



Title: HAAD Standard for First Aid Training Reference: PHR/HRM/FA/0.9	Issue Date: December 2010
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1. Purpose

- 1.1. This standard establishes the minimum level of first aid training and resource requirements where there is an immediate need to administer first aid, to ensure safe and quality practices.

2. Scope

- 2.1 This standard is for the use by organizations seeking to establish first aid support to ensure the delivery of quality and safe training practices, including:
- 2.1.1 Employers who anticipate, within the scope of their services and functions, to provide required first aid services within their environment or sites;
 - 2.1.2 Employees designated by their employer as first aiders;
 - 2.1.3 Training providers commissioned to train first aiders.
- 2.2 This standard is not a substitute for any other laws or regulations mandated by the Government of Abu Dhabi, or any advisory guidance established by other Abu Dhabi government authorities. It is the responsibility of the organization to ensure that it is read and applied in conjunction with applicable laws, regulations and guidance relevant to that organization.

3. Duties

- 3.1 When considering first aid, employers are required to:
- 3.1.1 Be knowledgeable about the nature and type of hazards and the types of injuries and specific health conditions that they are likely to encounter and that are likely to require treatment;
 - 3.1.2 Assign and identify an adequate number of first aiders within their entity, and ensure that first aiders receive the adequate level of first aid training as specified in this Standard (Appendices 1 & 2);
 - 3.1.3 Ensure that persons who require emergency services receive prompt, appropriate first aid services by an appropriately certified first aider, whilst adequate arrangements for emergency support are being pursued;

- 3.1.4 Ensure that any designated first aid site is adequately identified and marked and that the environment where first aid operations may take place is, wherever possible free from hazards;
- 3.1.5 Ensure that the availability of first aiders, their level of training, skills, knowledge and experience is based on the assessed risk factors of the industry or organisation;
- 3.1.6 Be responsible for maintaining the knowledge and skills of first aiders according to this standard;
- 3.1.7 Keep records of all trained first aiders, their level of training and their current contact details; and
- 3.1.8 Document first aid statistics and emergency cases treated in accordance with the requirements of governing or regulating body and relevant legislation.

3.2 All First Aiders are required to:

- 3.2.1 Limit their first aid treatment within the scope of their training level;
- 3.2.2 Ensure that their training is certified and current in accordance with the requirements of this Standard;
- 3.2.3 Keep documentation of cases treated in accordance with requirements of their employer and those of the governing or regulating body and relevant legislation;
- 3.2.4 Be knowledgeable about the nature and type of hazards that they are likely to encounter and the types of injuries and specific health conditions and that are likely to require first aid treatment and
- 3.2.5 Ensure that emergency support services are pursued to provide timely intervention by specialist services such as ambulance services or physician support for a chronic condition.

4. Standard 1 – Definitions

Medical Device	A product used in healthcare for the diagnosis, prevention, monitoring or treatment of illness or handicap excluding drugs. As a rule it does not achieve its principal intended action in or on the human body by pharmacological, immunological or metabolic means
First Aid	Emergency treatment administered to an injured or sick person before professional medical care is available
AED	Automated External Defibrillator
EHSMS	Environment, Health and Safety Management System
HAAD	Health Authority Abu Dhabi
Level 1 Learning requirements	Demonstrates the application of basic First Aid procedures and the understanding and skills pertaining to cardiopulmonary resuscitation (CPR) and airway obstruction
Level 2 Learning requirements	Demonstrates the application of basic First Aid procedures, and demonstrates and recognizes the early warning signs of respiratory and cardiac arrest and identifies the signs and symptoms of stroke. Demonstrates understanding and skills pertaining to cardiopulmonary

	resuscitation (CPR) and airway obstruction, as well as the use of an Automated external defibrillator (AED)
MOH	Ministry of Health

5. Standard 2 – First Aid Training

- 5.1. First aid training programs must:
- 5.1.1 Satisfy the minimum learning requirements for levels 1 and 2 first aid as identified in Appendices 1 and 2;
 - 5.1.2 Be in line with the scope of the services, functions and needs of the employer, environment and associated potential hazards and risks. Appendix 3 provides a Case example - First Aid for School Environment to guide the application of this;
 - 5.1.3 Fulfill requirements of relevant regulatory bodies and
 - 5.1.4 Be delivered by trainers/training providers accredited by internationally recognised accrediting bodies (reference).

