



13<sup>th</sup> January 2020

Dear Parent(s)/Guardian(s)

**Emergency First Aid at Work course.**

In December 2019, St John's training team gave a presentation to our Lower Sixth students about the importance of being able to administer emergency first aid, and a general 'Question and Answer' session.

St John's team have offered to deliver the 'Emergency First Aid at Work' course. This will cover the practical skills needed by a first aider in the modern workplace. The course will give students the confidence and knowledge to deal with first aid emergencies and is legally compliant with Health and Safety Regulations.

Due to the considerable interest shown, St John's has offered to run the course from 0900 – 1630 on the following dates:

1. Saturday 18<sup>th</sup> April 2020
2. Saturday 25<sup>th</sup> April 2020

This course includes on-going assessment and upon completion of the course, students receive an HSE-approved certificate of competence valid for three years. The cost for each student will be £80.

Please note this course is operated and staffed by St John's training team and The Ladies' College does not accept liability, either for the course content or for the health & safety of participants during the course. The course location to be confirmed when numbers are finalised.

If your daughter would like to attend the course, please use the reply slip attached. Deadline 7<sup>th</sup> February 2020. Booking forms and payment details will then be issued.

Yours sincerely,

Miss Emma Clements  
**Head of Sixth Form and Enrichment**



**‘Emergency First Aid at Work’ course**

Student Name: .....

Tutor group: .....

This is to confirm I have received the letter and that my daughter would like to secure a place on the ‘Emergency First Aid at Work’ award.

**Preferred date:**

1. Saturday 18<sup>th</sup> April 2020

2. Saturday 25<sup>th</sup> April 2020

Signature of Parent: \_\_\_\_\_

Name of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

*\*Please return to Miss Clements\**