

FIRST AID INSTRUCTOR'S GUIDE

2024 update



INTRODUCTION

The Lifesaving Society has designed this guide to help First Aid Instructors (F.A.I.s) teach the various courses in the First Aid program. This document has been developed to assist instructors in planning and structuring their courses in reference with the First Aid Certification Guide.

The first section of this guide provides a brief history of the Lifesaving Society's First Aid program and introduces the various courses. The second section of the guide covers the final evaluation of the training provided. In addition, certain technical data sheets will be made available to instructors via a dedicated section of the Lifesaving Society's website. These will provide additional information to better equip instructors for any questions candidates may have.

This guide is a working tool for instructors and future instructors. To be effective, it must be constantly updated to reflect the reality of the course and the progress of candidates. It must also be used alongside the the First Aid Certification Guide. Instructors are welcome to contribute to the improvement of this guide, and their comments will always be considered.

Should you have any questions or comments, please do not hesitate to contact the Lifesaving Society.

FIRST AID PROGRAM PRESENTATION

TYPE OF TRAINING

It is essential to define the candidate's needs to guide them in choosing between the three types of training available. To define the candidate's needs, it is sufficient to know the environments where the candidate could intervene as a first aider.

The first type of training is called Cardiopulmonary Resuscitation. This training prepares the candidate to intervene rapidly when a cardiorespiratory problem occurs. The Lifesaving Society's cardiopulmonary resuscitation (CPR) training courses all have different characteristics to better meet the needs of candidates. CPR/AED - A, B and C and AED training are designed for the public. The letters correspond to the different characteristics defined on page 5. The training CPR – Healthcare providers is for health care professionals.

The second type of training is called Emergency First Aid. In addition to the elements of cardiopulmonary resuscitation training, these courses include priority emergency first aid. This addition enables the candidate to intervene in life-threatening emergency situations. At the Lifesaving Society, this type of training corresponds to Emergency First Aid training (8 hrs), which is aimed at the public, daycare educators, recreational and sports workers and day camps.

The third type of training is called Standard First Aid. In addition to the elements of emergency first aid training, these courses cover first aid for secondary emergencies, including medical problems, environmental problems, various types of traumas and certain general notions exclusive to this type of training. In addition to being able to intervene in life-threatening emergency situations, the candidate will be able to intervene in various situations requiring less urgent first aid. At the Lifesaving Society, general first aid training corresponds to Standard First Aid, Standard First Aid –Sport & Recreative and Aquatic Emergency Care.

THE TYPES OF FIRST-AID RESPONDERS

First-aid responders all into two categories. Most candidates trained through the Lifesaving Society's courses are considered public responders. The role of this type of responder is to react according to the principles learned and practiced in a first aid course when an emergency arises. The main goal is to avoid aggravating the victim's condition while waiting for specialized help. The first few minutes following an accident or a malaise are crucial. It is therefore important to train first aiders to intervene quickly in order to limit the consequences of the emergency on the victim's life. It should be noted that lifeguards are members of the public. Their tasks are to prevent medical problems and trauma in the aquatic environment and to intervene in emergency situations.

The second category is occupied by healthcare professionals. Paramedics, nurses, doctors and other hospital workers such as occupational therapists, physiotherapists, respiratory therapists, and others are health professionals. They have different protocols to follow than the public. For example, a healthcare professional should not call for pre-hospital emergency services in the workplace when an emergency arises. Instead, they should contact their team already on site. Certain principles of public training are therefore modified to respect the protocols of these professionals' workplaces, which are already accustomed to emergency situations.

CONTENT HARMONIZATION

The Lifesaving Society is always on the lookout for national or international changes in first aid. The legislative context in Quebec governs only a tiny fraction of first aid practices. It is therefore essential to back up the concepts taught and changes in practice with scientific data and by submitting the content of our programs to our medical committee. This harmonization of content, with the legislative context and medical advances, is designed to promote effective interventions with victims, thereby reducing complications and worsening of their state of health.

LIFESAVING SOCIETY TRAINING COURSES

For technical details on each of these courses, such as ratios, required equipment, and mandatory documentation, instructors should refer to the current year's Program Guide, available on the Lifesaving Society's website.

CARDIOPULMONARY RESUSCITATION (RCR/DEA A-B-C) AND AUTOMATED EXTERNAL DEFIBRILLATION (DEA)

The various CPR and AED certificates enable candidates to acquire the techniques needed to administer appropriate care to a victim suffering from an obstructed airway, as well as to a victim undergoing cardiopulmonary arrest. Up-to-date lifeguards are primarily targeted for AED training, when required by the employer.