6. Standard 3 – Medical Devices Registration

- 6.1 Any devices/equipment used in first aid procedures must be registered in accordance with the MoH UAE Medical Devices Registration Guidelines and in accordance with UAE Pharmacy Law no 4 (1983).

7. Standard 4 – First Aid resources

- 7.1 It is the responsibility of the Employer to ensure:
- 7.1.1 The availability of first aid resources adequate for first aid support to manage injuries and/or illnesses that are likely to occur in the particular workplace environment;
 - 7.1.2 Resources are based on the assessed risks identified from a risk assessment, that as a minimum satisfy the items specified in Appendix 4;
 - 7.1.3 Resources are consistent with the level of first aider training, and competency of the first aider;
 - 7.1.4 that the workplace first aid resources are:
 - 7.1.3.1 documented in Policies and Standard Operating Procedures; and
 - 7.1.3.2 compliant with Chapter V of Federal Law no. 8 (1980) and the EHSMS requirements including Codes of Practice (COP) 6, COP 10 and those of other relevant regulating bodies.

8. Standard 5 – Training Providers

- 8.1 Training providers are required to ensure that:
- 8.1.1 The training is aligned with the resources and needs of the employer/organisation (e.g. staffing resources, hazards and risks identified, the needs for medical devices and kit).

8.1.2 The training content must be delivered according to the learning requirements (Appendix 1 and 2).

8.1.3 Only trainees who have successfully completed the requisite training are provided with documentary evidence to demonstrate that the trainee has met the minimum learning requirements and passed any test necessary to practise first aid at a designated level; the documentation must include:

8.1.3.1 Full name of the awarding body;

8.1.3.2 Full name of the training centre;

8.1.3.3 Full name of the training course and

8.1.3.4 Date and expiry of the first aid certificate/award.

8.1.4 That they provide evidence to demonstrate they are accredited by an internationally recognized body.

9. Standard 6 Ratios

9.1 Ratios of first aiders to number of employees /clients must be in line with the workplace environment and needs of the employer/organisation and the employees/clients and the requirements of other relevant regulatory bodies.

Appendix 1 – Minimum learning requirements level 1 (minimum 6 hrs training)

Learning Outcome 01:

Demonstrates the application of First Aid procedures

Sub-outcome 01:	Apply First Aid Basics (e.g., rescue duties, victim and rescuer safety, finding the problem)
Sub-outcome 02:	<ul style="list-style-type: none">• Review the First Aid steps for Medical/Health Emergencies:<ul style="list-style-type: none">○ Breathing problems, choking, allergic reactions, heart attack, fainting, diabetes and low blood sugar, stroke, seizures, shock and drowning.• Review the First Aid steps for emergencies with injuries<ul style="list-style-type: none">○ Visible bleeding, head-neck-spine injury, broken bones and sprains, burns and electrocution• Review the First Aid steps for Environmental Emergencies:<ul style="list-style-type: none">○ Bites and stings from snakes, insects,(bee,spider etc.) jellyfish, temperature-related and poison emergencies• Know the protocol to administer an epinephrine pen for allergic reactions

Learning Outcome 02:

Demonstrates understanding and skills pertaining to cardiopulmonary resuscitation (CPR).

Sub-outcome 01:	Perform cardiopulmonary resuscitation using a mask (hands-on with manikin) to an adult and child
Sub-outcome 02:	Perform cardiopulmonary resuscitation using a mask (hands-on with manikin) to an infant (Optional)

Learning Outcome 03:

Demonstrates understanding and skills related to airway obstruction.

Sub-outcome 01:	Identify signs and symptoms of airway obstruction and dislodging techniques for an: <ul style="list-style-type: none">○ Adult and child○ Infant (optional)
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Appendix 2 - Minimum learning requirements level 2

Demonstrates the application of First Aid procedures.

Sub-outcome 01:	Apply First Aid Basics (e.g., rescue duties, victim and rescuer safety, finding the problem)
Sub-outcome 02:	<ul style="list-style-type: none">• Review the First Aid steps for Medical/Health Emergencies:<ul style="list-style-type: none">○ Breathing problems, choking, allergic reactions, heart attack, fainting, diabetes and low blood sugar, stroke, seizures, and shock and drowning.• Review the First Aid steps for emergencies with injuries<ul style="list-style-type: none">○ Visible bleeding, head-neck-spine injury, broken bones and sprains, burns and electrocution• Review the First Aid steps for Environmental Emergencies:<ul style="list-style-type: none">○ Bites and stings from snakes, insects, (bee, spider etc.) jellyfish, temperature-related and poison emergencies• Know the protocol to administer an epinephrine pen for allergic reactions

Learning Outcome 02:

Demonstrates and recognizes the early warning signs of respiratory and cardiac arrest and identifies the signs and symptoms of stroke.

