

## **TRAINING FRAMEWORK FOR AGENCIES PROVIDING CHILD FIRST AID (CFA) COURSES FOR PERSONNEL IN CHILD CARE CENTRES**

With effect from 1 October 2008, all training agencies wishing to conduct the Child First Aid (CFA) for personnel in child care centers would need to be approved and their CFA courses accredited by the National First Aid Council (NFAC). Approved CFA training providers would also need to renew their status once every two years. MCYS will post and regularly update the list of NFAC-approved CFA training providers on its website at [www.childcarelink.gov.sg](http://www.childcarelink.gov.sg).

### MCYS-NFAC Collaboration

2 The Family Services Division (FSD) of the Ministry of Community Development, Youth and Sports (MCYS), and the National First Aid Council (NFAC) initiated this joint review of the first aid training by personnel from the child care centres to ensure that the training addresses the specific needs and challenges in providing centre-based infant care/child care services.

### Aim of New Training Framework

3 The new training framework for the CFA courses will ensure standardisation in the knowledge and competencies acquired by the infant care/child care personnel course. A specialised CFA Trainers' Immersion course was also mounted with expertise from NFAC and paediatricians from KK Women's and Children's Hospital (KKWCH) for CFA trainers.

4 The Trainers' Immersion course is conducted in two phases. Phase I is an 8 hour programme with a specialised focus on the anatomy and physiology of infants/toddlers and young children below the age of 7, the roles/responsibilities of child care personnel, and the contextual issues and challenges in a centre-based setting. Phase 2 comprises 2 blocks of 4-hour attachments to the Children's Emergency. The primary purpose of these attachments is to foster a keen awareness and understanding of the various child behavioural management processes, emergency procedures, and the range and types of childhood injuries encountered.

## **APPLICATION PROCEDURES**

### Accreditation Process

5 NFAC will assess and accredit based on the following criteria:

- Type of Organisation
- Course Contents
- Modes of Assessment
- Qualifications of Trainers/Examiners
- Facilities and Resources
- Administration

The flow chart outlines the overview of the accreditation process.

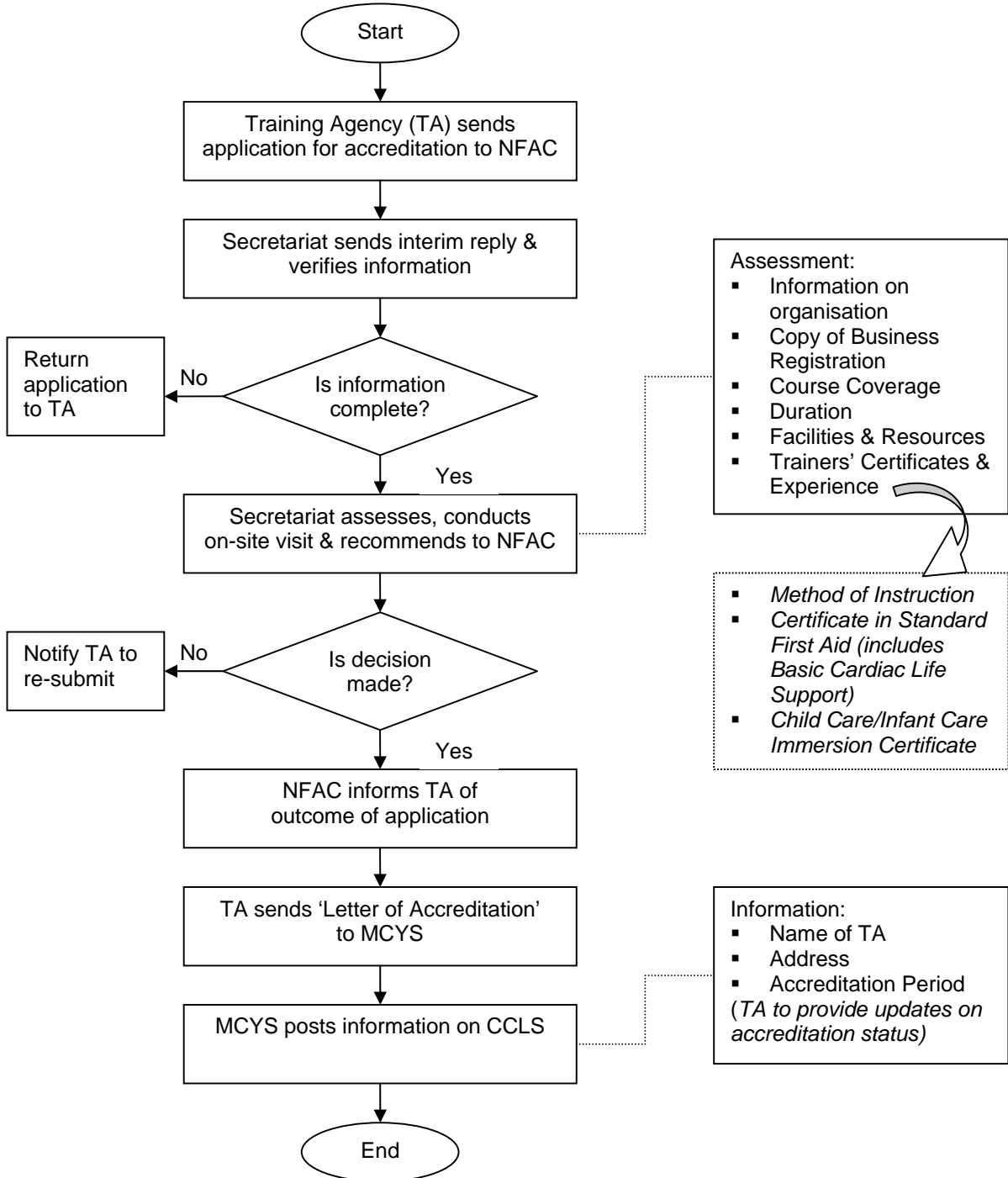
6 All documents are to be certified-true copies and submitted to:

- The Secretariat  
National First Aid Council  
15 Penang Lane  
Singapore 238486  
(To indicate "Application for Child First Aid Accreditation" on the envelope)

7 NFAC will conduct audit visits to the Training Agency within a month upon complete submission of all the documents. Training Agencies will be notified of the outcome of its application for accreditation within a month of the audit visits.

