

How to Organise... A First Aid Training Day

Event Name – <i>as on forum thread</i>	One-Day First Aid Course (Outdoor Pursuits First Aid Course: Group Leader Module)
History	Two very successful courses ran in 2007, taking up to 12 people each time
Why?	AOAC runs many activities with plenty of potential for significant injuries We would like to have a trained First Aider on every activity
Previous Organiser (Oct 2007)	Dave Murdoch Flat 3, 5 Eaton Crescent Bristol BS8 2EJ
Organiser's Contact Details	Tel: 0117 973 1435 Mobile: damurdoch@hotmail.com
Who To Contact For Activity	Tim Cann Tel: 0117 9862656 Mobile: 07836 606061 timjcann@hotmail.com
Notice Needed	Several months in advance – both Tim and the Charterhouse Centre must be free
Where? <i>including Post Code for Sat Nav/AA/RAC Routefinder etc.</i>	The Charterhouse Centre , Charterhouse-on-Mendip, Blagdon, Bristol, BS40 7XR Tel: 01761 462267 http://www.charterhousecentre.org.uk/default.asp Grid ref 497 557
Maplink	http://www.multimap.com/maps/?&hloc=GB BS407XR
Directions:	45 mins from Bristol centre From Bristol: A38 to Churchill, take the A368 East towards Blagdon, turn right at Paywell Farm to go up Burrington Coombe. Take the first right, signposted to Charterhouse. From Bath: A368, turn L at Compton Martin up on to B3134, L at Paywell Farm
Cost to AOAC (Oct 2007)	£260 to Tim + £60 Charterhouse: fee for 12 people
To Individuals	First Aid manuals cost £12 each. We charged £12 deposit for a manual each. We didn't charge anything on top of the £12, as there was a clear understanding that attendees put something back into Club.
Payment	Cheque made out to AOAC Organiser's address
How Long Is It?	A nine-hour course (0900 – 1800) with certificate Participants need to stay to the end to cover it all It is a full day but it passes very fast!

Best Times	Saturdays best Tim likes to have courses in the winter as it is more challenging!
What To Wear	Walking Kit - see standard list at http://www.aoac.co.uk/Kit-List.html
Special Kit Required Collect from Stores?	Waterproof Trousers Notebook or Pad and Pen/Biro etc.
Food	No facilities available – except hot drinks Bring packed lunch and snacks
Content	<i>See Tim Cann's outline of day's contents.</i> Pre-expedition training Selection and use of First Aid equipment Prevention and treatment of minor injuries Management of major and minor wounds Bone, joint and soft tissue injuries Extremes of temperature The unconscious casualty The non-breathing, no-circulation casualty <i>It's very hands-on with practice on three 'casualties' in the open air.</i>
Safety Aspects to Consider	Standard classroom and outdoor limited walking – no ropework Daylight
First Aid Kit/ Nominated First Aider	Held at centre/ brought by Tim Cann
Lifts – Co-ordinator	Organiser or nominee/volunteer
Lifts - Meeting Time	0800
Lifts – Meeting Place	The Hole in the Wall Pub 2 The Grove, Queens Square, Bristol, Avon, BS1 4QZ http://www.streetmap.co.uk/newmap.srf?x=358844&y=172439&z=0&ar=Y http://maps.google.co.uk/maps?q=BS1+4QZ&spn=0.005,0.02&hl=en Parking available on Queens Square or Grove Car Park by Mud Dock £2.60 all day on Sat/Sun
Lifts – Special instructions	If you want a lift or can offer one, please let the lift co-ordinator know by signing the sheet at a Club meeting or by Thursday on TEL: Anyone else will be presumed to be making their own way there.
Post Course Feedback	Issue standard form – <i>see Information menu on Forum (TBA)</i>
Organiser's Comments	Given the level of subsidy – the course is free but costs £320 – it's worth making sure it's full with some reserves
Any parts now out of date?	