed as 1 course with learners attaining 2 certificates ➤ Course accreditation recognised by National Registry of Coaches (Sports SG) 	<div style="text-align: center; border: 1px solid black; border-radius: 10px; padding: 5px;"> 20~24 Hrs (CFA Certification) </div> <ul style="list-style-type: none"> ➤ Child-centric content ➤ Includes child specific topics ➤ Course accreditation recognised by Early Childhood Development Agency (ECDA) 	<ul style="list-style-type: none"> ➤ Min 20 Hrs (Full) ➤ Min 16 Hrs (Refresher) ✓ CFA Certificate ✓ BCLS+AED Certificate ✓ SFA Certificate <ul style="list-style-type: none"> ➤ A blend of Adult and Child/Infant content ➤ Includes BCLS+AED ➤ To be completed as 1 course with learners attaining 3 certificates ➤ Course accreditation recognised by Early Childhood Development Agency (ECDA)

Guidelines for Accreditation of SFA/CFA TC:

1) Staffing and Instructors

- a. The Program Director has the overall responsibility to:
 - i. attain the centre's objectives;
 - ii. maintain the quality of services provided;
 - iii. monitor the standard of teaching and
 - iv. ensure that adequate evaluation of training is performed.
- b. The Program Director is required to oversee the training and to ensure consistent standard of the teaching of every First Aid Provider course.
- c. The Program Director is required to possess a valid First Aid Provider certificate for the respective accredited First Aid courses.
- d. The Program Director shall be responsible for ensuring that all Instructors update and enhance their knowledge and skills in First Aid training.
- e. All Instructors for the respective First Aid courses must meet the following minimum requirements:

First Aid Provider	
Entry	Physically healthy and able to complete course objectives.
Validity	2 years from date of completion of Provider course.
Renewal	Attends a re-certification course 3 months before or after expiry of certificate. If lapsed more than 3 months from expiry – restart, see entry criteria.

First Aid Instructor	
Roles	<ul style="list-style-type: none"> • Conduct theory and practical training and assessment according to the respective syllabus set by SRFAC • Adhere to training schedule and syllabus • Ensures the safety and well-being of Learners (Trainee-Providers) • Abide by the standards and guidelines set by SRFAC and the Training Centre
Entry	<p>At least one of the following:</p> <ul style="list-style-type: none"> • First Aid Train-The-Trainer (Red Cross) OR • Higher First Aid with MOI (St John) OR • SAF/SCDF Medic Instructor (with relevant MOI qualification attained during service period – appointed and sent by SAF/SCDF) OR • SAF/SCDF Paramedic (Level 3 or higher) OR • Registered Nurses (with Diploma in Nursing) <p style="text-align: center;">AND</p> <hr style="border-top: 1px dashed black;"/> <p>Mandatory for SFA:</p> <ul style="list-style-type: none"> • Valid CPR+AED OR BCLS+AED Instructor certificate • Valid SFA Provider certificate <hr style="border-top: 1px dashed black;"/> <p>Mandatory for CFA:</p> <ul style="list-style-type: none"> • Valid BCLS+AED Instructor certificate • Valid CFA Provider certificate OR Child First Aid Training Providers' Immersion Course (Bridging Course)

	Appointed by accredited Training Centre (TC) after attaining initial Instructor Certificate.
Validity	2 years from date of certification as an Instructor (<i>not to be confused with appointment as Instructor by TC</i>).
Renewal	Conducts 2 respective First Aid Provider courses per year for 2 years as an Instructor.
	Maintains a valid CPR+AED/BCLS+AED (for SFA) OR BCLS+AED (for CFA) Instructor certificate or higher.
	If lapsed within 12 months from expiry - to fulfil 2 First Aid instructor attachments within 12 months from expiry (does not count towards their yearly quota). New validity will start from the date of last attachment.
	If lapsed more than 12 months from expiry – restart, see entry criteria.
	Renewed by Training Centre.