CPR/AED COURSE COMPARISON CHART - LIFESAVING SOCIETY

Training type	Number of hours	CPR/OBSTRUCTED AIRWAYS	DEA	Prerequisite	Award validity
CPR/AED - A	3 h	Adult	Included	None	3 years
CPR/AED - B	4 h	Adult AND child OR baby			
CPR/AED - C	5 h	Adult, child, AND baby			
AED	3 h	Revision		Up-to-date CPR training or equivalent	

CARDIOPULMONARY RESUSCITATION - HEALTHCARE PROVIDERS

This training covers all competencies and theories regarding CPR, as to intervene towards an adult, child, or baby victim, including artificial breathing and the use of a AED and an inhalation mask. This level was made specifically for people who, within their job descriptions as healthcare professionals, have for mission to respond to medical emergencies (doctors, nurses, paramedic workers, and other health professionals).

ANAPHYLAXIS RESCUERS (1.5 HOURS AND 4 HOURS)

These two standardized training courses were developed by the Ministère de la Santé et des Services sociaux (MSSS) in 2008 (4 h) and 2011 (1.5 h). In addition to harmonizing practices, these courses ensure that caregivers master the administration protocols and demonstrate the use of the epinephrine auto-injector. At the end of the 4-hour course, the responder can administer an auto-injector to a victim with a known allergy, as well as to a victim without a known allergy. At the end of the 1.5-hour training course, the responder can administer an epinephrine auto-injector to a victim with a known allergy. The 1.5-hour course is integrated for all first aid courses (First Aid, Standard First Aid, Aquatic Emergency Care and the CNEST's First Aid in the Workplace).

EMERGENCY FIRST AID (PS) (8 HOURS)

This award prepares the candidate to assume the role of a first responder during an emergency situation requiring a basic knowledge of first aid. The candidate will be required to provide basic emergency treatment to stabilize an injury, while waiting for the emergency medical services. Automated external defibrillation (AED) and the 1.5 hours Anaphylaxis-Rescuers training for victims with known allergies are included in this course. The activities, techniques, and scenarios will be adapted to the chosen option.

The course also prepares candidates to assume a preventive role, enabling them to recognize abnormal signs and symptoms quickly and to apply the necessary measures. A certificate, valid for three years, is issued to the candidate.

EMERGENCY FIRST AID - EARLY CHILDHOOD (PS-PE) (8 HOURS)

This course meets the requirements of the Regulation respecting educational childcare services (S-4.1.1, r. 2). Open to the public, this course is designed primarily for early childhood educators or those working closely with children. This course covers all PS training items, adapting the content to children and infants. Topics covered include fever in children, hydration, and the importance of sun protection. A award, valid for three years, is issued to the candidate.

EMERGENCY FIRST AID – DAY CAMP (PS-CJ) (8 HOURS)

This course meets the requirements of the Association des camps certifiés du Québec (ACQ). This course is designed primarily for day camp counsellors. This course covers all PS training items, adapting the content to children. Part of the Supervision of Aquatic Activities for Groups of Children is seen. A certificate, valid for two years, is issued to the candidate.

Training on 2 levels: level 1 asynchronous (centralize) and level 2 face-to-face (decentralize).

EMERGENCY FIRST AID – SPORTS AND RECREATION (PS-IRS) (8 HOURS)

This training course, developed in partnership with the Conseil de médecine du sport du Québec (CMSQ), is intended for coaches, referees, athletes, managers of sports facilities, and others working in the athletic world. In addition to covering the PS training items, the removal of specific sports equipment (helmets and shoulder pads), factors influencing the return to play, and specific topics, such as the first-aid kit adapted to this environment and sports-specific injuries, are covered. The course can be adapted to suit the sport in which the client is involved. A award, valid for three years, is issued to the candidate.

It should be noted that instructors that wish to teach this course must contact the Lifesaving Society.

STANDARD FIRST AID (PSG) (16 HOURS)

This certificate prepares the candidate to assume the role of a responder during an emergency situation requiring specific first-aid notions. The candidate will provide basic emergency treatment to stabilize an injury while waiting for the emergency medical services. They will also be able to provide specific treatments to immobilize an injury and intervene appropriately in a minor emergency situation. In addition to covering all the content of the PS course, this training includes minor emergencies and environmental problems. The automated external defibrillation (AED) and the 1.5-hour Anaphylaxis-Rescuer training for victims with known allergies are included in this course.

