

# Appointed Persons Courses



1. Introduction

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(Remember courses can be held anywhere in the U.K.  
for your convenience).



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# INTRODUCTION

The Appointed Persons course (sometimes referred to as Emergency First Aid Course) enables those people who are required to have some First Aid knowledge and can assist the local First Aider at the scene of an accident or incident in the workplace setting, to be trained in the appropriate skills.

The Appointed Person cannot be used as a substitute for a First Aider, if the First Aider is off sick or away on holiday or off site for any other reason.

The Appointed Person is there to assist the First Aider, perhaps make the initial call to the emergency services and generally help to organise and provide a calm reassuring environment for the first aid activities that are to be undertaken.

In the Approved Guidance notes of the Health & Safety (First Aid) Regulations it mentions that Appointed Persons training can be undertaken with a minimum of 4hrs training or the normal format is usually a 1 day course.

The course then can be organised to fit into either a half day or a full day of training.

The Appointed Persons course is currently no longer approved by the Health & Safety Executive (HSE) though it recognises the courses. However we recommend that you utilise a HSE approved organisation to deliver the course syllabus as many companies have suffered from sub-standard training from training organisations who are not HSE approved and who have attempted to deliver this course in a “cowboy” fashion - offering grossly reduced prices and more importantly low professional standards, usually taught by persons with no formal teaching qualifications.

# THE SYLLABUS

The Course syllabus if run over half a day includes:

1. Principles and Practice of First Aid
2. What to do in an emergency
3. Resuscitation
4. Control of Bleeding
5. Unconsciousness
6. Shock
7. Contents of a First Aid Box.

The course syllabus if run over 1 full day includes all of the above plus:

1. Bandages & Dressings
2. Fractures (Introduction)
3. Epilepsy
4. Diabetes
5. Burns/Scalds
6. Poisoning
9. Burns & Scalds

Candidates attending the above courses are provided with their own notes for the purpose of reference after the course is finished.