



P.O. Box 1479  
Corner of Schwabe and Stein Street  
Klein Windhoek | Namibia  
**Tel:** +264 (0) 61-417301 | **Fax:** +264 (0) 61-224534  
**e-mail:** training@cifnamibia.com | www.cifnamibia.com



## Construction Industries Federation of Namibia

### Class A First Aid Course Code: FIA02 Based on demand | Ondangwa

#### Overview

The course is aimed at teaching lay participants basic first aid skills and techniques through practical demonstrations and exercises. Topics include Principles of First Aid, CPR, breathing difficulties and choking, bleeding and wound care, shock, unconsciousness, fractures, burns, head and spinal injuries, medical emergencies, allergies and other relevant topics and are prescribed by the Health and Safety Regulations.

#### Syllabus

basic principles of First Aid, Medico-Legal aspects of First Aid, Responsibilities of the First Aid attendant, knowledge of the ambulance system, reporting to higher level trained professionals, basic anatomy and physiology, patient assessment : primary / secondary survey, assessment and monitoring of basic vital signs, respiratory emergencies, management of airways, chest injuries, drowning, choking, cardio pulmonary resuscitation (CPR), circulatory emergencies: unconsciousness, fainting, stroke, bleeding & wounds, shock, abdominal injuries, fractures, head injuries, spinal injuries, pelvic injuries, epilepsy, diabetes, burns, poisoning, drugs & substance abuse, problems of health & cold, emotional problems, snake bites, scorpion stings and others, Occupational health & safety regulations, contents of first aid box.

#### Minimum requirement for attendance:

Grade 10

#### Logistics

**The fee includes:** all course material, refreshments and lunch.  
**Course Timings:** 08:00 -17:00 daily (unless informed otherwise)  
**Venue:** CIF House, Corner of Stein and Schwabe Street, Klein Windhoek

#### Registration Fee

To maximise the effectiveness of our training course, the CIF limits the number of attendees per class. Thus, there will be only limited spaces available and we encourage you to book early to avoid any disappointment.

**The costs for this course per delegate are as follows:**

**Members:** price on request  
**Non-Members:** price on request

Please take note that all paid bookings will be honoured first. All payments must be received before the training commences. Invoices will be e-mailed or faxed to you one week before the start of the course.

#### Certification

Attendance Certificate, valid for 3 years.

#### Payments

Upon receipt of an invoice from the CIF, all payments should be done per cheque or online. Please forward your proof of payment to: [admin@cifnamibia.com](mailto:admin@cifnamibia.com)

Construction Industries Federation of Namibia  
P.O. Box 1479, Windhoek, Namibia  
Tel +264 (0) 61 417302 | Fax +264 (0) 61 224534  
[www.cifnamibia.com](http://www.cifnamibia.com)

Street Address:  
Corner of Stein & Schwabe Street,  
Klein Windhoek

#### Conditions

**Cancellation by Client:** The client refers to the company making the booking on behalf of their employees. If the client has registered an employee for any of our courses, and the client or the employee would need to cancel, the CIF must be notified 20 working days before the scheduled training, to ensure full reimbursement of the registration fee.

For any cancellation notice received 10 and 20 working days before the scheduled training, a cancellation fee that is equal to 50% of the registration fee per person, applies. For any cancellations in less than 10 working days before the course date, no reimbursements are possible; and the client must pay the full registration fee for the registered employee.

*Please note that the CIF adheres to the stipulated cancellation policy as no-shows or late cancellation will lead to losses for the CIF. All cancellation notices must be sent per e-mail to [training@cifnamibia.com](mailto:training@cifnamibia.com). The name & dates of the course you are cancelling must be provided, as well as the full details of the registrant.*

**Cancellation by the CIF:** The CIF reserves the right to cancel or reschedule a course upon 10 working days notice prior to the scheduled training in case there are insufficient number of participants. In this case, the CIF will refund in full any payment made for the scheduled training. Though, please take note the CIF cannot be held responsible for any costs or any other losses, which may result in the event that the CIF needs to cancel or reschedule a class due to insufficient number of participants.

As the CIF needs to rely on third party trainers, The CIF also reserves the right to cancel a course without any prior notice, in the event of unavailability of the scheduled trainer. In this event of cancellation by the CIF, any payment made for the scheduled training will be refunded in full. In this case, the CIF will also reimburse related transportation costs and accommodation expenses for one night, which may result in the event that the CIF cancels or reschedules a class, provided relevant documentation is received by the CIF.