

AFFILIATION APPLICATION FORM

Please read the following notes before completing your application form.

It's great news that you're applying for affiliation to Heartstart.

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If we agree to your affiliation, you'll receive a pack of award-winning materials and resources. You'll be eligible for all the benefits we've told you about in the *Heartstart toolkit*, and have all the information you need to set up and run your programme. Most importantly, you'll be joining the growing network of schemes across the UK who are being extraordinary – training millions in the simple skills that save lives.

Please read the toolkit before you complete the Affiliation application form. It tells you everything you need to know about the benefits of emergency life support (ELS) training and what you need to do to set up your programme.

There's also important information in the guidelines for affiliated schools and the guidance on health and safety sections of the toolkit, and the Heartstart insurance policy cover in the pocket of the toolkit.

This form should be completed by your Programme Coordinator, who'll be the main point of contact with the BHF. Please see the toolkit for more information.

Also, your nominated Training Supervisor needs to complete and sign the Training supervisor nomination form. Please send it to us with your application.

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You'll find printable versions of all the Heartstart forms and policies on the CD-ROM at the back of the toolkit.

What to do with this form:

Please complete this form and the Training supervisor nomination form in black ink and send them (not photocopies) to your BHF Heartstart office:

England and Wales (excluding Northern England)*

Heartstart Office
British Heart Foundation
Greater London House
180 Hampstead Road
London NW1 7AW

Tel: **020 7554 0353**
Email: **heartstart@bhf.org.uk**

Scotland, Northern Ireland and Northern England*

Heartstart Office
British Heart Foundation
Ocean Point One
94 Ocean Drive
Edinburgh EH6 6JH

Tel: **0131 554 6953**
Email: **heartstart-edin@bhf.org.uk**

* Cheshire, Cleveland, Cumbria, Durham, Greater Manchester, Isle of Man, Lancashire, Merseyside, Tyne & Wear and Yorkshire.



HEART START

1

School details and team information

School

School name

Type (primary/secondary/independent /special)

Address

Postcode

Phone

Email

Head Teacher

Local authority/Education board

Name

Programme Coordinator

Name

Phone

Email

Deputy Programme Coordinator (optional)

Name

Phone

Email

Training Supervisor

Name

Address

Postcode

Phone

Email

2

Instructors

How many instructors will be teaching your programme (minimum two)?

Have you identified at least two prospective instructors who are committed to supporting your ELS training? yes no

Have you agreed a provisional instructor training programme with your Training Supervisor? yes no

Which instructor training course delivery option/s does your programme intend to use?

Tick all that apply (For more information see the instructor training course.)

Delivery option one

For instructors with little or no knowledge or experience in ELS or teaching.

Delivery option two

For instructors with knowledge and experience in first aid and ELS, but with no teaching experience.

Delivery option three

For instructors with knowledge and experience in first aid and ELS, and teaching experience.

3

Trainees

Students

Please tell us how many students you expect to train, including students who may only be completing one or two levels of the staged/age-related programme.

How many students do you expect to train in:

the first year?

each subsequent year?

Which year groups are you planning to train?

Other trainees

Do you plan to train people other than your students? yes no

If you answered 'yes', please specify:

4

ELS delivery

Which delivery option/s will you employ?

Select one or both of the following options:

The staged/age-related programme

This programme is delivered as a series of age-related sessions for students aged five years and over.

The complete Heartstart course

This short, practical course is delivered to specific year groups (students age ten years and above) and you can deliver it in as little as two hours. However, most schools will deliver the course in six lessons.

5

ELS delivery

The staged/age-related programme

If you plan to use the staged/age-related programme, please tell us which year groups you plan to teach by ticking each applicable box in the table on the next page. Shaded boxes indicate that the session is not recommended for a year group.

Notes

The minimum age for sessions 6 and 7 (see page 4) is ten, but some children may not be physically able to compress the chest to the correct depth at this age. If you teach chest compressions to younger children, the training should be repeated at age 13 and over to reinforce learning.

Session size is governed by the instructor/student ratio. We recommend a minimum of one instructor to 15 students (following Resuscitation Council (UK) Guidelines).

Important: we recommend a minimum time of 40 minutes for each session.

The staged/age-related programme

Sessions (Instructor to student ratio)	1 The conscious casualty (1:15)	2 The unconscious casualty (1:15)	3 Serious bleeding (1:15)	4 Choking (1:15)	5 Heart attack (1:15)	6 Cardiac arrest (1) Chest compressions (1:15)	7 Cardiac arrest (2) CPR (chest compressions and rescue breathing) (1:15)
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Age group

(age 5 to 6)	✓						
(age 6 to 7)							
(age 7 to 8)							
(age 8 to 9)							
(age 9 to 10)							
(age 10 to 11)							
(age 11 to 12)							
(age 12 to 13)							
(age 13 to 14)							
(age 14 to 15)							
(age 15 to 16)							

The complete Heartstart course

If you plan to deliver the complete Heartstart course to specific year groups please read the following notes and then answer the questions starting on the next page, for each year group.

Notes

Number of lessons: The complete Heartstart course is ideally delivered as six lessons (see table on the right). The six lesson approach can be adapted if you can't find this much time. If you can give more time, even better! Your Training Supervisor can advise.

Class size: you must use the maximum instructor/student ratio of 1:15 when delivering an ELS lesson.