This training also prepares candidates to assume a preventive role by enabling them to quickly recognize abnormal signs and symptoms and to apply the necessary measures. It should be noted that this training is a prerequisite for the National Lifeguard certification. In addition, for candidates with a lifeguarding background (Bronze Medallion minimum), it is possible to requalify the PSG certificate in 4 hours. A certificate, valid for three years, is issued to the candidate.

STANDARD FIRST AID - SPORTS AND RECREATION (PSG-IRS) (16 HOURS)

This training course, developed in partnership with the Conseil de médecine du sport du Québec (CMSQ), is intended for coaches, referees, athletes, managers of sports facilities, and others working in the sports world. In addition to covering the items in the PSG course, the removal of specific sports equipment (helmets and shoulder pads), the factors influencing the return to play, and specific topics such as the first-aid kit adapted to this environment and sports-specific injuries are covered. The course can be adapted to suit the sport in which the client is involved. A certificate, valid for three years, is issued to the candidate.

It should be noted that instructors that wish to teach this course must contact the Lifesaving Society.

AQUATIC EMERGENCY CARE (SUA) (20 HOURS)

This certificate enables candidates to acquire the knowledge and techniques required to administer emergency care in the aquatic environment. Instruction focuses on vital signs verification, setting priorities, and the principles of basic aquatic emergency care. Through the practical approach of this certificate, candidates learn the principles of care for injuries frequently encountered in swimming pools or bathing areas. They also learn how to treat victims of a cardiopulmonary arrest. The automated external defibrillation and the 1.5-hour Anaphylaxis-Rescuers course for victims with known allergies are also included in this course. In short, the content of the Standard First Aid course, as well as the important techniques for safe

aquatic intervention are taught. This course complies with the Regulation respecting safety in public baths (B-1.1, r. 11), which applies to aquatic facilities under 100 m². As a result of this training, the candidate is issued a work permit, valid for a period of two years. It should be noted that a 5-hour requalification course is available for already-trained candidates who wish to update their certificate.

COURSE PLANNING

Planning a course is essential to its success. It is essential to allocate your time according to the length of the course, breaks, meals, learning objectives, and the importance of the subjects taught. The balance between theory and practice should not be overlooked.

The following section presents a proposed overall distribution of hours and a plausible timetable for each course. However, it is the responsibility of each instructor to adapt to any changes or challenges presented by their different groups.

CPR AND AED

CPR/AED courses vary in length from 3 to 6 hours, depending on the items to be covered. Courses lasting 3 or 4 hours can easily be run as a single block in the morning, afternoon, or evening. It is recommended to offer a short break in the middle of the course so that candidates can remain attentive. This period also gives the instructor a chance to meet any candidates who are having difficulties. It is also possible to offer this training in the morning and to offer Anaphylaxis-Rescuers training (4 hours) in the afternoon, since the CPR/AED course is a prerequisite to it.

For the 5 or 6-hour courses, it is possible to start the course at around 9 or 10 a.m., offer a 30-minute break so that candidates can eat between two blocks, and finish the training at around 2:30 or 3:30 p.m. This training can also be combined with a 1.5-hour Anaphylaxis Rescuers course, which will ultimately fill the entire day. Most candidates who attend a CPR/AED - C course are parents or people with children. The use of auto-injectors is often one of their concerns. Considering the short duration of the courses, it is not advisable to teach them over several days.

CPR/AED COURSE COMPARISON TABLE - LIFESAVING SOCIETY

Training type	Item 2	Item 5	Item 11	Item 12	Item 13	Item 14	Item 15	Item 16	Item 19a	Ratios		Course duration (hours)
										Instructor: Candidates	Dummies and AEDs: Candidates	
CPR/AED - A	X	X	Adult			X	X	X	X	1 : 12 to 18*	1 : 2	3
CPR/AED - B	X	X	Adult + child OR baby			X	X	X	X	1 : 12 to 18*	1 : 2	4
CPR/AED - C	X	X	Adult + child AND baby			X	X	X	X	1 : 12 to 18*	1 : 2	5
AED			Revision				X	X		1 : 12 to 18*	1 : 2	3
CPR/AED - C Healthcare professionals	Please contact the Lifesaving Society for information regarding this course.											

*Dummy ratio is 1:2 if there are more than 12 candidates per instructor

Logically, CPR/AED courses should be planned and taught according to the items' order. Obviously, at the instructor's discretion, AED use can be taught after CPR and before the clearing of airways. Finally, depending on the length of the course, the instructor must adjust the time according to the victim type(s). In the case of trainings for healthcare professionals, instructors who have undergone Prior Learning Assessment (PLA) will be provided with information on the items to be taught.