Learning Outcome 03:

Demonstrates understanding and skills pertaining to cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED)

Sub-outcome 01:	Perform cardiopulmonary resuscitation using a mask (hands-on with manikin) to an adult and child
Sub-outcome 02:	Perform cardiopulmonary resuscitation using a mask (hands-on with manikin) to an infant (optional)
Sub-outcome 03:	Use an automated external defibrillator accurately for victim

Learning Outcome 04:

Demonstrates understanding and skills related to airway obstruction.

Sub-outcome 01:	Identify signs and symptoms of airway obstruction and dislodging techniques for an: <ul style="list-style-type: none">○ Adult and child○ Infant (optional)
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Appendix 3: Case Example-Guidelines for First Aid in Schools:

First Aid can save lives and prevent minor injuries becoming major ones. It is for schools and local education authorities to develop their own policies and procedures, based on assessment of needs of the organization. In order to align these with best practice, HAAD recommends the following:

The minimum first-aid provision is:

- A suitably stocked first-aid container at least as per Appendix 4
- An appointed person to take charge of first-aid arrangements
- Information for employees on first-aid arrangements
- First aid provision must be available at all times while students and staff are on the school premises and also off the premises while on school visits.
- This minimum provision must be supplemented with a risk assessment to determine any need for additional provision.

All other requirements including first aid materials, equipment, documentation and insurance are should be in accordance with the above Standard for First Aid Training.

Risk Assessment of First Aid needs – what should schools consider?

What size is the school and is it on split sites and/or levels?

- The governing body/head teacher needs to consider additional first aid provision if there is more than one building. They should consider how many first-aid personnel are needed to provide adequate cover on each floor on a split level site and outlying buildings, and on each site of a split-site school.

Location of school

- If it is remote from emergency services? It is good practice to inform the local emergency services such as Civil Defense and Police in writing, of the school's location and any particular circumstances that may affect access to the school
- If the school has more than one entrance, emergency services should be given clear instructions on:
 - where to report to, e.g. which entrance on the site
 - to whom they should report to (including contact numbers)

Are there any specific hazards or risks on the site?

- For example, swimming pools (a qualified lifeguard is required), sports facilities, hazardous substances, dangerous tools and machinery. Temporary hazards, such as building or maintenance work, should also be considered and suitable short-term measures put in place.

Specific needs

- Are there school staff or students with special health needs or disabilities?
- What age range does the school cater for?

How many first-aid personnel are required?

- The school's registered school nurse is trained in First Aid and Basic Life Support.
- HAAD recommends the following:
 - One licensed first aid provider at a ratio of one for every 200 students and staff at the school and at least one for schools of less than 200 students and staff.
 - All school bus drivers and school bus supervisors trained in first aid.
- When considering how many first-aid personnel are required, the governing body/head teacher should also consider:
 - Adequate provision for lunchtimes and breaks.
 - Adequate provision for leave and in case of absences;
 - First-aid provision for off-site activities i.e. school trips. If a first-aider accompanies pupils off-site, will there be adequate first-aid provision left in the school?
 - Adequate provision for practical departments, such as science, technology, home economics, physical education;
 - Adequate provision for out of hours activities e.g. swimming, sports activities, clubs;
 - Any agreements with contractors (e.g. school caterers) on joint provision of first aid for their employees;

Appendix 4

First Aid Resources Checklist

First Aid Resources
Pair of latex-free gloves
Epinephrine auto-injector pen
A small stack of gauze pads (4 x 4 inches)
1 bandage (roll of gauze)
1 sheet, blanket, or other cover
1 solid item about 12 inches high to support legs
Magazines, card or other household products for splinting (e.g. wooden spatula)
1 Triangular bandage
CPR/AED Equipment
Adult AED with adult pads
Child AED with child pads
AED accessories (towel, razor, etc)
Spare batteries for AED
Adult mask for CPR
Pediatric mask for CPR
1-way valve for both mask sizes
Face shield