Curriculum links, in the pocket of the toolkit, has useful tables that show how ELS training links to the curricula in England, Northern Ireland, Wales and Scotland.

Lesson	Lesson minimum	Content summary	Maximum instructor/student ratio
1	40 mins.	Introduction and The conscious casualty	1:15
2	40 mins.	The unconscious casualty	1:15
3	40 mins.	Cardiac arrest (1)	1:15
4	40 mins.	Cardiac arrest (2)	1:15
5	40 mins.	Suspected heart attack, choking and serious bleeding	1:15
6	40 mins.	Revision	1:15

Please tell us about your plans for each year group

Ages 10–11

Number of lessons

Class size

How will the course be incorporated into the curriculum?

Ages 11–12

Number of lessons

Class size

How will the course be incorporated into the curriculum?

Please tell us about your plans for each year group

Ages 12 – 13

Number of lessons

Class size

How will the course be incorporated into the curriculum?

Ages 13 – 14

Number of lessons

Class size

How will the course be incorporated into the curriculum?

Please tell us about your plans for each year group

Ages 14 – 15

Number of lessons

Class size

How will the course be incorporated into the curriculum?

Ages 15 – 16

Number of lessons

Class size

How will the course be incorporated into the curriculum?

Please tell us about your plans for each year group

Ages 16 – 17

Number of lessons

Class size

How will the course be incorporated into the curriculum?

Ages 17 – 18

Number of lessons

Class size

How will the course be incorporated into the curriculum?

6

Equipment

Notes

The number of manikins you need will depend on:

- the number of students you intend to train each session
- the number of instructors you intend to recruit
- the recommended ratio of one manikin to two students (based on the Resuscitation Council (UK) guidelines)
- the recommended maximum instructor/trainee ratio of one instructor to fifteen trainees.

Number of students	Number of instructors required	Manikin requirement
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14	1	7
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30	2	15
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Your manikin requirements

Work out the number of manikins you need by calculating the number of students you will train each session and by applying the 'one manikin to two students' guidance. Once you've worked out how many manikins you need, select the type of manikin(s) you require. We've included some supplier leaflets in the pocket of the toolkit to help you choose. Please indicate the number and type of manikins you require in the table below:

In most cases, we'll supply the manikins for your first affiliation year. Occasionally, we may supply reclaimed manikins, which are cleaned and refurbished to a suitably high standard. The BHF reserves the right to order a different number of manikins to the number you specify below.

Supplier	Code number (From supplier's catalogue)	Manikin description (Please use the exact name and description of each manikin as described by the supplier)	Quantity

For office use only

7

Data protection

Your consumables requirements

We'll determine, order and pay for the consumables (replacement lungs and cleaning wipes) you'll need in your first affiliation year, based on the number of students you've said you expect to train in Section 3.

Additional equipment and consumables

Once you're affiliated, you'll need to order additional manikins and consumables directly from the manufacturers, and pay for them. Your programme is also responsible for the maintenance and security of your training manikins and other equipment.

Address for delivery of equipment

Delivery contact

Phone

Delivery address

Postcode

Please tell us about any special delivery instructions, eg, only deliver during term times:

Personal information and data protection

We'll use the information you give us on this form for administration purposes, and to provide you with any products, services and information you ask us for.

- We greatly value your support and would like to keep you informed about our work in order to help further our charitable aims. We may contact you by phone, email or post for this purpose. Please tick the box if you would prefer **not** to hear from the BHF in this way.
- We may want to share information with other organisations that are in partnership with the BHF and who support our aims and objectives. Please tick the box if you would prefer us **not** to share your details.

Training materials

If your application for affiliation is successful, you'll receive a range of award-winning materials to support your training. Please see your *Heartstart toolkit* for more information. All items are free.

8

Checklist

Have you:	Please tick
Assembled your team?	
Identified your Programme Coordinator?	<input type="checkbox"/>
Identified your Training Supervisor?	<input type="checkbox"/>
Identified at least two instructors?	<input type="checkbox"/>
Decided on your delivery option/s?	
The complete Heartstart course?	<input type="checkbox"/>
The staged/age-related programme?	<input type="checkbox"/>
Decided how your course delivery will link to the curriculum?	<input type="checkbox"/>
Decided on your manikin requirements?	<input type="checkbox"/>
Found your training location(s)?	<input type="checkbox"/>
Agreed your instructor training delivery options?	<input type="checkbox"/>
Agreed your instructor training programme?	<input type="checkbox"/>
Read the guidelines for affiliated schools?	<input type="checkbox"/>
Read the guidance on health and safety?	<input type="checkbox"/>
Read the Heartstart insurance policy cover?	<input type="checkbox"/>

9

Declaration

The school confirms that it will comply with:

- the current guidelines for affiliated schools and the current guidance on health and safety as outlined in the *Heartstart toolkit* and as updated by the BHF from time to time.
- the terms specified in the Heartstart insurance policy cover (and any future updated versions released by the BHF).

The school confirms that the information contained in this application is true and accurate to the best of our knowledge.

Head Teacher

Name (please print)

Signature

Date

Programme Coordinator

Name (please print)

Signature

Date

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And finally, we'd just like to say a big "thank you" from the BHF for applying to become a Heartstart school. We know that, from the information we've sent you, you're aware of the vital need for a new generation of young lifesavers in the community, and we're grateful for your commitment to getting involved in saving lives.

So thanks once again – we'll be in touch soon.