ANAPHYLAXIS RESCUERS (4 HOURS AND 1.5 HOURS)

The ministère de la Santé et des Services sociaux (MSSS) has put together a trainer's guide and a participant's guide with all the tools needed to deliver this training in a standardized manner. All documents are available in PDF format via the MSSS website, as well as on the Lifesaving Society website.

Since January 1, 2013, the Lifesaving Society requires that all first aid training courses lasting 8 hours or more include the 1.5-hour version of the training. Logically, this component is taught when respiratory problems (item 19b) are covered. However, if the instructor wishes to include the 4-hour version in a First Aid course, they must plan for an additional 4 hours and submit the Anaphylaxis Rescuers - 4-hour exam sheet at the same time as the main course exam sheet.

It should be noted that the 1.5-hour Anaphylaxis Rescuers course can also be given in a single-course setting. Please allow a few minutes for the introduction and a few minutes for the conclusion.

ANAPHYLAXIS-RESCUER TRAINING SCHEDULE

	1,5 heure	4 hours	Comments
Registration and welcome	15 minutes	15 minutes	The 15-minute period is not included in the 1.5 hours of training. N/A if already included in a training course.
Severe anaphylactic allergic reaction	20 minutes	30 minutes	1.5 hours = victim with a known allergy only
Demonstrating the use of auto-injectors	15 minutes	15 minutes	
Pre-test correction	15 minutes	15 minutes	
Break	N/A	15 minutes	
Practical situations (hands-on stations)	35 minutes	135 minutes	1.5 hours = 4 scenarios 4 hours = 10 scenarios
Questions and feedback	5 minutes	15 minutes	

FIRST-AID TRAINING (8 HOURS OR MORE)

First-aid training is offered on a schedule that respects a limit of 8 hours of instruction per day. For example, a PS training course can be offered in one day, a PSG in two days, and a SUA in three days or in one evening and two days. It is possible to break down the training courses. This allows them to be divided into several evenings, mornings, or afternoons, which may or may not follow each other. It is therefore possible to have a week between courses. For example, a PSG course can be spread over two Saturdays. The time off between courses can be beneficial for candidates. This gives them a period of assimilation, during which questions can arise. Nevertheless, it is recommended not to spread first aid training over more than two weeks.

The Lifesaving Society proposes a training course divided into four-hour blocks. This proposal provides guidance and support for the instructor's planning. It is also possible to create a mixed group for the first two blocks, with Emergency First Aid and Standard First Aid candidates. However, the instructor is not obligated to respect this proposal, as it is optional.

Time spent on each item includes teaching, practice, and situations. The number of candidates, the ratio of candidates per dummy, the type of training, and the type of client influence the time spent on each item. The instructor can therefore modify the progress at their own discretion. For example, item 12, Airway obstruction – conscious adult, child, and baby, can be taught in the second block if other items take longer. In addition, item 11, Resuscitation techniques – Adult, child and baby, will obviously take longer in a PSG since all three types of victims need to be addressed. Note that for PS-IRS, PS-SAE, PS-DC, and PSG-IRS, the instructor should allocate time throughout the day on items 24. Despite the freedom to organize the training, it is not recommended to move CPR or AED items since it would require planning several periods with the practice dummies and AEDs.

It is possible to combine certain items. For example, in a recovery exercise for an injured victim, it may be useful to incorporate a practical part of the trauma or soft tissue injury treatments. The key point to remember is that planning must be adjusted according to the client and learning speed of the group.

The scenarios and practices must always be related to the context of the participants. Ideally, the instructor should vary the types of care and support and mix the rescues to optimize practice time and assess the adaptability of candidates.

All recommendations regarding the time or duration assigned to each item are presented for informational purposes only and are intended to guide the instructor. The latter can rearrange the course, and the time assigned to an item according to its group and the logistics specific to the course.

