Singapore Resuscitation and First Aid Council
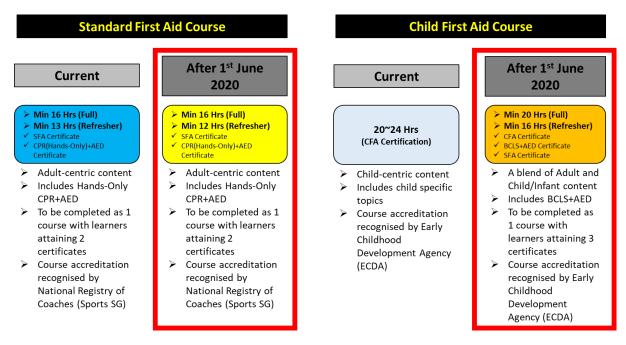
GUIDELINES for

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

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**
➢ **Min 16 Hrs (Full)** ➢ **Min 13 Hrs (Refresher)** ✓ SFA Certificate ✓ CPR(Hands-Only)+AED Certificate	➢ **Min 16 Hrs (Full)** ➢ **Min 12 Hrs (Refresher)** ✓ SFA Certificate ✓ CPR(Hands-Only)+AED Certificate	**20~24 Hrs (CFA Certification)**	➢ **Min 20 Hrs (Full)** ➢ **Min 16 Hrs (Refresher)** ✓ CFA Certificate ✓ BCLS+AED Certificate ✓ SFA Certificate
➢ 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)	➢ 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)	➢ Child-centric content ➢ Includes child specific topics ➢ Course accreditation recognised by Early Childhood Development Agency (ECDA)	➢ 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	- 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	**Mandatory for SFA**
	1) For SFA Instructors who have been declared to SRFAC before 18th February 2021:
	 • Pass the SRFAC SFA Instructor Proficiency Test (IPT) by 30th June 2022.
	 OR
	2) For all others:
	 • Completes the full SFA Instructor course with 2 Instructor attachments (within 6 months) with any of the 4 pioneer SFA ITCs (NYP, SFATC, St John, Red Cross) with the following pre-requisites:
	  ➤ Valid CPR+AED **OR** BCLS+AED Instructor certificate;
	  AND
	  ➤ Valid SFA Provider certificate
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	Mandatory for CFA:
	3) Fulfills mandatory SFA criteria 1 **OR** 2;
	 AND
	4) Valid BCLS+AED Instructor certificate;
	 AND
	5) Valid CFA Provider certificate **OR** Child First Aid Training Providers' Immersion Course (Bridging Course).

Validity	2 years from date of certification as an Instructor.
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	- 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	**Mandatory for SFA** 1) Standard First Aid Instructor for at least 4 years (at least 2 sessions per year); ***AND*** 2) Valid CPR+AED / BCLS+AED Chief Instructor certificate; ***AND*** 3) For SFA Instructors who have been declared to SRFAC before 18th February 2021: - Pass the SRFAC SFA Instructor Proficiency Test (IPT) by 30th June 2022. ***OR*** 4) For all others: - Completes the full SFA Instructor course with 2 Instructor attachments (within 6 months) with any of the 4 pioneer SFA ITCs (NYP, SFATC, St John, Red Cross) with the following pre-requisites: ➢ Valid CPR+AED **OR** BCLS+AED Instructor certificate; ***AND*** ➢ Valid SFA Provider certificate --- **Mandatory for CFA:** 5) Fulfills SFA Instructor criteria 3 or 4; ***AND*** 6) Child First Aid Instructor for at least 4 years (at least 2 sessions per year); ***AND*** 7) Valid BCLS+AED Chief Instructor certificate; ***AND*** 8) Valid CFA Instructor certificate **OR** Child First Aid Training Providers' Immersion Course (Bridging Course).
	Recommendation by 1 Chief Instructor **AND** Program Director of Training Centre (TC).
Validity	2 years from date of appointment as a Chief Instructor – Will be displayed on SRFAC web directory.
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.

Instructor-Trainer (IT) - (SFA only)

Role	• 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-Instructors) • Abide by the standards and guidelines set by SRFAC and the Instructor Training Centre

Entry	1) Valid CPR+AED / BCLS+AED Instructor-Trainer;
	   AND
	2) SFA Instructor for at least 4 years or equivalent;
	   AND
	3) Completed the full SFA Instructor course (as indicated in the Instructor Entry Criteria 2 only);
	   AND
	4) Completes 2 Instructor-Trainer attachments (within 12 months of application) with any accredited SFA ITCs.

