

British Canoeing Awarding Body

First Aid Policy for Instructors, Coaches and Leaders

British Canoeing Awarding Body believes that First Aid is an essential skill for all Paddlesport Instructors, Coaches and Leaders and that they have a responsibility to maintain a current First Aid award to ensure they can look after paddlers in their care.

In October 2013, the Health and Safety Executive (HSE) stopped approving First Aid training, qualifications and First Aid training organisations. This means that it is the customer's duty to ensure that the course content and training provider selected for the purposes of First Aid training is appropriate for their specific needs.

Selecting a suitable First Aid Training Provider (see Appendix 1)

There are many options when selecting a First Aid course. The first priority should be selecting the most appropriate for your specific needs. As part of this you will also need to undertake a reasonable level of enquiry or investigation into how the provider will deliver the training you require.

Selecting Course Content (see Appendix 2)

You will also need to ensure, should you wish to register for a training or assessment course for a British Canoeing Awarding Body Coaching or Leadership Award, that your choice meets the minimum requirement for your training/assessment.

1. Registration for British Canoeing Awarding Body Coaching and Leadership Awards

The minimum training contact times for First Aid awards appropriate for coaching or leadership awards, at the point of assessment, are listed below:

Coaching Qualifications	Contact Time
BCAB Coach Award (Sheltered Water)	1 Day
BCAB Coach Award (Moderate Water)	2 Days
BCAB Coach Award (Advanced Water)	2 Days
BCAB Performance Coach Award	2 Days
Leadership and Raft Guide Awards	Contact Time
BCAB Bell Boat Helm	1 Day
BCAB Paddlesport Leader	1 Day
BCAB Paddlesport Touring Leader	2 Days
BCAB Moderate Water Leader	2 Days
BCAB Advanced Water Leader	2 Days
BCAB Stadium Raft Guide	2 Days
BCAB Raft Guide	2 Days
BCAB Raft Trip Leader	3 Days

* Whilst not all Paddlesport Instructors will need a First Aid qualification, we recommend they hold a minimum of a 1-day First Aid if working independently and will need to hold a current First Aid award if assessing British Canoeing Awarding Body Awards.

2. Ongoing Needs Assessment (see Appendix 3)

Following assessment or the attainment of a specific award, it is the responsibility of British Canoeing Awarding Body Instructors, Coaches and Leaders and/or their deployer to evaluate their likely work and the type of situations that they can reasonably expect to encounter, and to maintain current appropriate First Aid training. Influencing factors such as remoteness, facilities to hand, other trained First Aid provision available, etc. will need to be considered. As part of this process, it is

important to consider:

- The training course content
- Course length
- Competence of the training provider

3. British Canoeing Awarding Body Update Scheme

Holding a valid First Aid award is part of the British Canoeing Awarding Body Update Scheme; instructors, coaches and leaders who meet these requirements are recognised as being active and up to date. To maintain British Canoeing Awarding Body Update status, instructors, coaches and leaders are required to have their First Aid recorded on their Delivery Centre membership record.

4. Providers of British Canoeing Awarding Body Awards

British Canoeing Awarding Body accepts an enhanced responsibility for providers of their awards where it is known that the course will operate in areas where ambulance response time is likely to be more than 15 minutes. Therefore, instructors, coaches and leaders with training and assessment roles are required to maintain a First Aid qualification appropriate to their qualification and role, i.e. as required as their coach assessment prerequisite.

What we may check?

- Content
- Course length
- Training provider

Providers working in Sheltered Water – 1 day First Aid required:

- Personal Performance Awards – Paddle Awards
- Paddlesport Instructor Tutors
- Coach Award Tutor and Assessors
- Foundation Safety and Rescue Training Providers

Providers working in remote Moderate Water or Advanced Water – 2 day

First Aid required:

- Personal Performance Awards – Discipline Specific Awards
- Moderate and Advanced Water Leader Providers
- Performance Coach Educators
- White Water Safety and Rescue, Advanced White Water Safety and Rescue

Providers working at managed sites - As required by the site:

- Discipline Specific Module providers

Providers working in classrooms – 1 day First Aid:

- Foundation/Intermediate Module Providers
- Coastal Navigation and Tidal Planning/Open Water Navigation and Tidal Planning Providers

Appendix 1 – Selecting a Suitable First Aid Training Provider

With an ever-increasing range of First Aid providers, it is important that Instructors, Coaches and Leaders select a reputable provider. British Canoeing Awarding Body recommends that Instructors, Coaches and Leaders first consider specialist outdoor First Aid training delivered by:

- Organisations that can provide evidence that they meet the criteria set by the Health and Safety Executive (e.g. Rescue and Emergency Care (REC)). See HSE guidance on selecting a First Aid training provider
- Organisations who choose to offer First Aid qualifications regulated by Ofqual, the Scottish Qualifications Authority or the Welsh Government (e.g. ITC, BASP).

