

British Canoeing First Aid Policy for Coaches and Leaders

British Canoeing believes that First Aid is an essential skill for all Paddlesport 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, 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 open 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 Coaching or Leadership Award, that your choice meets the minimum requirement for your training/assessment.

1. Registration for British Canoeing 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 and Leadership Qualifications	Contact Time
British Canoeing Paddlesport Leader Award	1 Day
British Canoeing Moderate Water Leader Award	2 Days
British Canoeing Advanced Water Leader Award	2 Days
British Canoeing Paddlesport Instructor (*working under direct supervision)	N/A
British Canoeing Paddlesport Instructor (*working independently)	1 Day
British Canoeing Coach (Sheltered Water)	1 Day
British Canoeing Coach (Moderate and Advanced Water)	2 Days
British Canoeing Performance Coach	2 Days
British Canoeing Coaching Diploma	2 Days
British Canoeing Moderate Water Endorsement	2 Days
British Canoeing Advanced Water Endorsement	2 Days
British Canoe Union Level 1 Coach	1 Day
British Canoe Union Level 2 Coach	1 Day
British Canoe Union Level 3 Coach	2 Days
British Canoe Union Level 4 Coach	2 Days
British Canoe Union Level 5 Coach	2 Days
British Canoe Union 4 Star Award	2 Days
British Canoe Union 5 Star Award	2 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 Awards.

2. Ongoing Needs Assessment

Following assessment or the attainment of a specific award, it is the responsibility of British Canoeing coaches/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 Coach Update

Holding a valid first aid award is part of the British Canoeing Coach Update Scheme; Coaches who meet these requirements are recognised as being active and up to date. To maintain British Canoeing Coach Update status, coaches are required to have their first aid recorded on their HN membership record.

4. Providers of British Canoeing Awards

British Canoeing 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, coaches 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 SW – 1 day first aid required:

- Paddlepower coaches
- Star Award Providers
- Paddlesport Instructor Coach Educators
- Coach Award Tutor and Assessors
- FSRT Providers

Providers working in remote MW or AW – 2 day first aid required:

- 3 Star Providers
- Moderate and Advanced Water Leader Providers
- Performance Instructor Coach Educators
- WWSR, AWWSR

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

- DSM providers

Providers working in classrooms – 1 day first aid:

- Foundation/Intermediate module providers
- CNTP/OWNTP Providers

Appendix 1 – Selecting a Suitable First Aid Training Provider

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

- Organisations that can provide evidence that they meet the criteria set by HSE (e.g. REC). See HSE [guidance on selecting a first aid training provider](#)
- Organisations who choose to offer first aid qualifications regulated by Ofqual, the SQA or the Welsh Government (e.g. ITC, BASP).

If your needs assessment hasn't identified specific outdoor training is necessary, coaches/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 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 medical professional body (e.g. GMC), 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 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 meter 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 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 a coach/ leader may work in more remote areas an extended 'wilderness' first aid award may be relevant.