	Recommendation by 1 SFA Chief Instructor-Trainer ***AND*** Program Director of SFA Instructor Training Centre (ITC).
Validity	2 years from date of appointment as a SFA Instructor-Trainer – Will be displayed on SRFAC web directory.
Renewal	Conducts at least 1 SFA Instructor course per year for 2 years as an Instructor-Trainer.
	Maintains a valid BCLS+AED/CPR+AED ***AND*** SFA Instructor certificate.
	If lapsed within 12 months from expiry - to fulfil 2 SFA Instructor-Trainer 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.
	Renewal letter by Program Director of SFA Instructor Training Centre (ITC).
	To be renewed by SRFAC only.

Chief Instructor-Trainer (CIT) (SFA only)

Role	• May function as an Instructor-Trainer • Ensures the safety and well-being of Learners (Trainee-Instructors) and Instructor-Trainers • Supervise and mentor Instructor-Trainers • Ensure that the course content is updated and in-line with SRFAC guidelines • Ensure that Learners (Trainee-Instructors) are assessed fairly, address issues raised by Learners/Instructors and facilitate improvements to the course

Entry	1) Valid CPR+AED / BCLS+AED Chief Instructor-Trainer;
	   AND
	2) SFA Chief Instructor for at least 4 years or equivalent;
	   AND
	3) Completed the full SFA Instructor course (as indicated in the Instructor Entry Criteria 2 only);
	   AND
	4) SFA Instructor-Trainer for at least 4 years or equivalent.

	Recommendation by 1 SFA Chief Instructor-Trainer ***AND*** Program Director of SFA Instructor Training Centre (ITC).
Validity	2 years from date of appointment as a SFA Chief Instructor-Trainer – Will be displayed on SRFAC web directory.
Renewal	Conducts at least 1 SFA Instructor course per year for 2 years as SFA Chief Instructor-Trainer.
	Maintains a valid SFA Instructor-Trainer **AND** BCLS+AED / CPR+AED Chief Instructor certificate.
	If lapsed within 12 months from expiry - to fulfil 1 SFA Chief Instructor-Trainer 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. Requires renewal letter by Program Director of SFA Instructor Training Centre (ITC).

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 16 learners per class.
   ii. 1 Instructor (minimum) to 1 Manikin (minimum) to 4 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 update their trainers whenever updates have been released (via SRFAC TownHalls or Update Memos).

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. SRFAC will only review and accredit the materials in the English language only.

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. TCs offering to provide E-learning packages for Standard First Aid and Child First Aid courses are recommended to seek approval with Skillsfuture Singapore (SSG) for the E-learning track to ensure consistency in the delivery of the course.

g. Learners enrolled in the E-learning packages can complete the theory lesson component online/remotely but must complete the remaining hands-on practice, practical and theory assessment which must be conducted in the presence of the instructor for all SRFAC accredited courses.

h. The assessments 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

i. Learners are required to complete and pass all the theory and practical tests.

j. All theory assessment question papers should be secured after every course and must not be in the learner's possession after the course.

k. 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).

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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 once the audit has been confirmed to proceed. 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.
    i. Please bank transfer the Audit Fee to:
       Bank of Banker: DBS Bank Ltd
       Branch: Plaza Singapura Branch
       Bank & Branch Code: 7171-032
       Account Number: 032-001600-6

Swift Code: DBSSSGSGXXX

Account Name: Singapore General Hospital Pte Ltd

   ii. Cheque payment is no longer accepted.

d. Provider TCs will need to provide 1 date when seeking new accreditation and 3 dates for renewal accreditation.

e. Approval is subject to the fulfilment of SRFAC guidelines and accreditation audit.

f. 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

g. There should be at least 3 learners to form a class for the accreditation audit.

h. 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)

i. It is recommended to start the renewal accreditation application 3 months before its expiry. There should be a period of at least 4 weeks from the date of application (based on complete submission of required documents via SRFAC website) to the earliest audit date provided.

j. Renewal audit completed after the accreditation status has lapsed, will be backdated to the stated expiry date. Accreditation status is non-transferrable.

k. Applicant TC may contact SRFAC @ 6576-2619 / 6576-2680.