REANIMATION BLOCK (4 HOURS)

Suggested duration (minutes)	Emergency First aid	Emergency First Aid - Early Childhood	Emergency First Aid – Day Camp *some items are seen and evaluated in asynchronous level 1	Standard First Aid/AED - Sports and recreation	Standard First Aid and Aquatic Emergency Care/AEDA
10	Item 1: Principles of first aid				
10	Item 10: Chain of survival				
15	Item 6: Anatomy and physiology				
10	Item 5: Communicating with the EMS				
20	Item 8: Primary assessment				
75	Item 11a: Resuscitation techniques – Adult and child	Item 11a: Resuscitation techniques - Child and infant	Item 11a: Resuscitation techniques – Adult and child	Item 11a: Resuscitation techniques – Adult and child	Item 11a: Resuscitation techniques - Child and infant
15	Item 14: Rescue breathing complications or specific situations				
15	Item 15: AED operation				
35	Item 16: Two-rescuer CPR and AED				
15	Item 13: Airway obstruction – Unconscious adult and child	Item 13: Airway obstruction – Unconscious child and infant	Item 13: Airway obstruction – Unconscious adult and child	Item 13: Airway obstruction – Unconscious adult and child	Item 13: Airway obstruction – Unconscious adult, child and infant
20	Item 12: Airway obstruction – Conscious adult and child	Item 12: Airway obstruction – Conscious child and infant	Item 12: Airway obstruction – Conscious adult and child	Item 12: Airway obstruction – Conscious adult and child	Item 12: Airway obstruction – Conscious adult, child and infant

PRIORITY EMERGENCIES BLOCK (4 HOURS)

Suggested duration (minutes)	Emergency First Aid	Emergency First Aid - Early Childhood	Emergency First Aid – Day Camp *some items are seen and evaluated in asynchronous level 1	Standard First Aid/AED – Sports & Recreation	Standard First Aid and Aquatic Emergency Care/AEDA
15	Item 7: Prehospital assessment				
10	Item 2: Legal aspects of an intervention				
15	Item 8: Primary assessment				
20	Item 19a: Cardiovascular emergencies				
25	Item 17: Shock / fainting				
20	Item 21: Bleeding				
90	Training: Administering epinephrine for acute anaphylactic type allergic reactions: People known to be allergic – 1.5 hour.				
20	Item 19b: Respiratory emergencies				
25	Scenarios and questions	Item 24a: Prevention in sports and recreational settings – Prevention		Item 24a : Sport & Recreation – Prevention: Hydration, fever, and sun protection	Scenarios and questions
15				Item 22: Head and spinal injuries	
10		Item 24b: Prevention in sports and recreational settings – Intervention	Item 24e : Supervision of aquatic activities for groups of children	Item 24b: Sport & Recreation – Intervention	

SECONDARY EMERGENCIES A BLOCK (4 HOURS)

Suggested duration (minutes)	Emergency First Aid - Early Childhood	Standard First Aid/AED – Sports & Recreation Standard First Aid and Aquatic Emergency Care/AEDA
30	Item 18a: Convulsions and diabetic problems	Item 18a: Convulsions and diabetic problems
30	Item 19c: Intoxication / poisoning	Item 19c: Intoxication / poisoning
30	Item 19d: Abdominal pains	Item 19d: Abdominal pains
60	Item 9: Secondary assessment	Item 9: Secondary assessment
20	Item 23b: Musculo-skeletal injuries – Lower limbs	
20	Item 23d: Thoracic wounds	
20	Item 23c: Softs tissues injuries	Item 23c: Softs tissues injuries
30	Scenarios and questions	Scenarios and questions

SECONDARY EMERGENCIES B BLOCK (4 HEURES)

Suggested duration (minutes)	Emergency First Aid - Early Childhood	Standard First Aid/AED – Sports & Recreation	Standard First Aid/AED and Aquatic Emergency Care
20		Item 4: Carrying an injured victim	
30	Item 20a: Cold-related problems		
30	Item 20b: Heat-related problems		
40		Item 20c: Burns	
60		Item 23a: Musculo-skeletal injuries – Upper limbs	
30		Item 22: Head and spinal injuries	
30		Conclusion Item 24b: Sport & Recreation – Intervention	Questions and scenarios
10		Item 20d : Drowning	

AQUATIC EMERGENCY CARE (SUA)

SUA training is similar to the PSG progression but must be adapted according to the hours allocated in the pool. To allow for 5 hours in the pool, the instructor must condense the SUA first-aid material into 15 hours rather than 16 hours. Item 3, Emergency Procedures, and item 20d, Drowning, must be integrated into the training schedule. Item 3, Emergency procedures, can be covered in block 2 instead of the simulation exercises. During block 3, the subject can be addressed again by asking candidates about the emergency procedures in place or to be put in place at their facility. The subject of drowning should, if possible, be addressed before candidates begin water-based exercises.

The instructor must present the techniques of resuscitation in an aquatic environment. Further details are provided in the data sheet for item 20d, Drowning.