8 A Training Agency will be required to forward a copy of the accreditation letter to MCYS. MCYS will maintain and update the list of NFAC-approved Child First Training Agencies on its website at [www.childcarelink.gov.sg](http://www.childcarelink.gov.sg). This list will also state the validity period for the accreditation granted by NFAC.

**ACCREDITATION PROCESS FOR TRAINING AGENCY CONDUCTING CHILD FIRST AID (CFA) TRAINING FOR PERSONNEL IN CHILD CARE CENTRES**



**SYLLABUS FOR CHILD FIRST AID (CFA) TRAINING COURSE FOR PERSONNEL IN CHILD CARE CENTRES**

<b>Module</b>	<b>Coverage</b>	<b>Practical exercise</b>	<b>Duration (Hours)</b>
<b>DAY 1: 6 hours training + 2 hours testing</b>			
1	<p>Principles &amp; Practice of First Aid</p> <p>Responsibilities of the First Aid Responder and Limitations</p> <p>Taking necessary precautions</p> <p>Scene survey</p> <p>First aid tasks –</p> <ul style="list-style-type: none"> <li>• Primary survey DRABC – recognize and resuscitate</li> <li>• Secondary survey HIT – recognize and provide first aid</li> </ul> <p>Handling the child and parents *</p> <p>First aid equipment: triangular bandage, first aid box</p> <p>Prevent injuries – principles in the child – in relation to applied physiology and anatomy *</p>	<p>Preventing injury – spot the dangers</p> <p>Scene assessment</p> <p>Barrier use</p> <p>Use of triangular bandage</p>	1
2	<p>Respiratory, Choking and Breathing difficulties</p> <p>The respiratory system</p> <p>Choking – infant – conscious, unconscious</p> <p>Choking – child – conscious, unconscious</p> <p>Breathing difficulties</p> <p>Suffocation</p> <p>Strangulation</p>	<p>Choking – infant -- conscious, unconscious</p> <p>Choking – Child – conscious, unconscious</p> <p>Assessment of a child accidentally suffocated, or strangled</p>	2
3	<p>Circulation and CPR</p> <p>The cardiovascular system</p> <p>DR ABC</p> <p>CPR</p>	<p>CPR – infant</p> <p>CPR – child</p>	3

Module	Coverage	Practical exercise	Duration (Hours)
	TESTING (1)	Practical skills <ul style="list-style-type: none"> <li>• Choking</li> <li>• CPR</li> </ul>	2
DAY 2 : 6 hours training + 1 hour testing			
4	Fits, Faints & Unconsciousness, and Head, Neck & Spine Injury  The nervous system  Fits, faints, & unconsciousness  Head injury  Neck & Spine injury  Eye injury  Face injury  Moving an injured child with suspected neck or spine injury	Head injury – bandaging  Immobilising an injured child with suspected injury  Moving an injured child with suspected neck or spine injury – if really necessary	2
5	Fractures & Injuries to joints, & soft tissues  The musculoskeletal system  Fractures  Injuries to joints & soft tissues  Upper limb injury – fracture & dislocation  Lower limb injury – fracture & dislocation  Soft tissue injury - Sprained ankle, knee – RICE technique  Transportation of injured child with limb injury and no neck or spinal injury	Upper limb immobilisation  Lower limb immobilisation    Sprained ankle or sprained knee -- RICE technique  Transporting an injured child with limb injury and no neck or spine injury – cradle lift or pick a back	4
	TESTING (2)	Practical skills <ul style="list-style-type: none"> <li>• Limb fractures and dislocations</li> <li>• Sprains; transportation</li> <li>• Head injury, neck injury, neck &amp; spine injury</li> </ul>	1

Module	Coverage	Practical exercise	Duration (Hours)
<b>DAY 3: 6 hours</b>			
6	Wounds & bleeding, Shock  Open wounds – types of wounds  External bleeding  Internal bleeding – chest & Abdomen – indicated by shock  Shock	Universal precautions  Dressing a wound  Cleaning a superficial wound  Crushed finger  First aid treatment of shock	2
7	Skin Injuries: Bites, Stings & Burns  Skin as an organ  Bites & stings  Burns	Bites & stings  Burns – partial thickness; full thickness	1
8	Fever, Heat & Cold Disorders  Fever  Sunburns & Heat Rash  Heat injury: heat exhaustion, heat stroke  Hypothermia & Frostbite	Taking temperature  Febrile fit  Heat injury – heat exhaustion	1
9	Poisoning. Swallowed objects  Swallowed chemicals, drugs, plants  Swallowed objects – batteries, coins, fish bone	Assessment of suspected poisoning  Swallowed objects – battery, coin, or fish bone	1
10	Medical Illnesses – Common childhood conditions  Respiratory conditions – covered in chapter 2  Fits, faints & unconsciousness, pain – covered in chapter 4  Bleeding nose (epistaxis)  Aches and pains  Vomiting and diarrhoea	Use of inhaler with spacer      First aid in epistaxis	1

