

International First Aid Attestation (IFAA) glossary

The purpose of this document is to help better understand the terms and expressions used as part of the International First Aid Attestation project and process.

It was created to clarify these terms and expressions well as to facilitate translations from English to other languages.

The IFAA and IFAA pilot project definitions are displayed at the beginning of the glossary.

All additional definitions are organised from A to Z.

International First Aid Attestation (IFAA):

The International First Aid Attestation (IFAA) is a recognition (as well as a continuous quality improvement process) that a first aid training provided by a Red Cross Red Crescent National Society is consistent with the latest IFRC *International first aid, resuscitation, and education guidelines*, updated every five years.

IFAA pilot project:

The purpose of the IFAA pilot project was to define, together with the Red Cross and Red Crescent National Societies and the International Federation of Red Cross and Red Crescent Societies (IFRC) field offices, the content, the process and the feasibility of the IFAA.

The IFAA pilot project involved field tests with National Societies, a working group in which National Societies and IFRC representatives provided inputs and comments, as well as a consultation phase during which pre-final documents and tools were shared widely with the RCRC first aid coordinators and focal persons.

The pilot project was completed in January 2021.

European First Aid Certificate (EFAC):

The European First Aid Certificate (EFAC) was created by the resolution of the directors general of the Red Cross National Societies of the European Union in May 1993. The main goal was to create a tool that could be used to teach first aid gestures to as many European citizens as possible. To ensure equal standards and to be able to have one recognition throughout Europe, a minimum programme was determined. Besides a minimum content and duration, interactive teaching methods were also included in the recognition criteria.

IFAA action plan:

Beyond the IFAA process itself, the IFAA focuses on continuous learning improvement. This is the reason why, as part of the IFAA Monitoring & Evaluation field visit, National Societies can design an action plan to strengthen first aid education on the middle-long term based on their overall IFAA experience and lessons learned. The action plan is proposed by the National Society, with advice provided by the IFAA Representative if needed. As part of this plan, the National Society should indicate if support is expected.

If the first aid training programme for which the National Society applied gets the IFAA award, the action plan focuses in the upcoming five years during which the IFAA award is valid – as part of a continuous learning improvement.

Should the first aid training programme for which the National Society applied not be awarded the IFAA, the action plan aims at supporting the National Society in achieving the IFAA award for its first aid training programme.

IFAA award letter:

If all IFAA process stages are duly completed and validated by the Global First Aid Reference Centre (GFARC) for one first aid training programme, the IFAA is awarded to this training programme. In this case, the title of the awarded training programme and the award date appear on the IFAA award letter signed by the GFARC Head. The award letter is sent by the GFARC to the National Society owning the related first aid training programme.

IFAA frame of reference:

The IFAA frame of reference includes all guidelines which must be verified for a training to be awarded the IFAA. The IFAA frame of reference is based on the IFRC *International first aid, resuscitation, and education guidelines* as well as additional guidelines and best practices jointly agreed on by National Societies and IFRC representatives during the IFAA pilot project.

IFRC *International first aid, resuscitation, and education guidelines* – also known as the *Guidelines*:

The IFRC *International first aid, resuscitation, and education guidelines* evaluate and report on the science behind first aid, resuscitation and first aid education. The *Guidelines* were developed based on the principles of evidence-based practice and the methodology of scientific review. They are updated every five years. Their development and update are coordinated by the GFARC.

IFAA Monitoring & Evaluation (M&E) field visit (or “stage 2”):

The IFAA M&E field visit constitutes the “stage 2” of the IFAA process.

The objectives of the IFAA M&E field visit are to:

- assess whether the recommendations communicated through the GFARC self-assessment feedbacks were taken into account;
- assess whether observed training sessions are consistent with the IFRC *International first aid, resuscitation, and education guidelines*;
- support the draft of an action plan for continuous improvements in first aid education if required.

The M&E field visit is conducted by the IFAA Representative.

This visit includes the observation of training workshops and meetings with the National Society first aid national coordination team/staff.

At the end of the visit, the IFAA Representative reports directly to the GFARC and makes recommendations based on their field visit report.

IFAA Representative:

The IFAA Representative reviews the self-assessment and conducts the IFAA Monitoring & Evaluation field visit. They are appointed by and represent GFARC during the given IFAA process. They are experts in first aid education. They have a sound knowledge of the IFRC *International first aid, resuscitation, and education guidelines*, as well as of the IFAA frame of reference. They have a detailed understanding of the IFAA process.

As part of the IFAA project, a group of IFAA Representatives has been set up and trained.

I FAA self-assessment (or “stage 1”):

The self-assessment constitutes the “stage 1” of the IFAA process. After having chosen the first aid training programme applying for the IFAA, the applicant National Society should formally apply to the IFAA process.

The self-assessment stage allows to gather information on the first aid training programme(s) for which the National Society applied and provides a first analysis on training(s) strengths and weaknesses by the National Society itself. The self-assessment stage is implemented by distance. The National Society fills the self-assessment form for the first aid training programme(s) of its choice and attaches relevant manuals and teaching materials. Please note that for the application process some documents will have to be provided in English language.

Both the IFAA Representative and GFARC provide detailed feedback, stating whether the self-assessment stage is validated or not. If it is validated, the M&E field visit (stage 2) is envisioned. If it is not validated, an action plan can be drafted with the help of the IFAA Representative and GFARC if the National Society wishes.

I FAA stamp:

In order for the National Societies to keep their own certificates for their IFAA awarded training programme(s), the IFAA award consists of a stamp provided by the GFARC. This stamp indicates that the training programme related to the certificate is “in accordance with IFRC First Aid and Resuscitation Guidelines”, in addition to the year of the latest guidelines issue. The National Society acquires the right to use this stamp on the certificate(s) of the awarded training programme(s) during five years. Please note that for legal reasons both GFARC and/or IFRC logos cannot be added on the certificates.

Lay people:

When referring to first aid education, lay people – or members of the general public – are non-professionals who provide immediate assistance to a sick or injured person until professional help arrives. Lay people are considered as “first aiders” when equipped with basic first aid knowledge, skills and with attitude to helping.

National Society IFAA Focal Person:

A Focal Person is appointed by the National Society in order to follow-up on the entire IFAA process, including completing the self-assessment (stage 1) and facilitating the IFAA M&E field visit (stage 2). During the IFAA M&E field visit, the National Society IFAA Focal Person acts as an observer and a facilitator. To perform their role, the National Society IFAA Focal Person should have experience in first aid education within their National Society, as well as a detailed knowledge of the IFAA process. They assist the IFAA Representative for any verification needed during the M&E field visit. In addition, they act as an observer in order to ensure a transparent and learning process. As an observer, they are not allowed to formally contribute to the M&E field visit report.

Topic:

Within the IFAA frame of reference, a topic is a first aid or resuscitation subject that is covered or not covered by a first aid training curriculum. Note that, due to the diversity of the training, “topic” can be a treatment, how to act or a situation. Examples of topics include “observe vital life signs”, “control severe bleeding” or “manage unresponsiveness and abnormal breathing”.