It is preferable to divide the pool block into two sessions rather than a single block. Since the target audience for the course is not necessarily comfortable in the water, and the content is new, it is important to ensure that they have enough time to practice. By spreading the time allotted for each item over two different periods, ideally two different days, candidates will have more opportunities to integrate the notions practiced. In addition, it will be possible to adjust the content of the second practice to encourage progression and learning. The evaluation period for skills, techniques, and care should be scheduled during the 5 hours of practice.

POOL BLOCK (5 HOURS)	
Suggested duration (minutes)	Aquatic Emergency Care
5	Item 3 : Emergency procedures
20	Item 20d: Drowning
60	Item 25: Entries and removals
100	Item 26: Management of a spinal injury in an aquatic environment
30	Item 27a: Rescue - Unconscious victim
30	Item 27b: Rescue - Non-swimmer victim
30	Item 27c: Rescue - Injured victim
30	Item 27d: Rescue - Submerged victim

COURSE EVALUATION

The Lifesaving Society advocates progressive and continuous evaluation. Through scenarios, guided activities, group or individual questioning, and observation of the execution of specific techniques, the instructor can determine a candidate's success or failure.

DECIDING THE OUTCOME

The instructor must always ask themselves the following questions:

1. Does the candidate respect the general principles of first aid?
 - Preserve life: do not endanger yourself or the victim;
 - Prevent aggravation: do not aggravate the victim's condition;
 - Promote recovery: keep the victim alive and encourage a good recovery;
 - Treat the victim according to the severity of their injuries or distresses.
2. Does the candidate meet the learning objectives for all items in the First Aid Certificate Guide?
3. Does the candidate meet the specific training objectives?

If the instructor agrees that the general principles have been respected and that the learning objectives and specific objectives have been achieved for each item, the candidate's passing grade is confirmed. The instructor can then forward the examination results to the Lifesaving Society and announce the candidate's success.

REPEAT

However, if one or more general principles have not been respected, or if the candidate fails to achieve the objectives, the instructor must intervene. They must first offer the candidate the possibility of a retake. Depending on the element failed, the instructor may explicitly organize a retake, or simply revalidate the item as part of another exercise. For example, if the candidate has forgotten to wear gloves during a procedure involving blood, the instructor should mention this to the candidate. Then, during the next exercise, they will make sure the candidate wears them. However, if the problem is more complex, the instructor will ask the candidate to repeat the entire situation after explaining the elements and techniques to be corrected. If the candidate corrects the situation, the item is considered passed. However, if the situation is not corrected as expected, the candidate fails. To help instructors make a decision when the situation is unclear, the Lifesaving Society has produced a [decision tree](#), which is available among the data sheets made available to instructors.

FAILURE SITUATION REPORT

For courses that are less than 8 hours, the instructor must verbally inform the candidate that they have failed the course. For courses that are 8 or more hours, the instructor must meet the candidate during a break to explain the situation. A failure report must be submitted by the instructor during the course. In all cases, the candidate must be told which items and/or techniques need to be improved. This information should also be recorded in the failure situation report.

FAILURE REPORT

If the candidate does not pass one or more items at the end of the training, the instructor must complete a failure report and indicate the failure on the examination sheet and in the dashboard exam. The failure report will be given to the candidate, with a copy to the affiliate member. The instructor must also keep a copy of all failure reports they issued, along with the examination results, for 5 years in their files.

ANNOUNCING A FAILURE

It's never easy to tell a candidate that they were unsuccessful, but certain strategies can make the task easier.

- ☐ Use facts.
- ☐ Use notes taken during practice or role-playing exercises.
- ☐ Refer to manuals and guides, course outlines, and lesson plans.
- ☐ Remind candidates of suggested corrections and comments made during training.
- ☐ Demonstrate transparency and understanding while remaining credible.
- ☐ Use the Failure Situation Report during training.

N.B. Candidate evaluation sheets for the First Aid program, as well as failure reports and evaluation grids, are available on the Lifesaving Society website.

This guide has been designed by the Lifesaving Society to help MPS instructors teach the various courses in the First Aid Program. However, given the constant evolution of knowledge and techniques in the field of first aid, it is foreseeable that adjustments will have to be made both to the content of the guide and to the teaching of instructors. The Lifesaving Society therefore advises its instructors to keep abreast of changes by regularly consulting its website and the Lifesaving Society Instructor Facebook page to obtain information on any changes that may be made, or to consult any new fact sheets that may be added.