First Aid Chief Instructor (CI)	
Roles	<ul style="list-style-type: none"> • May function as an Instructor • Ensures the safety and well-being of Learners (Trainee-Providers) and Instructors • Supervise and mentor First Aid Instructors • Ensure Instructor's adherence to training schedule and syllabus • Ensure that the course content is updated and in-line with SRFAC guidelines • Ensure that Learners (Trainee-Provider) are assessed fairly, address issues raised by Learners/Instructors and facilitate improvements to the course
Entry	<p>At least one of the following:</p> <ul style="list-style-type: none"> • First Aid Train-The-Trainer (Red Cross) OR • Higher First Aid with MOI (St John) OR • SAF/SCDF Medic Instructor (with relevant MOI qualification attained during service period – appointed and sent by SAF/SCDF) OR • SAF/SCDF Paramedic (Level 3 or higher) OR • Registered Nurses (with Diploma in Nursing) <p style="text-align: center;">AND</p> <hr/> <p>Mandatory for SFA:</p> <ul style="list-style-type: none"> • Standard First Aid Instructor for at least 4 years (at least 2 sessions per year) • Valid CPR+AED OR BCLS+AED Chief Instructor certificate • Valid SFA Instructor certificate <hr/> <p>Mandatory for CFA:</p> <ul style="list-style-type: none"> • Child First Aid Instructor for at least 4 years (at least 2 sessions per year) • Valid BCLS+AED Chief Instructor certificate • Valid CFA Instructor certificate OR Child First Aid Training Providers' Immersion Course (Bridging Course) <p>Recommendation by 1 Chief Instructor AND Program Director of Training Centre (TC).</p> <p>Subject to approval by SRFAC.</p>
Validity	2 years from date of appointment as a Chief Instructor.
Renewal	Conducts 2 respective First Aid Provider courses per year for 2 years (at least 1 session per year as a CI).
	Maintains a valid CPR+AED/BCLS+AED (for SFA) OR BCLS+AED (for CFA) Chief Instructor certificate or higher.
	Renewal letter by Program Director of Training Centre (TC).
	If lapsed within 12 months from expiry - to fulfil 1 First Aid Chief Instructor attachment within 12 months from expiry (does not count towards their yearly quota). New validity will start from the date of last attachment.

	If lapsed more than 12 months from expiry – restart, see entry criteria.
	To be renewed by SRFAC only.

- f. Additional requirements beyond those stated above, will be at the discretion of the TC.
- g. TC adhere to the training ratio of:
 - i. No more than 18 learners per class.
 - ii. 1 Instructor (minimum) to 1 Manikin (minimum) to 6 Learners (maximum) for practical sessions involving CPR/BCLS and AED topics.
- h. Chief Instructor may participate in CPR/BCLS and AED practical session as an Instructor, if there are up to 2 practical groups in the class. However, **doubling up of Chief Instructor as floor instructor will not be applicable during accreditation audit.**

2) Programme and Contents

- a. The program should be properly spelt out and communicated so that learners know what to expect and be appropriately prepared for the course.
- b. The contents of the training should adhere to the recommended First Aid teaching guidelines. A committee should be formed to ensure compliance to the guidelines. Hence, the TC should be represented at every Review and Update session.
- c. The First Aid TC should comply with the minimum content hours stated in the respective First Aid Syllabus Outline.
- d. The TC should adopt appropriate manuals which are written in accordance with SRFAC recommended guidelines. Training manuals need to be reviewed and approved by the SRFAC.
- e. Course materials should be sent to the learners at least two (2) weeks prior to the course. This is to ensure that learners will have ample time to read and prepare for the course.
- f. A theory and a practical test should be administered at the end of the course in the presence of the Program Director, Chief Instructor or Instructor. The tests should meet the SRFAC recommendations:
 - i. The passing rate for the theory test should be 80% correct answers.
 - ii. The Standard First Aid theory test should comprise of at least 20 questions on First Aid and at least 10 questions on CPR(Hands-Only)+AED.
 - iii. The Child First Aid theory test should comprise of at least 20 questions on Standard First Aid, at least 20 questions on BCLS+AED and at least 10 questions on Child First Aid.
 - iv. The Standard First Aid practical test should comprise of the following with a maximum of three attempts allowed:
 - CPR(Hands-Only)+AED
 - Adult Conscious and Unconscious FBAO
 - Bandaging (1 X Bleeding Wound and 1 X Fracture)
 - Application of Tourniquet

- Administration of EpiPen and MDI with Spacer
- v. The Child First Aid practical test should comprise of the following with a maximum of three attempts allowed:
 - BCLS+AED
 - Bandaging (1 X Bleeding Wound and 1 X Fracture)
 - Application of Tourniquet
 - Administration of Adrenaline Auto-Injector and MDI with Spacer and facemask
- g. Learners are required to complete and pass all the theory and practical tests.
- h. All theory assessment question papers should be secured after every course and must not be in the learner's possession after the course.
- i. The First Aid TC should conduct a minimum of 3 provider courses per year.

3) Facilities and Equipment

- a. The TC has the responsibility to provide appropriate facilities and equipment to facilitate the training. Training venue has the following requirements:
 - i. Adequate lighting and ventilation
 - ii. Adequate space for practical session (does not obstruct public areas such as stairwells, corridors, walkways or lobby)
 - iii. Secure storage for assessment papers within the Centre
- b. The TC should have the following to ensure the safety of its staff and learners by providing:
 - i. Evacuation plan
 - ii. Safety and health briefing
- c. Bandages used by learners for practice and assessment should be disposed after the course or retained by the learners.
- d. Specific manikins are required to be used for BCLS+AED practical assessment of one rescuer CPR, as well as Automated External Defibrillator (AED) trainer sets in good working condition to be used during the respective course. * See *"SRFAC BCLS+AED and CPR+AED Manikin Specification" document*
- e. The TC should also have following for training and practical test:
 - i. Infant manikins (CFA TC only)
 - ii. Adrenaline Auto-Injector training set
 - iii. Metered Dose Inhaler training set with Spacer (CFA TC should have additional facemask to be attached to the spacer for training and assessment).
- f. The TC should have Automated External Defibrillator (AED) trainer sets in good working condition to be used during the respective course.
- g. The maintenance and disinfecting of the manikins should be carried out in accordance to recommendations by the manufacturer.

