



TERMS OF REFERENCE

FIRST AID QUALITY PARTNERSHIP

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VISION

To maintain and improve quality standards in the provision of First Aid training and qualifications.

OBJECTIVES

To identify and discuss common themes and emerging issues and to take action based on consensus of the group.

- To discuss emerging policy issues and explore alternative approaches
- To agree priorities for joint action where relevant.
- To work in partnership on the delivery and improvement in the quality of first aid standards
- To develop, promote and share good practice and training.
- To seek out relevant information and intelligence to inform other members and stakeholder eg. the HSE.

SCOPE OF THE FORUM

The partnership will consider, but not be limited to, how the following areas impact on First Aid, training, qualifications and techniques, including:

- First Aid in the work place and Emergency First Aid (including search and rescue, outdoor, event, sport, paediatric) including emerging issues and trends
- First aid qualifications including those relevant to HSE policy e.g. paediatric first aid and medical gases
- Emerging issues from the First Aid Awarding Organisation Forum and other key stakeholders where appropriate
- Latest developments in First Aid protocols e.g. military and civilian marine first aid training and qualifications

The partnership may consider that there are areas related to First Aid training, qualifications and techniques which are out of scope of the partnership.

MEMBERSHIP

The membership of the partnership is made up of different categories of partners listed below represented by the representative organisations. Each representative organisation may send one person to represent them at meetings.

Royal Chartered organisations

- St John Ambulance
- St Andrew's First Aid
- British Red Cross
- Royal Lifesaving Society

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Accredited awarding organisations

- Chair of the First Aid Awarding Organisation Forum
- Vice chair of the First Aid Awarding Organisation Forum

Industry voluntary accreditation bodies

- One representative from the First Aid Industry Body
- TBC

Emergency services

- National Police Chief's Council / College of Policing
- Association of Ambulance Chief Executives
- Chief Fire Officers Association

Clinical standards bodies

- Resuscitation Council (UK)
- Royal College of Emergency Medicine
- Faculty of pre-hospital Care Royal College of Surgeons Edinburgh

The following organisations are recognised as observers

- Health and Safety Executive
- Scottish Qualifications Authority
- Maritime and Coastguard Agency
- Office of Qualifications and Examinations Regulations
- Council for the Curriculum, Examinations and Assessment
- Qualifications Wales
- Health and Safety Executive Northern Ireland
- TBC – *placeholder for trade union representative.*

The Partnership reserves the right to co-opt and or invite organisations to attend meetings based on subject area or specialism.

Any organisation can apply to be considered to be a member of the Partnership.

- Applications must be made to the chair and be considered by all members
- Decision to grant membership must be unanimous but dissenters need to provide a reasoned argument for not approving an organisations application.
- No new membership to be considered 12 months from adoption of these terms of reference.

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DELIVERY

- The Partnership will meet on a quarterly basis.
- The Partnership will establish a secretariat group made up of representative organisations to manage the functioning of the Partnership in between meetings.
- The forum can establish working parties made up of representative organisations to complete specific pieces of work.
- All attendees will declare any conflict of interest they may have with any point of discussion or vote at the beginning of each meeting.
- The chair of the Partnership will be shared amongst the group. Only a representative of a representative organisation can be a chair and is limited to 1 term of a year. The chair will be rotated amongst different categories of stakeholder to ensure fair representation.
- Representatives of each member organisation can attend virtually and may have a deputy attend in their stead if prior notice has been given to the chair. Proxy voting by members is permitted.
- Attendance will be based on the assumption that each representative has gained necessary agreement from their organisation to vote and represent their view on the topics under discussion.

DECISION MAKING

- The Partnership will base all decisions on the evidence presented on the impact on the maintenance and improvement of quality of provision of First Aid training and qualifications.
- Decisions can only be made when the meeting is quorate. A meeting will be considered quorate when at least 1 organisation from each category is either in attendance or has provided a proxy vote.
- Each member will have 1 vote.
- It is intended that all decisions will be made by consensus.
- If a decision cannot be reached by consensus representative organisations are not required to follow the decision.

COST

- It is foreseen that the Partnership will not incur significant costs to run their meeting and activity
- It is recognised that representative organisations can provide a variety of inputs that ensure the efficient running of the Partnership which may not have a monetary value
- The Partnership may consider for specific projects that individual members will be encouraged to make a contribution but this will not be mandatory
- Expenses are for the individual member organisations to bare and hosting of meetings

COMMUNICATION

- *To be considered by a sub-group*

ALTERATION, AMENDMENT OR DELETION

- The whole, or any part, of this constitution may be altered, amended or deleted at any stakeholder meeting or extraordinary meeting or by any other fair and reasonable open ballot mechanism. Any changes shall require consensus to pass.