If your needs assessment has not identified that specific outdoor training is necessary, Instructors, Coaches and Leaders may also consider one of the Voluntary Aid Societies offering First Aid training (St. John Ambulance, British Red Cross and St. Andrew's First Aid).

Please note, First Aid courses with 'Appointed Persons' in the title are not normally considered appropriate for Instructors, Coaches or Leaders. These are normally half-day courses and are designed for people who work in lower risk environments or where HSE guidelines indicate a first aider is not necessary.

Exemptions

Serving military personnel, police officers, fire brigade, ambulance, personnel, doctors, nurses and physiotherapists are regarded as being currently First Aid trained. However, they still need to provide a recognised First Aid certificate or other evidence of First Aid currency. Other evidence may include membership of a medical professional body (e.g. General Medical Council), a letter from someone in a senior position confirming First Aid training, or an in-house First Aid certificate. Evidence of employment alone is not sufficient.

Appendix 2 – Selecting Course Content

When selecting First Aid training it is important to ensure the course prepares you for:

First Aid providers typically deliver courses that follow the First Aid at Work (FAW) or Emergency First Aid at Work (EFAW) syllabi. HSE advise that where the qualification is neither FAW nor EFAW (or the training contains additional elements), the certificate should provide an outline of the topics covered or the additional elements. This may be on the reverse of the certificate or as an appendix.

Content	FAW	EFAW
The role of the first aider	✓	✓
The need for recording incidents and actions	✓	✓
Use of available equipment	✓	✓
Assess the situation and circumstances in order to act safely, promptly and effectively in an emergency	✓	✓
Administer cardiopulmonary resuscitation	✓	✓
Administer First Aid to a casualty who:		
Is unconscious (including seizure)	✓	✓
Is choking	✓	✓
Is wounded and bleeding	✓	✓
Is suffering from shock	✓	✓
Has minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters)	✓	✓
Has injuries to bones, muscles and joints, including suspected spinal injuries	✓	

Has chest injuries	✓	
Has burns and scalds	✓	
Has eye injuries	✓	
Has sudden poisoning	✓	
Has anaphylactic shock	✓	
Recognise the presence of major illness and provide appropriate First Aid (including heart attack, stroke, epilepsy, asthma, diabetes)	✓	
Drowning, near drowning and secondary drowning	✓	
Cold injuries, e.g. hypothermia and frost nip/bite	✓	
Heat injuries, e.g. heat exhaustion, heat stroke, blisters, dehydration	✓	

Other content that you may consider:

First Aid procedures when working in remote regions (including call for help, methods of evacuation)		
Specifics and limitations of administering First Aid in an outdoor environment		
Electric shock (particularly from lightning)		
Bites and stings (including sheep ticks)		

Course Length

The appropriate level of First Aid training needs to match the environment(s) in which the Instructor, Coach or Leader is likely to operate in. If response times from emergency services is likely to be over 15-minutes, a two-day qualification is needed to ensure that the Coach is able to provide extended periods of casualty care if necessary.

Any venue that is not easily accessible to a vehicle, or is within a metre of moving water, on water, or over rough ground, will be inaccessible to emergency services within a 15-minute response time.

It is also vitally important to make sure that Instructors, Coaches and Leaders find out which rescue service covers the areas they work in. The Ambulance Service and Air Ambulance cannot access sites without road access and easy landing ground. All other services require time to call out personnel, as well as to access remote and/or hazardous locations.

In instances where an Instructor, Coach or Leader may work in more remote areas, an extended 'wilderness' First Aid award may be relevant.

Appendix 3 – Ongoing Needs Assessment Recommendation

Coaching Qualification	Contact Time
BCU Level 1 Coach	1 Day
BC (UKCC) Level 1 Paddlesport Instructor	Dependent on deployment 1 Day
BCAB Paddlesport Instructor Award (SUP/SOT/Canoe/Kayak)	Dependent on deployment 1 Day
BCU Level 2 Coach	1 Day
BC (UKCC) Level 2 Coach	1 Day
BCAB Moderate Water Endorsement	2 Days
BCAB Advanced Water Endorsement	2 Days
BCAB Coach Award (Sheltered Water)	1 Day
BCAB Coach Award (Moderate Water)	2 Days
BCAB Coach Award (Advanced Water)	2 Days
BCU Level 3 Coach	2 Days
BC (UKCC) Level 3 Performance Coach	2 Days
BCU Level 4 Coach	2 Days
BCU Level 5 Coach	2 Days
Leadership Award	Contact Time
BCAB Bell Boat Helm	1 Day
BCAB Paddlesport Leader	1 Day
BCAB Paddlesport Touring Leader	2 Days
BCAB Moderate Water Leader/4 Star Leader	2 Days
BCAB Advanced Water Leader/5 Star Leader	2 Days
BCAB Stadium Raft Guide	2 Days
BCAB Raft Guide	2 Days
BCAB River Trip Leader	3 Days

- BCU refers to the qualifications taken prior to the UKCC qualifications
- BC (UKCC) and the Endorsement refers to the UKCC qualifications
- BCAB refers to the qualifications taken from 2018

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