4) Certification

- a. Learners who have successfully completed the course should be issued certificates with the following clearly indicated.
 - i. Name of Program Director

- ii. Full name of the learner
 - iii. Name of TC
 - iv. Course type (eg. Standard First Aid Provider, Child First Aid Provider, BCLS+AED Provider – multiple certifications can be indicated within the same certificate)
 - v. Certificate validity and serial number/course reference number
 - vi. States “Accredited by the Singapore Resuscitation and First Aid Council” – logo of SRFAC can be included
- b. Learners who do not pass **BOTH** theory **AND** practical assessment, should not be issued a Provider certificate.
- c. Upon completion of the Provider course, a Provider certificate must be issued by the Training Centre (TC) and can only be renewed if the learner attends a Standard/Child First Aid Provider re-certification course **3 months before or 3 months after** the stated expiry date and will be **valid for 2 years from:**
- i. the stated expiry date
- OR**
- ii. date of training

The following cases will be within the Healthcare Institution/TC’s discretion for renewal (if different from above):

- iii. Health Manpower Development Plan (HMDP)
 - iv. Overseas studies
 - v. Long hospitalisation/medical/maternity leave or equivalent
 - vi. Practice of no-grace period if their internal policy decides so
- d. Provider’s certificate must be issued within 30 days from the completion of course. Validity of the certificate will start from the date of course completion. If the certificate is not immediately available upon course completion, TC should issue a memo to indicate that the learner has successfully completed the course and is waiting for the certificate.
- e. SRFAC does not have any provisions for the recognition of foreign First Aid Provider or Instructor certificates.

5) Records

- a. The following documents to be shown during audit (renewal audit – up to past 2 years’ records):
 - i. Attendance lists (with course reference number)
 - ii. Learners’ Theory and practical assessment papers
 - iii. Learners’ Evaluation forms
 - iv. Record of Issued certificates
 - v. Record of Learner’s expiring certificate (to validate entry for refresher course)
 - vi. Record of disinfection/maintenance of manikins
- b. Training records of at least six (6) courses conducted since the last accreditation audit, will be randomly selected by Auditors and checked on

site. Auditors should not be in possession of the training records outside of the audit.

6) Evaluation of First Aid Provider Course

- a. There should be evaluation procedures by which the standards of the training program are assessed and maintained.
 - i. The procedures should provide a mechanism to enable data obtained from the evaluation to be used effectively for the on-going improvement of teaching knowledge and techniques in First Aid Provider courses. It is recommended that the TC maintain records of feedback/evaluation information for reference.
 - ii. The evaluation data can be gathered from learners via paper or online methods.
- b. The evaluation tools and methods should be reviewed regularly and revised according to updates provided by SRFAC.
- c. The TC should formulate plans to overcome any identified deficiencies in the course.

7) Accreditation Process

- a. Applicant TC for Standard First Aid must be:
 - i. an accredited CPR+AED Provider TC; **OR** accredited BCLS+AED Provider TC
- b. Applicant TC for Child First Aid must be:
 - i. an accredited BCLS+AED Provider TC; **OR** accredited BCLS Provider TC and CPR+AED Provider TC
AND
 - ii. an accredited Standard First Aid Provider TC
- c. Audit Fee: **S\$535.00** (inclusive of GST) per audit, payable upon completion of audit application. Training centre which fails the first audit is required to pay for each subsequent audit. Institutions under SingHealth only need to pay **S\$500** (without GST) due to Group GST Registration.
- d. Provider TCs will need to provide 1 date when seeking new accreditation and 3 dates for renewal accreditation.
- e. Please submit cheque payable to "*Singapore General Hospital Pte Ltd*" and mail to:

Singapore Resuscitation and First Aid Council
10 Hospital Boulevard
Level 5, SingHealth Tower (Outram Community Hospital)
Singapore 168582
- f. Approval is subject to the fulfilment of SRFAC guidelines and accreditation audit.
- g. Audit will not proceed or is considered failed, and the audit fee forfeited, if:
 - i. the class is cancelled without informing SRFAC at least 1 week in advance

- ii. the class does not start within 30 minutes from the stated commencement time
- h. There should be **at least 3 learners** to form a class for the accreditation audit.
- i. Accreditation validity of 2 years will start from:
 - i. the approval date (for new TC accreditation); or
 - ii. the following calendar day after the current validity expires (for subsequent TC renewal accreditation)
- j. It is recommended to start the renewal accreditation **application 3 months before its expiry**. There should be a period of **at least 3 weeks from the date of application** (based on complete submission of required documents via SRFAC website) to the earliest audit date provided.
- k. There will be no extension or grace period upon lapse of accreditation status.
- l. Accreditation status is non-transferrable.
- m. Applicant TC may contact SRFAC @ 6576-2619 / 6576-2680.

From 1st June 2020